请参阅下列图片中的一页文档，以及之前提取的原始文本内容。请以自然阅读的方式返回此文档的朴素文本表示。

请被告知，根据程序性法规2008-09号，镇议会的特别会议将于2009年5月4日星期一在Penetanguishene的议会厅举行，时间是晚上7:00。

AGENDA

1. CALL TO ORDER

2. PRESENTATIONS AND PLANNING MATTERS

   i)  Presentation re: Town of Penetanguishene Official Plan.  
       (NOTE: Excerpt from Urban Woodland Study attached to Councils’ packages)

   ii) 7:30 p.m. Presentation by North Simcoe Community Futures Development Corporation re: North Simcoe Business Retention and Expansion Report

3. COMMUNICATIONS AND CORRESPONDENCE

   i)  Correspondence from the Huronia Hospitals Foundation re: Establishment of a Working Group of Municipal Leaders, Foundation and Hospital Representatives, and Citizens to Work Together to Address Future Hospital Capital Needs

   THAT as per the recommendation by Finance & Corporate Services Section, that Mayor Dubeau be appointed to the proposed Huronia Hospitals Foundation/Area Municipalities Collaborative Working Group Addressing Hospital Capital Needs on the proviso that the Town of Penetanguishene will participate only on the basis that the terms of reference be expanded to reference community, not just municipal support.
3. COMMUNICATIONS AND CORRESPONDENCE

54-59

ii) Correspondence from Parkbridge Lifestyle Communities Inc. re: Town of Penetanguishene Development Charges By-law
Receive for information.

4. REPORTS OF COMMITTEES

60-64

i) Report from Library Board re: Proposed Parking Lot Options for Library
1. THAT Option 1 Joint Use Parking Lot with All Saints Church be re-opened;
2. THAT the Library Board make a request to the Town of Penetanguishene Council to keep the Parking Lot project in as a fee in the 2009 Development Charges By-law.

5. NEW AND UNFINISHED BUSINESS

65-88

i) Full Council discussion re: Draft Development Charges By-law.

ii) Full Council discussion re: Mental Health Centre - Oakridge Pool
THAT as per the recommendation by Recreation and Cultural Services Section that the Town of Penetanguishene advise the Hospital Board and the Province of Ontario that the Town is very interested in continuing the joint use arrangement for community use of the pool and gym facilities as part of the proposed Oakridge redevelopment;

And that the Town of Penetanguishene is not interested in acquiring or operating the existing pool and gym facilities when the existing Oakridge facilities are demolished.

89-91

iii) Report from Recreation & Cultural Services Section re: Curling Club
EAF Program Support Request #67
THAT as per the recommendation by Recreation & Cultural Services Section, the Town of Penetanguishene not endorse the EAF (Enabling Accessibility Fund) grant application by the Penetanguishene Curling Club due to the following:

- The application would be premature as the Town and the Curling Club need to determine the financial viability of the
5. **NEW AND UNFINISHED BUSINESS**

- continued operation of the facility.
- The Town, in consultation with Club representatives, has carried out a preliminary review of the facility to determine the general scope and nature of the works that would be required to make the facility fully accessible.
- A full engineering and structural review is needed to determine the full extent of the proposed works to make the facility barrier free; to develop a concept plan and to provide cost estimates to ensure that the project is viable.
- The Town is in the process of seeking requests for proposals from qualified professionals to do this review. Prior to such study proceeding, the Town will need to discuss with the Club cost sharing arrangements.
- The Town’s only current financial commitment to assist with upgrades at the facility is $15,000 per annum which has been included in the Five Year Capital Plan.
- The Town and the Club are aware of other upcoming grant and funding opportunities which could potentially yield much more than $50,000 EAP grant and the full cost of the necessary upgrades are expected to be significantly higher than the current estimate.

---

iv) **Full Council discussion on Report from Recreation & Cultural Services Section re: EAF - Enabling Accessibility Fund Program #69**

THAT as per the recommendation by Recreation & Cultural Services Section, Council approves the application to the Enabling Accessibility Fund (EAP) Program for the Arena Doors project on the basis that this capital project will be able to proceed in 2009 as the specifications have been determined and the necessary matching funds are available in the 2009 Capital Plan;

AND THAT the Manager and Treasurer be directed to finalize and submit the grant application.

---

v) **Land Development Engineering Policy**

THAT as per the recommendation by Planning and Development Services Section, Council approves the Land Development Engineering Policy and that the Clerk be directed to bring forward the necessary by-law.
6. NEW DEVELOPMENT APPLICATIONS
   
i) C.A.O.’s Verbal Update on Development Applications
      Receive for information.

7. QUESTION PERIOD FROM MEDIA AND PUBLIC

8. ADJOURNMENT
NOTICE OF SPECIAL MEETING OF COUNCIL
TO OBTAIN PUBLIC INPUT - RE: OFFICIAL PLAN UPDATE

TAKE NOTICE THAT the Council of the Corporation of the Town of Penetanguishene will hold a
Special Meeting of Council on Monday, April 20, 2009 at 7:00 pm. and Monday, May 4, 2009 in
the Council Chambers, Townhall, 10 Robert Street West, Penetanguishene, to discuss revisions
that may be required to the Town’s Official Plan. (Note: To access the Council Chambers
please enter the Municipal Office from the parking lot at the rear of the building located
adjacent to Shanahan Road)

THE PURPOSE of the Special Meeting of Council is to enable discussion of revisions that may
be required to the Town of Penetanguishene’s Official Plan following a comprehensive review of
it, and to obtain comments from the public on these matters. For example, a number of issues
being considered stem from the Town’s recently completed Growth Management Study (GMS). Council is also assessing the feasibility of incorporating policies to implement a development permit system in Penetanguishene and to ensure that the Town’s Official Plan conforms to the county and provincial land use policy framework.

Both the Town’s existing Official Plan and the GMS can be viewed either in the Digital Library on
the Town’s website, or in person at the Municipal Office between 8:30 am. and 4:30 pm. Monday
to Friday, or at the Penetanguishene Public Library during their normal business hours. To make
arrangements to review either document at the Municipal Office please call the Planning
Department at (705) 549-2673.

Paul T. Hodgins
Planning Director
Town of Penetanguishene
10 rue Robert St. West/Ouest
P.O./C.P. Box 5009
Penetanguishene, ON
L9M 2G2
North Simcoe
Business Retention + Expansion Report

Town of Midland
Town of Penetanguishene
Township of Tay
Township of Tiny
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Acknowledgements

The Business Retention and Expansion Project (BR+E) is the result of the work of many stakeholders, and community leaders. It was overseen by a volunteer Business Retention and Expansion Task Force and Leadership Team:

**Bryant, Sylvia** - BR+E Project Assistant, North Simcoe Community Futures Development Corporation  
**Casault, Pierre** - Director of Employment and Training Services, La Clé d’la Baie  
**Claire, André** - Councillor, Township of Tiny  
**Cormell, George** - Councillor, Township of Tiny  
**Crown, Wes** - Director of Planning and Development, Town of Midland  
**Duveau, Anita** - Mayor, Town of Penetanguishene  
**Hayes, Denise** - General Manager, Southern Georgian Bay Chamber of Commerce  
**Hominuk, Peter** - Executive Director, La Clé d’la Baie  
**Irvine, Lois** - Community Development Coordinator and BR+E Project Coordinator, North Simcoe Community Futures Development Corporation  
**Johnston, Chris** - Senior Human Resource Manager, TRW Canada Ltd.  
**Luker, Doug** - CAO/Clerk, Township of Tiny  
**Matton, Ileine** - La Clé d’la Baie  
**Muenz, Debra** - General Manager, North Simcoe Community Futures Development Corporation  
**Noel, Judy** - Executive Director, Simcoe County Training Board  
**Rath, Eleanor** - CAO, Town of Penetanguishene  
**Wahl, Martina** - Team Leader, Midland Employment Resource Centre  
**Walker, Ted** - CAO, Town of Midland  
**Wamock, Scott** - Mayor, Township of Tay  
**Yates, Heather** - Planning Department, Township of Tay

Volunteer Visitors

Our Volunteer Visitors were individuals with an active interest in business at the local community level. These volunteers were responsible for visiting businesses to conduct interviews. We are truly thankful for their energy, dedication and commitment to confidentiality.

**Bryant, Sylvia** - BR+E Project Assistant, North Simcoe Community Futures Development Corporation  
**Clairet, Monique** - Connexion emploi/Collège Boréal  
**Desroches, Bernie** - Vice Chairman, North Simcoe Community Futures Development Corporation  
**Desroches, Bonita** - Recreation Coordinator, Township of Tiny  
**Forrest, Meredith** - Manager, Downtown Midland BIA  
**Hayes, Denise** - General Manager, Southern Georgian Bay Chamber of Commerce  
**Irvine, Lois** - Community Development Coordinator and BR+E Project Coordinator, North Simcoe Community Futures Development Corporation  
**Kauppinen, Monica** - Administrative Assistant, Simcoe County Training Board  
**Kramp, Stephan** - Councillor, Town of Midland  
**Matton, Ileine** - La Clé d’la Baie  
**McKay, Gord** - Councillor, Town of Midland  
**Muenz, Debra** - General Manager, North Simcoe Community Futures Development Corporation  
**Noel, Judy** - Executive Director, Simcoe County Training Board  
**Ross, Frances** - Midland Mirror

A special thank you is extended to Cheryl Govier for her assistance and guidance throughout the stages of the Business Retention and Expansion Project. Cheryl is an Economic Development Consultant for the Rural Community Development Branch of the Ontario Ministry of Agriculture, Food and Rural Affairs.
The North Simcoe Region

The North Simcoe BR+E Project is comprised of the Towns of Midland, Penetanguishene, and the Townships of Tay and Tiny. Each community offers unique and diverse environmental features, as well as a variety of commercial, industrial, service and retail businesses. Close proximity to Georgian Bay and a rich cultural heritage make North Simcoe a natural tourist destination and a desirable area in which to reside.

The Town of Midland is situated at the gateway to Georgian Bay’s Picturesque 30,000 Islands. The community is culturally rich and has experienced economic prosperity over the years. The Town offers a very safe, clean and hospitable community in which to reside and work, including year round recreational activities.

The Town of Penetanguishene is a picturesque, bilingual community at the southern tip of beautiful Georgian Bay. The Town offers numerous amenities as well as an array of recreational activities and tourist attractions. Penetanguishene has a rich and colourful history that reflects its three founding cultures - Aboriginal, French and British.

The Township of Tay is located in the northern area of Simcoe County on the shores of Severn Sound (Georgian Bay). In addition to a large, rural community, the Township of Tay also includes the villages of Port McNicoll, Victoria Harbour, Waubaushene and Waverly. The Township boasts a proud heritage and values the unique environmental features, waterfront areas and the natural setting.

The Township of Tiny is a bilingual community nestled in the Georgian Bay region with a combination of permanent and seasonal residents. The Township includes the villages of Wyevale, Perkinsfield, Lafontaine, Wyebridge and Toanche. The area is known for its agricultural land, sandy beaches and stunning views overlooking Georgian Bay.
What is Business Retention and Expansion (BR+E)?

Business Retention and Expansion is a community-based, volunteer-driven economic development tool used to encourage growth and stability of local business. Business Retention and Expansion works to improve the competitiveness of local businesses by evaluating and addressing their broader needs and concerns. This is crucial to the sustained viability of communities, since businesses that stay competitive are more likely to remain and expand in their community.

Business Retention and Expansion projects are being adopted in communities throughout North America. Communities are recognizing the need to focus on business as a key element in the health and prosperity of the community. Understanding and acting on the issues to help keep existing businesses, and removing barriers to their expansion, is the key to building a more vibrant community overall.

- Ministry of Agriculture, Food and Rural Affairs
Goals and Objectives of Business Retention and Expansion

The purpose of Business Retention and Expansion is:

- To identify opportunities and actions to assist local businesses in the expansion, retention and creation of jobs
- The diversification of the local economic base
- The implementation of defined actions to improve the local business climate

Short-Term Objectives:

- Build relationships with existing businesses
- Demonstrate and provide community support for local businesses
- Address urgent business concerns and issues
- Improve communication between the community, government organizations and local businesses
- Retention of businesses and jobs where there is a risk of closure

Long-Term Objectives:

- Increase the competitiveness of local businesses
- New business development and business attraction
- Establish and implement strategic actions for local, long term economic development
- Strong, diversified, local economy
- Job creation and job maintenance
Business Retention and Expansion Executive Summary

The Business Retention and Expansion (BR+E) project was introduced to the community in September 2007, as a North Simcoe regional project. Community stakeholders and volunteers were recruited in October and November 2007 to serve as the project’s Leadership Team, Task Force and Interview Visitors. The Task Force determined that the project would include businesses located in the Towns of Midland and Penetanguishene and the Townships of Tay and Tiny.

The first phase of the project was spent compiling a business database for the region and designing the interview process.

In April 2008, businesses were sent a letter of invitation to participate in the BR+E project, along with a copy of the survey. Volunteer visitors followed up with telephone calls to arrange appointments to meet with the businesses to complete the survey. All participants in the Project, including the Leadership Team, Task Force and Interview Visitors signed a confidentiality agreement to ensure the information gathered was kept in the strictest of confidence.

Interviews began in May 2008 with one hundred and thirty-five (135) surveys completed by the end of October. The survey data was entered into specifically designed software, ensuring the business information remained confidential. A statistical analysis of the data was conducted in November and a preliminary report presented to the Leadership Team in December 2008. The group reviewed this information and prioritized the issues into eight key areas.

The Task Force gathered in January 2009 to consider the key areas and through a facilitated process, the group selected four priority issues where action could commence within the next year. A first draft of the objectives and actions recommended by the Task Force to address the four priority areas is included in this report.

The North Simcoe Business Retention and Expansion (BR+E) project has been effective in gaining a better understanding of the issues that affect local businesses and our community. The findings present opportunities to develop strategies that will improve the business climate, help eliminate existing barriers to retention and expansion, and strengthen communication and relationships with all community partners.

The actions outlined in this report represents a guideline for achieving real and lasting results towards improving the economic environment in the region of North Simcoe. If directed by the Task Force, North Simcoe Community Futures Development Corporation will provide leadership in the creation of a BR+E Implementation Team to commence action on this plan.
Scope of Project

The number of businesses to be surveyed was determined using a “systematic approach” from a total business population size of 1,063. Businesses were categorized by number of employees. For the purpose of the North Simcoe BR+E study, the following criteria was used to define Small, Medium and Large businesses:

<table>
<thead>
<tr>
<th>Category</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>1 - 15</td>
</tr>
<tr>
<td>Medium</td>
<td>16 - 49</td>
</tr>
<tr>
<td>Large</td>
<td>50+</td>
</tr>
</tbody>
</table>

Once the total number of small, medium and large businesses was determined, the number of surveys to be conducted within each category was calculated using the Survey System Sample Method.

The sample method indicated the following number to be surveyed:

<table>
<thead>
<tr>
<th>Total Business Population</th>
<th>Total to be Surveyed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small 955</td>
<td>Small 87</td>
</tr>
<tr>
<td>Medium 73</td>
<td>Medium 42</td>
</tr>
<tr>
<td>Large 35</td>
<td>Large 26</td>
</tr>
<tr>
<td>Total 1063</td>
<td>Total 155</td>
</tr>
</tbody>
</table>

Of the 155 business selected, 135 participated in the survey.

Given a **Confidence Level** of 95%, the average **Confidence Interval** for the three business sizes is slightly more than 5.96% due to the businesses who decided not to participate in the survey. Small, medium and large businesses were chosen using a random selection process.

Sectors randomly surveyed included Manufacturing, Tourism, Agriculture, Mining/Quarrying, Retail/Service and “Other”. The “Other” category included Health & Social Services, Media/Communication, Veterinary Services, Travel Agencies and Utility Industries.

*Confidence Level* is the probability value associated with a confidence interval. It is often expressed as a percentage, i.e) a 95% confidence level.

Example: Suppose we believe that 50% of all the companies in the area wanted to expand. We would then run a survey (sample) that might attach a 95% confidence level to the interval 50% plus or minus 3%. That is, it is very likely that the survey result would be between 47% and 53%.

**Confidence Interval for a Mean** specifies a range of values within which the unknown population parameter, in this case the mean, may lie. The width of the confidence interval gives us some idea about how uncertain we are about the unknown population parameter, in this case the mean. A very wide interval may indicate that more data should be collected before anything very definite can be said about the parameter. We can calculate these intervals for different confidence levels, depending on how precise we want to be. We interpret an interval calculated at a 95% level as we are 95% confident that the interval contains the true population mean.
Survey Participation

Completed Surveys by Business Size (randomly selected):

- Small: 28
- Medium: 23
- Large: 84

Completed Surveys by Sector (randomly selected):

- Retail/Service: 89
- Tourism: 10
- Manufacturing: 18
- Agriculture: 2
- Mining/Quarrying: 1
- Other: 15

Completed Surveys by Municipality (randomly selected):

- Midland: 81
- Penetanguishene: 16
- Tay Township: 27
- Tiny Township: 11
About The Businesses Surveyed

- 64% of businesses are Corporations
- 23% of businesses are Sole Proprietorships
- 78% of owners are involved in the day-to-day operation of the business
- 70% of owners are residents of the community
- 63% of businesses are family owned
- 38% of businesses have been in operation in this community for over 35 years
- 12% of businesses have been in operation in this community for 26 to 35 years
- 34% of businesses have been in operation in this community for 11 to 25 years
- 92% of businesses are non-unionized
- 8% of businesses are franchises
- 82% of the businesses’ headquarters are located within the municipality
- 9% of the businesses’ headquarters are located elsewhere in Ontario
- 5% of the businesses’ headquarters are located outside of Ontario
- 5% of the businesses’ headquarters are located outside of Canada
- 59% of businesses have a succession plan in place
- 73% of businesses have a business plan in place
- 72% of businesses have a marketing plan in place
Survey participants were asked what their general impression was of this community and this province as a place in which to do business. Overall, the responses indicated doing business in this community and province is good.

**What is your general impression of this community as a place in which to do business?**

- Excellent: 21%
- Good: 50%
- Fair: 24%
- Poor: 5%

**What is your general impression of the Province of Ontario as a place in which to do business?**

- Excellent: 18%
- Good: 54%
- Fair: 21%
- Poor: 8%

Of the 135 businesses surveyed, 132 responded to the above questions.
Business Climate

Through the interview process, we gained an overall opinion of the community, including factors which businesses believe are barriers to existing, expanding and new businesses.

<table>
<thead>
<tr>
<th>Barrier</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability of skilled labour</td>
<td>60</td>
<td>47%</td>
</tr>
<tr>
<td>Health and medical services</td>
<td>44</td>
<td>35%</td>
</tr>
<tr>
<td>Lack of proactive new business recruitment</td>
<td>43</td>
<td>34%</td>
</tr>
<tr>
<td>Public Transit</td>
<td>38</td>
<td>30%</td>
</tr>
<tr>
<td>Approval processes</td>
<td>37</td>
<td>29%</td>
</tr>
<tr>
<td>Availability of properly zoned and designated land</td>
<td>36</td>
<td>28%</td>
</tr>
<tr>
<td>Business Taxes</td>
<td>36</td>
<td>28%</td>
</tr>
</tbody>
</table>

Note: More than one response could be selected for this question
Note: 127 businesses responded to this question

Level of satisfaction for services provided by local government and community organizations revealed the following:

<table>
<thead>
<tr>
<th>Service</th>
<th>Very Satisfied</th>
<th>Somewhat Satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Count</td>
<td>Percent</td>
</tr>
<tr>
<td>Policing</td>
<td>55</td>
<td>42%</td>
</tr>
<tr>
<td>Fire Prevention and services</td>
<td>70</td>
<td>53%</td>
</tr>
<tr>
<td>Garbage removal</td>
<td>40</td>
<td>31%</td>
</tr>
<tr>
<td>Libraries</td>
<td>42</td>
<td>32%</td>
</tr>
<tr>
<td>Recreational facilities</td>
<td>47</td>
<td>36%</td>
</tr>
<tr>
<td>Cultural facilities</td>
<td>27</td>
<td>21%</td>
</tr>
<tr>
<td>Health Dept./health unit approvals</td>
<td>29</td>
<td>22%</td>
</tr>
<tr>
<td>Public utilities</td>
<td>37</td>
<td>28%</td>
</tr>
<tr>
<td>Snow removal</td>
<td>42</td>
<td>32%</td>
</tr>
<tr>
<td>Schools</td>
<td>39</td>
<td>30%</td>
</tr>
<tr>
<td>Community College</td>
<td>33</td>
<td>25%</td>
</tr>
<tr>
<td>Child care services</td>
<td>14</td>
<td>11%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service</th>
<th>Somewhat Dissatisfied</th>
<th>Very Dissatisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Count</td>
<td>Percent</td>
</tr>
<tr>
<td>Planning, zoning &amp; building permits</td>
<td>26</td>
<td>20%</td>
</tr>
<tr>
<td>Street repairs</td>
<td>30</td>
<td>23%</td>
</tr>
<tr>
<td>Public transit</td>
<td>17</td>
<td>13%</td>
</tr>
<tr>
<td>Medical and health services</td>
<td>31</td>
<td>24%</td>
</tr>
</tbody>
</table>
**Business Climate**

Respondents were asked to provide comments as to their specific recommendations to improve the local business climate. The following are some samples of the comments. To view all of the recommendations please refer to Appendix A.

“Diversify – bring in different types of employment. We need less automotive industry here.”

“Have a dedicated economic development office independent of political influence (as far as that is possible) and representing all North Simcoe municipalities. Combine/amalgamate Tiny, Tay, Midland and Penetanguishene into one municipality.”

“Change attitudes - take the approach that we want businesses here and will work to help them achieve instead of stifling new and creative ideas.”

“Must have industry move in. Nothing to keep young people in the area.”

“Municipality should be more proactive in getting businesses.”

“Building permit process could be better streamlined.”

“General ability to target growth and implement more development. More open minded regarding development.”

“Improve public transit.”

“Eliminate government red tape. Reduce costs for licensing and other stuff to help small businesses. Get some public transit to and from the communities.”

“Supportive municipality, especially related to tourism and technology infrastructure.”

“More education opportunities in the area.”

“Attract new businesses to the community and provide tax incentives for the first five years.”
Future Plans

Businesses interviewed were asked to indicate their future plans within the next three (3) years.

<table>
<thead>
<tr>
<th>Plans</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remain the same</td>
<td>54%</td>
</tr>
<tr>
<td>Downsize</td>
<td>7%</td>
</tr>
<tr>
<td>Relocate</td>
<td>7%</td>
</tr>
<tr>
<td>Expand</td>
<td>36%</td>
</tr>
<tr>
<td>Close</td>
<td>4%</td>
</tr>
</tbody>
</table>

Business Closures

Only five (5) businesses plan on closing within the next three (3) years. These are small, family run businesses where the owner is planning on retiring.

Business Expansions

Twenty-five (25) businesses indicated that they have plans to expand over the next three (3) years. These expansions will lead to:

- An increase in workforce: 86%
- An increase in floor space: 69%
- Additional product lines: 69%
- Additional services for customers: 93%
- Additional investment in equipment and technology: 83%
- Process improvements: 57%
- Importing goods or services to Canada: 40%
- An increase in demand for skills training: 48%
Future Plans

Expansion Plan Barriers

Sixteen (16) of the twenty-five (25) businesses identified that they are experiencing difficulties with their expansion plans. Challenges include the following:

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financing</td>
<td>7</td>
<td>44%</td>
</tr>
<tr>
<td>Labour availability</td>
<td>6</td>
<td>38%</td>
</tr>
<tr>
<td>Finding/developing strategic alliances</td>
<td>6</td>
<td>38%</td>
</tr>
<tr>
<td>Availability of buildings</td>
<td>5</td>
<td>31%</td>
</tr>
<tr>
<td>Local by-laws</td>
<td>5</td>
<td>31%</td>
</tr>
<tr>
<td>Water infrastructure</td>
<td>4</td>
<td>25%</td>
</tr>
</tbody>
</table>

Note: More than one response can be selected for this question
Note: Percentages are based on the number of businesses who responded to this question and may not total 100%

Relocation

Nine (9) businesses who responded to this question indicated that they plan to relocate with the next three (3) years. Of these nine (9) businesses, five (5) answered yes to relocation, while four (4) answered that they were exploring this idea.

When asked where they plan to relocate, eight (8) businesses responded that they would relocate within this community. One participant said they would relocate outside the municipality, but within the County.

Reasons for relocating the business included the following:

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inadequate facilities in terms of building space</td>
<td>4</td>
<td>50%</td>
</tr>
<tr>
<td>Availability of appropriate labour</td>
<td>2</td>
<td>25%</td>
</tr>
<tr>
<td>Change in markets</td>
<td>1</td>
<td>13%</td>
</tr>
<tr>
<td>Expansion limitations</td>
<td>1</td>
<td>13%</td>
</tr>
<tr>
<td>Local regulations too restrictive</td>
<td>1</td>
<td>13%</td>
</tr>
</tbody>
</table>

Note: More than one response can be selected for this question
Note: Percentages are based on the number of businesses who responded to this question and may not total 100%

Downsizing

Seven (7) businesses indicated that they plan on downsizing with the next three years. Six (6) of these businesses advised that the downsizing would result in a reduced workforce.
Business Development

Energy

Businesses in our community expressed great concerns with respect to energy supply, management, efficiency and cost. 50% of participants advised that their business would benefit from engineering or technical support with respect to energy conservation and efficiency. ¹

100% of the businesses use electricity/hydro as their main energy source. Of these businesses, only 28% said they prefer to use this type of energy. 88% of businesses use natural gas as an energy source and 50% prefer to use it.

Sixty-nine (69) out of one hundred and thirty-one (131) companies responded YES as to whether or not they had concerns with respect to energy supply, management and efficiency.

Businesses were asked what concerns they have with respect to their current supply of energy, management and efficiency. Responses were as follows:

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inconsistent supply/periodic brownouts</td>
<td>31</td>
<td>45%</td>
</tr>
<tr>
<td>Unusually high-energy consumption</td>
<td>2</td>
<td>3%</td>
</tr>
<tr>
<td>Loss of productivity</td>
<td>2</td>
<td>3%</td>
</tr>
<tr>
<td>Cost of energy</td>
<td>48</td>
<td>70%</td>
</tr>
</tbody>
</table>

Note: More than one response can be selected for this question
Note: 69 businesses responded to this question

Several businesses would prefer to use alternative energy sources such as wind and solar. When asked why they did not use the type of preferred energy, responses were as follows:

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not available in this community</td>
<td>27</td>
<td>57%</td>
</tr>
<tr>
<td>Not available to my site</td>
<td>7</td>
<td>15%</td>
</tr>
<tr>
<td>Insufficient/inadequate availability of supply</td>
<td>3</td>
<td>6%</td>
</tr>
<tr>
<td>Price</td>
<td>10</td>
<td>21%</td>
</tr>
<tr>
<td>Cost of installation</td>
<td>14</td>
<td>30%</td>
</tr>
</tbody>
</table>

Note: More than one response can be selected for this question
Note: 47 businesses responded to this question

¹ As a first step, North Simcoe Community Futures Development Corporation hosted an Energy Breakfast Seminar on November 6, 2008 to start addressing the concerns and requests for energy information identified during the survey process. The seminar was well received by local businesses and proved to be both informative and useful.
Business Development

Telecommunications Infrastructure

Survey results indicate that Telecommunications Infrastructure in our community is a barrier to the expansion of existing businesses and the development of new businesses. This is more apparent in the rural areas of North Simcoe and was seen as a disadvantage as far as a place in which to do business.

Responses to listing the community’s disadvantages as a place in which to do business as it relates to telecommunications infrastructure were as follows:

- “Lack of technical infrastructure”
- “Can not get Rogers high speed Internet in the industrial park”
- “Slow to introduce new technology”
- “Bell lines within the town are old and cause problems with Internet”
- “Information technology capacity – no high speed Internet in Township”

When asked which new suppliers of products or services would you like to see added to this community, responses included:

- “Information technology”
- “Wireless Internet service”
- “High speed Internet”
- “High speed in rural areas”
- “Portable Internet solutions”

Future need for improved telecommunications infrastructure proved to be an important issue for a large number of businesses:

Looking forward to the next 3 years, indicate how important each of these factors will be in ensuring that this business remains competitive – Availability of telecommunications services

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very important</td>
<td>65</td>
<td>54%</td>
</tr>
<tr>
<td>Somewhat important</td>
<td>29</td>
<td>24%</td>
</tr>
<tr>
<td>Not at all important</td>
<td>7</td>
<td>6%</td>
</tr>
<tr>
<td>Not applicable</td>
<td>19</td>
<td>16%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>120</td>
<td>100%</td>
</tr>
</tbody>
</table>
Business Development

Markets

The Business Market section of the survey provided insight into where businesses are marketing and selling their products, what is important to their growth and how they identify their customers’ needs.

Businesses expressed interest in pursuing the following with other businesses in the community:
- Joint product purchasing
- Joint Marketing
- Collaboration/networking/information sharing

At the time of the survey, total dollar sales trends had seen an increase over the past three years, according to 52% of the businesses surveyed. 57% of the businesses expect next year’s total dollar sales (compared to last year) to be higher.

The reported, approximate percentages of our businesses total dollar sales in each of the following markets (where customers live) are:
- Within Canada 92%
- Within USA 6%
- Europe 2%

Businesses receive market research and/or trend information regarding their sector from the following sources:
- Suppliers 73%
- Trade Shows 69%
- Industry/sector association newsletters 68%
- Business Networking 52%
- Industry/sector association websites 49%
- Government publications 41%

Businesses were asked how they identify their customer’s needs. Based on the responses, it appears that customer service/contact is the most valuable tool available:
- Informal customer contact 78%
- Customer complaints 66%
- Customer surveys 49%
- Sales calls 39%
- Electronic communication 39%
Local Community

Economic Development

Survey participants were asked if the local community had an economic development plan in place and was it being effectively implemented. Many businesses believe that a plan is in place, however, they don’t know if the plan is being implemented.

As far as you know, does the local community have an economic development plan?

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>17</td>
<td>23%</td>
</tr>
<tr>
<td>No</td>
<td>16</td>
<td>22%</td>
</tr>
<tr>
<td>Don’t know</td>
<td>40</td>
<td>55%</td>
</tr>
</tbody>
</table>

As far as you are concerned, is this plan being effectively implemented?

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>17</td>
<td>23%</td>
</tr>
<tr>
<td>No</td>
<td>16</td>
<td>22%</td>
</tr>
<tr>
<td>Don’t know</td>
<td>40</td>
<td>55%</td>
</tr>
</tbody>
</table>

In your opinion, does the local municipality take an adequate role in business and economic development in this community?

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>39</td>
<td>40%</td>
</tr>
<tr>
<td>No</td>
<td>21</td>
<td>21%</td>
</tr>
<tr>
<td>Unaware of what is being done</td>
<td>39</td>
<td>40%</td>
</tr>
</tbody>
</table>

What other comments about this community as a place in which to do business would you like to raise? (See Appendix B for a full listing of comments made)
Local Community

Using a scale of excellent, good, fair and poor, businesses were asked to rate certain factors in doing business in this community.

Factors that received the highest levels of satisfaction were:
- Cost of leasing space
- Availability of utilities
- Access to markets/customers/clients
- Access to suppliers
- Quality of life
- Water and sewer capacity
- Support from local business and residents

Factors that were rated at the lower end of the scale were:
- Availability of skilled labour
- Transportation costs
- Availability of transportation
- Availability of appropriately zoned land
- Land costs
- Cost of construction
- Local permit process
- Municipal taxes
- Development charges
- Support from Municipality
- Municipal by-laws
- Size of local market
- Access to research and development
- Access to training facilities

Businesses were asked how local business associations and/or economic development offices could assist their business sector. Survey participants felt the following would be beneficial to their business:

- Marketing seminars
- Access to capital seminars
- Business networking sessions
- Joint advertising and marketing
- Workforce planning, employee training and attraction
- Trade shows
- Website development
- Attraction of related supply and services businesses
- E-marketing
- Productivity improvement workshops
Community Advantages

Respondents were asked to list 3 community advantages as a place in which to do business. The top 3 community strengths were:

1. Quality of life
2. Proximity to Georgian Bay
3. Recreational opportunities

Other responses included:
- Geographic location
- Beautiful area
- Clean air and clean water
- Great place to live
- Support services
- Georgian Bay
- Wonderful location
- Lifestyle
- Quality of life
- Loyal community
- Community spirit
- Nice, friendly people
- Historical and cultural sites
- Cost of living
- Peaceful and safe
- Good place to live and work
- Great recreation community
- No rush hour traffic
- Low crime rate
- Water accessibility
- Easy to get around

- Great vacation destination
- Access to services and recreation
- Tourism
- Only 2 hours from Toronto
- Lots of marinas
- Non-stressful
- Easy access to great outdoors
- Healthy lifestyle
- Natural beauty
- Roads are good
- Clean environment
- Small town atmosphere
- Room for expansion
- Talented people
- Beaches
- Friendly merchants
- Lots of available land
- Influx of summer residents
- Businesses work together
- Good labour force with good ethics
Community Disadvantages

Respondents were asked to list 3 community disadvantages as a place in which to do business. The top 3 community weaknesses were:

1. Transportation/public transit
2. Lack of economic development
3. Technology infrastructure

Other responses included:

- No economic development plan
- Lack of skilled and unskilled trades
- Lack of public transportation
- Slow to introduce new technology
- Lack of foresight for population expansion
- Unsupportive municipal government
- Political roadblocks
- Limited shopping
- Cost of transportation
- Lack of jobs for young people
- Distance to and from major highways
- Municipal bylaws
- Transportation routes & congestion
- Zoning can be restrictive
- High leasing/purchase rates
- Small community - lack of resources
- Community not educated as to culture
- No expansion of business community
- Healthcare
- Lack of community support
- Lack of community promotion
- Water and sewer costs
- No strategy for job creation
- Lack of services
- Distance to major cities
- Access to major highways
- Loss of manufacturing jobs
- Lack of technical infrastructure
- Red tape at municipal level
- Limited market
- Tourism oriented, but not a destination
- Seasonal population/fluctuation
- Need more entertainment for youth
- Waterfront esthetics
- Property taxes too high
Public Transit

Public Transit was identified as an area for improvement within the community. Rural areas have no public transit to and from the towns and services in neighbouring communities.

Using the scale provided, please rate the condition of your commercial district for each factor. - Adequacy of public transit

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>6</td>
<td>11%</td>
</tr>
<tr>
<td>Good</td>
<td>15</td>
<td>28%</td>
</tr>
<tr>
<td>Fair</td>
<td>6</td>
<td>11%</td>
</tr>
<tr>
<td>Needs improving</td>
<td>26</td>
<td>39%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>53</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Businesses were asked to rate their level of satisfaction with services provided by local government and community organizations. Public Transit service is not available to 46% of the respondents in the region.

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very satisfied</td>
<td>9</td>
<td>7%</td>
</tr>
<tr>
<td>Somewhat satisfied</td>
<td>16</td>
<td>13%</td>
</tr>
<tr>
<td>Somewhat dissatisfied</td>
<td>17</td>
<td>13%</td>
</tr>
<tr>
<td>Very dissatisfied</td>
<td>27</td>
<td>21%</td>
</tr>
<tr>
<td>Not available</td>
<td>58</td>
<td>46%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>127</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Specific recommendations to improve the local business climate included the following comments related to public transit:

- “Need public transit to tourist attractions”
- “Better public transit”
- “Public transit is needed between communities and to recreational areas (golf courses, beaches)”
- “Get some public transit to and from the communities”
- “Public transit needed to bring people to the beaches”

In addition to the above, 38 out of 127 businesses identified the availability of Public Transit as a barrier to the expansion of existing businesses and the development of new businesses in the community.
Transportation

List the community's disadvantages as a place to do business as it pertains to Transportation:

- “Distance from major transportation routes (trucking)"
- “Transportation”
- “Highways”
- “Cost of transportation”
- “Transportation routes and congestion at peak times”
- “Access to major highways”
- “Crowded roads in summer, bad driving conditions in winter”
- “Distance from major highways (400)”
- “Transportation – getting in and out of the community”
- “Road infrastructure”

Using a scale of excellent, good, fair and poor, participants were asked to rate factors in doing business in this community – Availability of Transportation

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>9</td>
<td>8%</td>
</tr>
<tr>
<td>Good</td>
<td>43</td>
<td>38%</td>
</tr>
<tr>
<td>Fair</td>
<td>28</td>
<td>25%</td>
</tr>
<tr>
<td>Poor</td>
<td>33</td>
<td>29%</td>
</tr>
<tr>
<td></td>
<td>113</td>
<td>100%</td>
</tr>
</tbody>
</table>

The majority of businesses in our community rated the cost of transportation as fair or poor.

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>3</td>
<td>3%</td>
</tr>
<tr>
<td>Good</td>
<td>30</td>
<td>27%</td>
</tr>
<tr>
<td>Fair</td>
<td>47</td>
<td>42%</td>
</tr>
<tr>
<td>Poor</td>
<td>33</td>
<td>29%</td>
</tr>
<tr>
<td></td>
<td>113</td>
<td>100%</td>
</tr>
</tbody>
</table>
**Workforce Development**

Businesses were asked to rate the availability, quality and stability of the workforce in this area for their business needs.

### Availability of Workers

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>10</td>
<td>8%</td>
</tr>
<tr>
<td>Good</td>
<td>49</td>
<td>38%</td>
</tr>
<tr>
<td>Fair</td>
<td>40</td>
<td>31%</td>
</tr>
<tr>
<td>Poor</td>
<td>29</td>
<td>23%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>128</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Quality of the Workforce

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>17</td>
<td>13%</td>
</tr>
<tr>
<td>Good</td>
<td>53</td>
<td>41%</td>
</tr>
<tr>
<td>Fair</td>
<td>44</td>
<td>34%</td>
</tr>
<tr>
<td>Poor</td>
<td>14</td>
<td>11%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>128</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Stability of the Workforce

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>11</td>
<td>9%</td>
</tr>
<tr>
<td>Good</td>
<td>66</td>
<td>52%</td>
</tr>
<tr>
<td>Fair</td>
<td>30</td>
<td>24%</td>
</tr>
<tr>
<td>Poor</td>
<td>19</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>128</td>
<td>100%</td>
</tr>
</tbody>
</table>

During the past three years, has the number of employees in this business increased, decreased or stayed the same?

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased</td>
<td>42</td>
<td>33%</td>
</tr>
<tr>
<td>Decreased</td>
<td>27</td>
<td>21%</td>
</tr>
<tr>
<td>Remained the same</td>
<td>57</td>
<td>45%</td>
</tr>
<tr>
<td>Don’t know</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>126</td>
<td>100%</td>
</tr>
</tbody>
</table>

During the next three years, do you think the number of employees in this business will increase, decrease or stay the same?

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase</td>
<td>53</td>
<td>42%</td>
</tr>
<tr>
<td>Decrease</td>
<td>8</td>
<td>6%</td>
</tr>
<tr>
<td>Remain the same</td>
<td>64</td>
<td>50%</td>
</tr>
<tr>
<td>Don’t know</td>
<td>2</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>127</td>
<td>100%</td>
</tr>
</tbody>
</table>
Workforce Development

Participants were asked if they are able to recruit qualified employees for their businesses?

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>81</td>
<td>65%</td>
</tr>
<tr>
<td>No</td>
<td>44</td>
<td>35%</td>
</tr>
<tr>
<td></td>
<td>125</td>
<td>100%</td>
</tr>
</tbody>
</table>

The forty-four (44) businesses that indicated they were unable to recruit qualified employees were asked what specific skills or qualifications they have difficulty in recruiting:

- “Employees with computer and telephone training”
- “Tourism course graduates and licensed by “Travel Industry Council of Ontario””
- “People who are reliable, can think independently and have food knowledge”
- “Expectations exceed experience”
- “Willingness to work the hours demanded by the business”
- “Opticians”
- “People with specialized fine wood-working skills”
- “Certified technicians and apprentices (auto mechanics)”
- “People with basic skills (reading, writing)”
- “Good workers with good ethics”
- “Skilled in marine electronics and electrical”
- “Gas fitters with experience”
- “Qualified electronic/computer technicians”
- “Manual labourers”
- “Marine technicians”
- “Experienced marine technicians and general maintenance personnel”
- “Registered nurses”
- “Senior management”
Workforce Development

Businesses were asked to tell us about employee training and the barriers associated with receiving the necessary training. It appears the most significant barriers to training include cost, availability, distance to training facilities, and loss of productivity during the training period.

Where do your employees receive training?

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Community College</td>
<td>42</td>
<td>34%</td>
</tr>
<tr>
<td>Distance Education</td>
<td>25</td>
<td>20%</td>
</tr>
<tr>
<td>In-house</td>
<td>110</td>
<td>90%</td>
</tr>
<tr>
<td>Customized Training</td>
<td>50</td>
<td>41%</td>
</tr>
<tr>
<td>University</td>
<td>16</td>
<td>13%</td>
</tr>
<tr>
<td>Outside of area</td>
<td>22</td>
<td>18%</td>
</tr>
<tr>
<td>Other</td>
<td>9</td>
<td>7%</td>
</tr>
</tbody>
</table>

Note: More than one response could be selected for this question
Note: 122 businesses responded to this question

What are the most significant barriers to your employees receiving the necessary training?

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>49</td>
<td>54%</td>
</tr>
<tr>
<td>Awareness of existing programs</td>
<td>14</td>
<td>15%</td>
</tr>
<tr>
<td>Awareness of training programs</td>
<td>7</td>
<td>8%</td>
</tr>
<tr>
<td>Relevant training is not offered at community college</td>
<td>18</td>
<td>20%</td>
</tr>
<tr>
<td>Distance to training facility</td>
<td>28</td>
<td>31%</td>
</tr>
<tr>
<td>Availability of training locally</td>
<td>28</td>
<td>31%</td>
</tr>
<tr>
<td>Unable to release employees</td>
<td>19</td>
<td>21%</td>
</tr>
<tr>
<td>Losing trained employees to other businesses</td>
<td>15</td>
<td>16%</td>
</tr>
<tr>
<td>Awareness of legislated training</td>
<td>5</td>
<td>5%</td>
</tr>
<tr>
<td>Loss of productivity during training period</td>
<td>25</td>
<td>27%</td>
</tr>
</tbody>
</table>

Note: More than one response could be selected for this question
Note: 91 businesses responded to this question

What is your level of satisfaction with each of the following services provided by local government and community organizations? - Local Training Board

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very satisfied</td>
<td>15</td>
<td>12%</td>
</tr>
<tr>
<td>Somewhat satisfied</td>
<td>23</td>
<td>18%</td>
</tr>
<tr>
<td>Somewhat dissatisfied</td>
<td>10</td>
<td>8%</td>
</tr>
<tr>
<td>Very dissatisfied</td>
<td>6</td>
<td>5%</td>
</tr>
<tr>
<td>No contact</td>
<td>74</td>
<td>58%</td>
</tr>
</tbody>
</table>

128 100%
Workforce Development

The availability of skilled and unskilled labour is an important issue to the businesses in our community. Some businesses feel the lack of skilled labour poses a barrier to the expansion of existing businesses and the development of new businesses.

Which, if any of the following factors are barriers to the expansion of existing businesses and the development of new businesses in the community?

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability of skilled labour</td>
<td>60</td>
<td>47%</td>
</tr>
</tbody>
</table>

Note: 60 of 127 businesses responded to this question - question could have multiple responses

Using a scale of excellent, good, fair and poor, how would you rate the following factors in doing business in this community? - Availability of skilled labour

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>9</td>
<td>8%</td>
</tr>
<tr>
<td>Good</td>
<td>37</td>
<td>31%</td>
</tr>
<tr>
<td>Fair</td>
<td>49</td>
<td>41%</td>
</tr>
<tr>
<td>Poor</td>
<td>25</td>
<td>21%</td>
</tr>
</tbody>
</table>

Availability of Labour and Workforce Skill Development are important factors in ensuring that our community businesses remain competitive in future years.

Looking forward to the next 3 years, indicate how important each of these factors will be in ensuring that this business remains competitive - Availability of Labour

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very important</td>
<td>67</td>
<td>54%</td>
</tr>
<tr>
<td>Somewhat important</td>
<td>34</td>
<td>27%</td>
</tr>
<tr>
<td>Not at all important</td>
<td>4</td>
<td>3%</td>
</tr>
<tr>
<td>Not applicable</td>
<td>20</td>
<td>16%</td>
</tr>
</tbody>
</table>

Looking forward to the next 3 years, indicate how important each of these factors will be in ensuring that this business remains competitive - Workforce Skill Development

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very important</td>
<td>69</td>
<td>57%</td>
</tr>
<tr>
<td>Somewhat important</td>
<td>29</td>
<td>24%</td>
</tr>
<tr>
<td>Not at all important</td>
<td>4</td>
<td>3%</td>
</tr>
<tr>
<td>Not applicable</td>
<td>20</td>
<td>16%</td>
</tr>
</tbody>
</table>

122 100%
Review and Selection Process for Objectives

Project rollup and analysis reports were downloaded from the BR+E Executive Pulse Website upon completion of the data entry. At this stage, these “higher level” reports identified several themes, issues, needs and concerns of the businesses surveyed.

The BR+E Project Coordinator and BR+E Assistant conducted an in depth analysis of the data reports to start narrowing the results into key areas. The Leadership Team met to review the issues that emerged from this analysis and prioritized the list to eight major areas of concern:

- Business Development and Support
- Economic Development
- Energy
- Health and Medical Services
- Telecommunications Infrastructure
- Transportation
- Public Transit
- Workforce Development

The responsibility of the Task Force was to select four areas from the above list where objectives could be drafted and that action teams could commence work on. Through a facilitated process, the following priorities were selected:

- Business Development and Support
- Economic Development
- Transportation and Public Transit
- Workforce Development

The following pages represent a first draft of action plans recommended by the Task Force to address the four priority issues. Objectives and action items were created and will be developed further with the assistance and support of potential partners and resources.

Lead organizations have not been identified at this time by the Task Force. The group felt that it would be the role of the partners that are working on the specific items to select the lead agency.

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2 While Telecommunications Infrastructure was identified as a major issue by the Task Force, it was determined that Simcoe County is taking the lead for this initiative through the “Rural Connections Broadband Program.” They are currently collaborating with Municipalities to implement this Infrastructure Project. NSCFDC is a participant on the Sub-Committee for this initiative.
<table>
<thead>
<tr>
<th>Business Development and Support</th>
<th>Objectives</th>
<th>Actions</th>
<th>Potential Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Develop ongoing training opportunities to improve and enhance customer service</strong></td>
<td>Select a lead organization to work with partner organizations to identify suitable training and develop an action plan to implement the training to a broad business base. Need to work with government funders and partners to obtain financial resources to assist in sponsoring these programs.</td>
<td>Identify the availability of customer service training (ie: SuperHost Training Program or an equivalent formal customer service training program such as Service Excellence) Collaborate with the Southern Georgian Bay (SGB) Chamber of Commerce to offer training at their Alliance Conference</td>
<td>Employers and Staff Employment Resource Centres (YMCA &amp; La Clé d’la Baie) Simcoe County Training Board SGB Chamber of Commerce Georgian College Federal &amp; Provincial Agencies Community Stakeholders Adult Learning Centre Collège Boréal</td>
</tr>
<tr>
<td><strong>Implement workshops that will assist in the development of a marketing strategy and strengthen local opportunities through networking and collaboration</strong></td>
<td>Organize training and seminars in the following areas: • Joint Product Purchasing • Joint Marketing</td>
<td>Collaborate with the Small Business Week Committee and SGB Chamber of Commerce to offer training during Small Business Week events and the Alliance Conference</td>
<td>North Simcoe Community Futures Development Corporation SGB Chamber of Commerce Georgian Bay Tourism Simcoe County Financial Institutions Small Business Week Committee La Clé d’la Baie</td>
</tr>
<tr>
<td><strong>Enhance support to businesses that are facing barriers starting up and/or expanding</strong></td>
<td>Enhance support to businesses that are facing barriers starting up and/or expanding (reference: Severn Sound Sustainability Plan – Pillar #3 – Economic Prosperity – Goal E1 – E.S.5) “BizPal” could be a tool considered to enhance this process.</td>
<td>Increase the profile of the North Simcoe Community Futures Development Corporation and the resources and services available (reference: Severn Sound Sustainability Plan – Pillar #3 – Economic Prosperity – Goal E1 – E.S.5) Streamline existing funding program (reduce paperwork and/or complexity of applications and processes (reference: Severn Sound Sustainability Plan – Pillar #3 – Economic Prosperity – Goal E1 – E.S.4)) Increase awareness of opportunities for financial assistance and support</td>
<td>All levels of government Banks North Simcoe Community Futures Development Corporation SGB Chamber of Commerce</td>
</tr>
<tr>
<td><strong>Increase awareness of opportunities for financial assistance and support</strong></td>
<td>Identify specific problem areas and develop actions to address (reference: Severn Sound Sustainability Plan – Pillar #3 – Economic Prosperity – Goal E1 – E.S.3)</td>
<td>Streamline existing funding program (reduce paperwork and/or complexity of applications and processes (reference: Severn Sound Sustainability Plan – Pillar #3 – Economic Prosperity – Goal E1 – E.S.4))</td>
<td>North Simcoe Community Futures Development Corporation Financial Institutions SGB Chamber of Commerce Government provide Staff Support</td>
</tr>
<tr>
<td><strong>Provide assistance and support to businesses when dealing with Municipal Approval Processes</strong></td>
<td>Encourage all Municipalities to register with “BizPal” – a new online information tool for small businesses that provides local information on “approval processes”</td>
<td>Encourage all Municipalities to register with “BizPal” – a new online information tool for small businesses that provides local information on “approval processes”</td>
<td>Municipalities</td>
</tr>
<tr>
<td><strong>Open the doors of communication between Municipalities to discuss Business Taxes and Development Charges</strong></td>
<td>Hold Open House</td>
<td>Implement a Customer Satisfaction Survey</td>
<td>Municipalities</td>
</tr>
<tr>
<td>Economic Development</td>
<td>Actions</td>
<td>Potential Partners</td>
<td></td>
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<td>----------------------</td>
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<tr>
<td><strong>Objectives</strong></td>
<td>Conduct an historical review, analysis and summary of economic development strategies that have been completed for the area, as well as studies that are underway i.e.:</td>
<td>Municipalities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- North Simcoe Regional Economic Development Strategy (completed June 2005);</td>
<td>Stakeholders</td>
<td></td>
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<tr>
<td></td>
<td>- the South Central Region Economic Competitive Analysis Project (to be finalized in May 2009);</td>
<td>North Simcoe Community Futures Development Corporation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Severn Sound Sustainability Plan (to be finalized in May 2009). (In particular, reference Pillar # 3 – Economic Prosperity – Goal E1: Create a sustainable, diverse and balanced economic base that provides quality employment and sustainable wages for residents)</td>
<td>SGB Chamber of Commerce</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local Official Plans/Growth Plans - key documents to look at</td>
<td>La Clé d’la Baie</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop a separate and distinct regional economic development strategy with cooperative ownership for the region.</td>
<td>RDÉE</td>
<td></td>
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<tr>
<td></td>
<td>- Engage key stakeholders</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>- Focus on priorities, determine objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Develop action plans/ workshops</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>- Determine financial resources and human resources required</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>- Select a lead “agency” and/or joint membership Board to oversee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Implement ongoing monitoring, evaluation and reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Municipalities to determine involvement</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transportation and Public Transit</strong></td>
<td><strong>Actions</strong></td>
<td><strong>Potential Partners</strong></td>
<td></td>
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<tr>
<td>--------------------------------------</td>
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<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Objectives</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Improve adequacy and availability of public transit and transportation | Develop a regional transportation and public transit system where services are shared amongst the four municipalities:  
1. Increase the range and types of transportation  
2. Reduce dependency on automobiles  
3. Protect corridors for tourists | County of Simcoe  
Municipal Governments  
Ontario Ministry of Transportation |
<p>|                                     | Review the Simcoe County Transportation Master Plan |             |
|                                     | Review the Severn Sound Sustainability Plan and ensure items/issues related to transportation are integrated into the regional transportation plan |             |
|                                     | Complete an inventory of assets |             |
|                                     | Design commuter parking lots |             |
|                                     | Explore funding opportunities from the Ontario Ministry of Transportation (Gas Tax) |             |
|                                     | Be the voice for North Simcoe (ie) identify corridors from north to south municipalities |             |</p>
<table>
<thead>
<tr>
<th>Workforce Development</th>
<th>Actions</th>
<th>Potential Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objectives</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure accurate and</td>
<td>Select a lead organization to oversee</td>
<td>Simcoe County Training Board</td>
</tr>
<tr>
<td>consistent information communicated to employers and the local workforce</td>
<td>Ensure educators and organizations involved with workforce development are all fully aware of what each partner is doing and what programs and services are available. (inventory of programs and services)</td>
<td>Georgian College</td>
</tr>
<tr>
<td></td>
<td>Develop a communication strategy to educate employers and employees about training available</td>
<td>Employment Resource Centre</td>
</tr>
<tr>
<td>Reduce youth outmigration</td>
<td>Examine in more detail and develop a long-term plan to create jobs that retain and attract young professionals</td>
<td>Employers</td>
</tr>
<tr>
<td>Increase and enhance workforce skills and training opportunities with the community. Collaborate with employers and education institutions</td>
<td>Educate employers on the availability of the Essential Skills Assessment Program to assist in the development of a training action plan</td>
<td>North Simcoe Community Futures Development Corporation</td>
</tr>
<tr>
<td></td>
<td>Skilled Trades – update and upgrade hard skills</td>
<td>Mentors</td>
</tr>
<tr>
<td></td>
<td>Provide employees who are interested in changing careers/jobs with the needed resources</td>
<td>Collège Boréal</td>
</tr>
<tr>
<td></td>
<td>Collaborate and provide education/training for young people as to basic job expectations (punctuality, dress code, manners, etc)</td>
<td>La Clé d’la Baie</td>
</tr>
<tr>
<td></td>
<td>Provide customer service training skills</td>
<td>RDÉE</td>
</tr>
<tr>
<td></td>
<td>Develop and implement employee appreciation/recognition programs</td>
<td>Centre de ressources en emploi</td>
</tr>
</tbody>
</table>
Conclusion

The completion and presentation of the BR+E Report is only our first step. Developing a long term strategy to retain and expand existing businesses and attract new businesses to the area will result in a stronger and sustainable community. Collaboration and commitment by all North Simcoe Community partners and stakeholders is essential to implement the recommended actions.

Leadership will be needed to ensure that the actions are being further developed and implemented and a process is in place to monitor progress and report back to the community. Implementation and completion of the recommended action is necessary for the BR+E project to be considered a success.

It should be noted that parallel economic development projects are underway that need to be considered along with the North Simcoe BR+E report. These initiatives include the Severn Sound Sustainability Plan and the South Central CFDC Network Economic Competitive Analysis Project. These reports are being published in the first six months of 2009 and their results will be integrated into the BR+E action plan.

We would like to thank all of the businesses for participating in the Business Retention and Expansion Project. Without their honest input and co-operation, this report would not be possible.

Special thanks to our Leadership Team, Task Force members and Volunteer Visitors for their dedication, wisdom, interest and time.

Task Force Members

Back row, left to right: André Claire, Doug Luker, Scott Warnock, Ted Walker, Anita Dubeau, Denise Hayes and George Cornell
Front row, left to right: Eleanor Rath, Sylvia Bryant, Debra Muenz, Lois Irvine, Heather Yates and Martina Wahl
Members not present: Peter Hominuk, Judy Noel, Chris Johnston, Ilene Matton, Wes Crown and Pierre Casault
Appendix A

What are your specific recommendations to improve the local business climate?

“Change in members of town council. Public transit to tourist attractions in the area. Sidewalks are rolled up on Sunday in a tourist town. Township assists the Wye Marsh in many ways, while the town does nothing”

“Get rid of parking meters downtown”

“Better restructuring for utilities. Advertising venues that don’t cost huge dollars. Joint advertising”

“Need round table discussions with the town that need to be listened to and acted on. The BIA is more dictatorial than anything”

“Better infrastructure on electrical grid”

“More doctors per capita”

“Downtown core – better hours. BIA needs more power”

“Encourage home based businesses with higher visibility. More temporary office space and free wireless coffee shops”

“Students can’t write or give proper change back (numeracy skills). Have a tough time where the population base is low to support local businesses during tough times. Winter can be very long. What used to work doesn’t work in business any more. Need to look at things differently. Need someone hired to market our community – independent of the towns – serving the region and representing the region”

“Difficult for small businesses to attain property and build, due to building codes, planning departments – red tape takes up too much time and money. Municipality places unrealistic demands on small business owners”

“Would like to see one municipality – combine all four”

“Everything is good”

“Upgrade main street appearance – weekend events – close section of main street to traffic”

“Lower development fees”

“Tourism is not comparable to other areas ie) Niagara On The Lake”

“More active BIA. It seems to be a constant struggle for leadership”

“Nothing available for tourists after 5 p.m. Keep downtown alive, such as Kingston is”
Appendix A continued

What are your specific recommendations to improve the local business climate?

“Exposure is a magic word in doing business. Accessibility and creativity for other businesses”

“Roads”

“Tax incentives. Government needs to step in and help”

“Need more manufacturing jobs. Retail is good, but does not pay good wages to employees. Price of gas needs to improve. Weather needs to improve – has been poor summer weather to date and this greatly affects sales (huge factor)”

“A cultural centre built in the area:

“More programs for kids to get involved/educated in heritage”

“Rental and taxes are too high for many local businesses”

“Move closer to Toronto. Double cost: bring product to make product. We’ve got lots to offer but.......”

“Businesses downtown - stores should stay open later. There should be sales advertised. Businesses should be open minded. We need a local market area”

“Recruitment of new business”

“Focus recruitment of business attraction activities. Provide guidance and support to complete “red tape” paperwork. Get the land prepared to support new industry”

“Condition of the main street - needs improvement and an effort to beautify”

“Town has to get more involved - lack of retail stores”

“Reverse option to turn retail space into apartments on the main street. Clean up the main street - weeds coming through sidewalks, no flags on light fixtures, store fronts are dirty, dull and unappealing. Recruit small business. Enforce building and signage exterior standards”

“Review of business taxes as they are very high. Approval times - need a liaison between businesses and town council for permits. More frequent information from the town via a newsletter outlining activities, planned projects and upcoming events”

“Township needs a plan - if they don’t have a plan, the developers will take over. We need sufficient industrial land (employment land). The municipality focuses only on residential development”

“Support artist! All arts! Make it a Quebec city!”

“Better policing. Costs are far too high for utilities. The town needs a face lift”
Appendix A continued

What are your specific recommendations to improve the local business climate?

“More transparent zoning by-laws. Township should be more in line with other communities”

“Schools/education system needs improvement”

“Life time locals should be on the planning and committee of adjustments, etc.”

“Very poor planning by township. Need a better economic development plan. Township
should be lobbying for a bank in this community. We need signage on Highway # 12 to bring people in
the town. The township needs a new planner”

“We need a committee for business people to meet and discuss local concerns/problems. The
municipality should be focusing on businesses. There are too many “municipal bridges” that we
(businesses) have to span”

“Council is a little bit small town”

“Community Colleges need to improve the marine technician program they offer. Course should be a
two year course. Apprentice programs are not sufficient. Difficult to hire qualified technicians”

“More advertising to inform residents/visitors of local businesses”

“No way of hiring students”

“Public transit to bring people to the beach. Doctors for older population”

“More positive support from local government. Improved infrastructure”

“Encourage small business to operate within the province by providing additional support where ever
existing services are already in existence. ie) snowplowing, green bin pick up, health benefits
affordable to owners and staff, sur-charges on hydro, native cigarettes, telephone billing”

“Activities to bring people to Balm Beach. ie) Summerama, Winterama, Santa Claus parade”

“Need the township to be more pro-active in tourism. The camera on the beach promotes negativity –
seen as not safe. Street lighting for walkway would be nice. Beautify the beach”

“Listen to the business community’s requests”

“Proper policing and response time. Town does not support local businesses. Office furniture for new
office was purchased out of town and without the tender process”

“Local municipality is basically doing a good job for having their hands tied”
What are your specific recommendations to improve the local business climate?

“Get politicians who want to encourage new business growth. What is the long term goal for the town”
Do they have the know how and the proper people to draw new business to the town?”

“Create an environment where municipalities actually want businesses to succeed. Rather than providing countless hoops to jump through, with reams of paperwork all in the interest of protecting themselves from some obscure and miniscule chance of being sued. Take some responsibility, take same risk businesses do every day!”

“More business owners need to be involved in the community. Bottom end of the main street needs to be cleaned up”

“It is critical that we create an atmosphere that we are here and open for business. We need administrative support to facilitate and cut through local government red tape”

“Local university in Barrie area. Medical and health services. Finding skilled labour”

“More training opportunities in the community. Child care and health care is a continuing problem. Students need tools and guidance to get into the work force. They are not being taught the proper skills in high school and college. I have had co-op students that have failed the program”

“Create jobs”

“Need to broaden our manufacturing sector. Lots of tool and dye operations, but need more varied industry. Municipality needs to measure successes and failures”

“We need to hire a program director who’s sole job is to develop and sell programs, tournaments, events, concerts, etc. to try to fill the new rec centre on a 24/7 basis. Right now it sits more empty than full. We also need to have a better way of selling our community to the world. There are limited funds and resources to do a good job in this area. We also need an experienced economic development person to drive new business to locate in this area”

“Local municipal offices should fairly shop retailers. Zero purchases recorded for municipal offices of Tiny, Tay, Midland and Penetanguishene”

“Better public transit”

“In stock, price, customer service”

“Zoning and development charges make it difficult for the small business person to acquire land/buildings for business at affordable prices. Restrictions on what areas businesses can open. ie) I looked at a home on Yonge St. beside the Shamrock Hotel and was told I could not create a business dwelling there. However, I see on the other side of the hotel there is commercial building plans”
Appendix A continued

What are your specific recommendations to improve the local business climate?

“As we are a small community with many home based businesses, the town needs to recognize us as unique entities and afford us more latitude when the legitimate (registered and tax paying) home based businesses need assistance with re-zoning or permits to improve our home based business”

“Improved technology”

“Match what the Ontario Government does with what we do locally - seem to be at odds”

“Get the homeless people off of the main street. Attract a university to the area”

“Don’t know”

“Consolidation of Midland and Penetanguishene - should be one municipality”

“The economy is driving business. Community is very automotive. Over index for manufacturing in this area. Need to attract other types of business in the community”

“More organizations like the Chamber of Commerce need to come out and talk to the businesses. Schooling, medical and child care are big concerns for people who are thinking of re-locating to this area”

“To have local government operate in a more business environment”

“Public transit is needed between communities and to recreational areas (golf courses, beaches). Street and road repairs. One municipality for Midland, Penetanguishene, Tay and Tiny. Get rid of multiple school boards”

“Town needs better economic plan to recruit manufacturing companies to the area”

“Marketing Midland and area as a positive place to do business. Recreational facilities and Georgian Bay should help attract interest”

“Encourage more retail business and a better downtown core”
Appendix B

What other comments about this community as a place in which to do business would you like to raise?

“American owned companies and corporations give less back to the community”

“For me, it is a great place to live and work”

“Highway system – need a more direct route to highway 400 to cut travel times”

“While traveling the province, I often meet people who do not know where Midland is”

“Expansion of BIA was poorly planned”

“Speakers from local area rather than Toronto for my business needs. Community website (Chamber) more effective”

“A larger population base would enhance business. Brand the area – we need a WOW factor. Hire a professional, high paid person to market our town. Copy successful communities”

“Getting better. Need higher end men’s clothing stores. Need stores that will keep people here and not go to Barrie to shop. Develop waterfront with more walking trails”

“Friendly place to do business”

“Midland is a lovely town to do business in”

“BIA is trying hard but things are not always bringing people to the stores”

“Property taxes are far too high”

“Lack of consistent, positive feel of combined communities. Amalgamation would be a positive thing. Lack of business mind set at municipal level. Tourism office in Midland is not open when tourists are here”

“We need more industry, not more retail! Town should be issuing more building permits for developments within the town limits”

“Too much emphasis on trying to attract new business – business retention should be the main focus. Midland is a nice place to live and I prefer to see it stay small town/rural”

“Midland people are very helpful. Friendliness of people – always wanting to make life easier/better for you. Service Groups are great”

“We really need a plan to address image, increase global awareness, better traffic flow in and out of town, better internal signage, more major events, etc.”

“Great place to live and work”
Appendix B continued

What other comments about this community as a place in which to do business would you like to raise?

“In general, Midland and the surrounding community has been a great place for me to do business”

“Need to be more open minded – there is a fear of change. Older community, need to adapt to younger demographics”

“Tiny does not have a Chamber of Commerce”

“Unsupportive Municipal government”

“Take the fence and camera down. Clean the beach and the creek – do more sweeping. Open more township parks (ie) Stotts Park – this would reduce congestion of parking/roads at Balm Beach”

“Increasing year round residential market that needs support services (ie) restaurant/transit”

“More communication between business owners and the township”

“Tiny Township has potential”

“Pretty lucky – snow removal is good and roads are great. Business should be more involved with municipality to get to the bottom of problems. Great place to work and live”

“It is a beautiful environment to live in. Good quality of life. Safe, clean water and small community feeling”

“Parking for my business is a real issue for me”

“Tay Township should be more pro-active in tourism development”

“Comments made at open public Municipal meetings are not listened to. Council and municipal employees have made their minds up on planning issues prior to public meetings. Constituents are not valued. Municipality should take advantage of local expertise rather than trying to do things on their own. A lot of business people have experience and could offer assistance in certain areas”

“Township is uncooperative, over regulated and unresponsive”

“I love this community (Tay Township) great area for me to do business”

“Farmers are important. Keep business at home”

“Disadvantage getting to Midland and Penetang on highways – numerous traffic lights make access more difficult. Major traffic corridors are being protected”
Appendix B continued

What other comments about this community as a place in which to do business would you like to raise?

“Beautiful community to raise a family”

“Town of Penetanguishene has been excellent to deal with”

“Small town mentality. Hostility towards tourists”

“Penetanguishene needs to make businesses more aware of what they perceive to be the long term goal for the town from an economic development point of view”

“Publicly funded organizations should purchase products and services locally regardless of the cost. Local manufacturing company (CCL) gives Costco cards to its employees – this takes business out of town. 54% of taxes come from the businesses in Penetang and the money is spent on a Sports Hall of Fame. I can support this as an individual, but not as a business. Poor planning by the town”

“We need more niche, boutique type shops on the main street. There are too many professional buildings on the main downtown street”

“Midland needs to have a better marketing plan – a strong four season plan. Should have a plan in place that ties tourism, marketing and economic growth as one. Waterfront needs improvement and a plan. Need to get all businesses working on the same page as far as tourism. A good example of this is “Niagara On The Lake”

“Business depends a lot on weather conditions. Weather plays such a big part in the business”

“One of the few recognized bilingual municipalities north of Toronto”

“Being more self contained locally. Having the Chamber of Commerce do more marketing and advertising of their services”

“The business community is very supportive of each other”

“Fortunate to be able to live and work here”

“This is a great place to be proud of”

“We put an addition on 5 years ago and still do not have a building permit for it. Property taxes in Penetang are huge. I am considering moving my business to Midland”

“Small minded town officials”

“This community used to have lots of events that drew people to the area (ie) Battle of Georgian Bay, July 1st celebrations, a swimming beach with a life guard, Summerfest, Craft Festival, Farmers Market and our own Chamber of Commerce. The Southern Georgian Bay Chamber of Commerce does not work for Penetanguishene – we are paying for a “Midland” Chamber of Commerce”
Appendix B continued

What other comments about this community as a place in which to do business would you like to raise?

“Nice community with limited access from other areas (Hwy 12 & 93), No big drawing points”

“An incredible community that works together”

“It’s a wonderful place to raise a family”

“The acceptance of Wal-Mart and Home Depot into this town was not adequately addressed by our municipal government. Other businesses have suffered”

“This community is no different than others. Difficult to do business outside of Toronto. Taxation rates, property taxes too high. Mill rates are lower in big cities”

“From a cultural standpoint it is a great place. Remote location is an issue”

“Local governments lack appreciation of business tax base and employers of residents”

“What incentives are available to attract new businesses to the area? It should be easier for companies to come to this area and commit to stay. Stronger commitments from companies are needed”

“New Rec Centre has no additional seating for sporting events. Rec Centre is competing with local businesses that offer banquet hall facilities. Chamber of Commerce should not be called “Southern Georgian Bay” – this takes in a vast area. We are not focusing on “Huronia”. Midland is the centre of Huronia. No four lane access to Midland and Penetangushene”
Project Supporters and Partners

This project was financially supported by:

**Ontario** Ministry of Agriculture, Food and Rural Affairs

Simcoe County Training Board

Town of Penetanguishene

NORTH SIMCOE / SIMCOE NORD
Community Futures Development Corporation
Société d’aide au développement des collectivités

Canada FedNor

**Partners:**

Southern Georgian Bay Chamber of Commerce

La Clé d’la Baie

Some of the photos used in this report were taken from the Tay Township Photo Gallery Website. We thank Tay Township as well as the individual photographers for their contributions.
February 23, 2009

Mayor Anita Dubeau and Council
Town of Penetanguishene
10 Robert Street West
Penetanguishene, ON L9M 1A1

Dear Anita and members of Council,

Representatives of the Huronia Hospitals Foundation and local hospital were very pleased to have the opportunity to present to the area Heads of Council on Feb. 19, 2008. The reason for our presentation was to seek feedback from this group on our idea to establish a working group of municipal leaders, Foundation and hospital representatives, and citizens to work together to address future hospital capital needs.

Attached is a DRAFT terms of reference to be reviewed and finalized by the group once it is established.

As noted our core objective is to develop a collaborative approach for the continued involvement of our local municipalities in meeting essential hospital capital equipment and infrastructure needs. This group will create a plan to be presented to all area councils once their current commitments to the Our Best Care campaign are completed.

Municipalities have been key players in the history of our local hospitals. Municipal leadership and funding, combined with community giving, ensured the following:

- the opening of our very first hospitals and their operation before national medicare programs and provincial government publicly funded hospitals
- our two existing buildings were the foresight and partnership of municipal leaders
- major changes to those facilities in the 1990s including improvements to HDH of a new laboratory, expansion of the emergency department and opening of an unfinished wing, as well as the addition of an x-ray department, cafeteria, pharmacy and link to Georgian Manor at the Penetanguishene hospital
- a consolidated out patient department at HDH and the opening of the dialysis unit in 2004
- the very latest in digital imaging technology and the new Picture Archiving and Communications System (PACS) as the first project underway from the Our Best Care campaign.
We are seeking participation from Midland, Penetanguishene, Tiny, Tay, Georgian Bay and Springwater townships on this working group that will be active for the next 18 months. This group will also help advise the Foundation on what we can do to assist in educating the public to ensure our planning is a success.

As suggested in the terms of reference we would expect this group to meet a total of four to six times in 2009 and 2010. The group will be responsible for researching and developing the best solution locally, as well as presenting the plan to each council.

Municipal support for our hospitals throughout history was necessary and is appreciated by every resident and visitor who walks through the door of one of our buildings today.

At this time we are facing challenges that could have a major effect on our health care system. These challenges include:
- increasing usage of hospital services
- an increasing and aging population
- the rapid advancement of technology
- the rising price of new technology and medical equipment
- limited revenue for capital expenses from government
- the current world financial and economic crisis

To move forward we need your input, your guidance, and your partnership. You are our leaders. This is mandatory for our hospitals to continue to provide the level of excellence in health care expected by our citizens.

Please discuss this letter and draft terms of reference at a future meeting. Our request is for each council to confirm participation and the names of at least one to a maximum of two councilors to be involved in this working group for the next 18 months. We will be in touch in early March if we have not heard back from you.

Please do not hesitate to contact me if you need further information.

Sincerely,

Laurene Sibley
Director of Development
sibleyl@nshu.on.ca
526-1300 ext. 3138
DRAFT FOR DISCUSSION

Huronia Hospitals Foundation/Area Municipalities
Collaborative Working Group Addressing Hospital Capital Needs
TERMS OF REFERENCE

OUTCOME:

A single, collaborative approach for annual support of hospital capital needs from municipalities.

BACKGROUND:

Limited funds are available from the province for hospital capital needs and continuing the historic leadership by municipalities in local hospital care is essential. Capital needs include advancing technology, and maintaining and upgrading medical equipment and facilities. The Huronia Hospitals Foundation has an active and successful fundraising program but local challenges persist and needs are increasing. Hospitals are an important part of our communities’ infrastructure and working together will ensure the needs of our citizens are met.

OBJECTIVES:

- development of a thoughtful, well-researched and collaborative request to each municipality encouraging them to support the hospital annually in the same way
- creation of a communications plan and other actions for both the Huronia Hospitals Foundation and municipalities to ensure a successful outcome

WORKING GROUP MEMBER TASKS:

- review of other municipal practices and identification of new ideas
- seek input and ideas from citizens, colleagues, community and business leaders
- share concerns and suggestions for overcoming obstacles
- advise on education and communications activities
- provide regular updates to councils and/or other organizations and groups on progress and ideas

MEETING SCHEDULE

Five to seven bi-monthly meetings (no meetings in July or August) starting in March 2009 and ending by September 2010. (See Draft Meeting Outline attached)

COMMITTEE MEMBERSHIP:

- one to two council members from Midland, Penetanguishene, Tay, Tiny, Georgian Bay and Springwater Townships
- three representatives from the Huronia Hospitals Foundation and hospital
- three area citizens
Huronia Hospitals Foundation/Area Municipalities
Collaborative Working Group Addressing Hospital Capital Needs

DRAFT MEETING OUTLINE

- Meeting 1 - March 2009
  - Introductions
  - Huronia Hospitals Foundation/Hospital Capital Needs Review
  - Discussion re: Past and New Ideas for Municipal Support

- Meeting 2 – May 2009
  - Review of other Municipal Giving Practices
  - Discussion re: obstacles, community issues
  - Development of Environmental Scan topics for community feedback

- Meeting 3 – September 2009
  - Analysis of Environmental Scan
  - Communications Plan Development

- Meeting 4 – November 2009
  - Review of current and new ideas
  - Agreement of Local Approach
  - Development of Presentation Outline

- Meeting 5 – January/February 2010
  - Update on Communications and Education Activities
  - Review and finalization of presentation and request letter

One or two additional meetings as required based on arising community issues, announcement of election dates etc.
April 24, 2009

THE CORPORATION OF THE TOWN OF PENETANGUISHENE
10 Robert Street West
Penetanguishene, ON
L0K 1P0

Attn: Paul Hodgins, CAPT, AMCT
     Director of Planning

Re: Town of Penetanguishene Development Charges Background Study and Draft Penetanguishene Development Charge By-Law 2009-xxx

We are contacting you at this time, further to our appearance at the recently held Public Meeting held to obtain input in respect of the Development Charges Background Study, dated March 2009 as prepared by Hemson Consulting Ltd. and the attendant Draft DC By-Law being considered by Council.

During the public meeting Hemson Consulting indicated that the principal of development charges being collected is to ensure that “growth pays for growth” but that this is not in fact happening as statutory requirements in the enabling legislation prevent the Town from fully realizing its growth related costs from developers. In its report the Consultant goes on to state, on page 9, that “the calculated development charges rates are increasing in the Town of Penetanguishene largely as a result of significant increases in the costs of constructing Town infrastructure”.

In point of fact both of these statements are pointedly misleading and are contradicted by the very material in the body of the consultants report.

We note the following:

1. Under the municipalities existing development charges by-law the amount of the development charge has been indexed to the construction price index each year. This provision ensures that any inflationary increases that have occurred have been offset by annual indexed increases to the DC charged by the municipality. Any suggestion therefore that the proposed 36% increase in development charges
is arising because of rising construction costs over the past 5 years is simply incorrect. The increase results from increased capital cost programs, many of which do not appear to be as “growth” related as the Hemson report maintains. In point of fact the Hemson report should address what has changed between the assumptions of the last Development Charge Background Study and the assumptions of the current DC Background Study that give rise to the stated need for such a dramatic increase in charges.

2. To cast the increase in residential development charges as 36% is also incorrect as again this relates only to the immediate effect of the proposed increase. The new DC by-law continues the practice of indexing rates annually to the Construction Price Index and if those rates continue to advance and advance as they have well above the rate of inflation then over the next 5 year period we will see additional and substantial increases in the development charges. For example if rates were indexed on average at 6% per annum over the 5 year life of this by-law that 36% immediate increase will be more in the range of 70% by the end of the term. Realistically under this plan we could be looking at the potential for a DC increase from the current rate of $12,514 on a single family detached dwelling to something in excess of $21,300 over the 5 year life of this By-Law. That $8,780 increase alone represents a 4% increase on the cost of producing a $200,000 home in the community without regard for any of the other inflationary increases (County DC’s, Education Levies, construction costs, etc.) that will occur.

To better understand the actual impacts that these increases will have we think the Hemson report should:

- look back over the previous 5 years and clearly identify where DC’s were at that point and how they have risen to date to more accurately reflect and understand the prior actual rate of increase
- look ahead to the next 5 years and forecast potential impacts of the Construction Price Index based on historical data to provide a more accurate reflection of the direction and probable actual rate of increase as the municipality carries forward
- Identify how the market price of new homes in Penetanguishene has changed over the preceding 5 year period and indicate how the increased DC’s relate as a percentage of the cost of a new home in the market during that period.
- look forward over the next 5 years and consider how the new housing market will likely move during that period and how the increased DC’s relate as a percentage of those values.
- Provide some indices and commentary on how these increases impact affordability in the Penetanguishene market.

3. On page 16 of the Hemson report it notes that “the Growth Plan forecasts neither accelerates nor decelerates growth in the Simcoe County Area, but rather maintains the level of development activity that has been occurring over the past 20 years”. That approach cannot simply be translated down to the municipal level and to Penetanguishene in particular. Looking in the rear view mirror isn’t the best way to see the curves in the road ahead. The pace of growth and the best location and direction of that growth outside of the GTA will be influenced by
lifestyle, social and economic factors that are changing and changing rapidly. With its proximity to major transportation corridors and its first class waterfront and cultural heritage the municipality is likely to see development pressures and opportunities that would not have been envisioned just a few short years ago and it is essential that the area not price itself out of a changing marketplace.

4. The Hemson report completely fails to address the impact that an immediate increase of $4,474 in the DC charge for a single family detached home will have on the current and near term housing market in Penetanguishene and by extension on the Town’s ability to collect development charges. The current global recession has already impacted sales volumes and will continue to do so for some time to come. An immediate and dramatic increase in development charges will hit the local market place very hard.

As an example:

- If we presume that growth would continue at 2008 levels the increase in the DC rate would bring in an additional $153,000 in development charges over their first 12 months after implementation.
- However if the proposed 36% increase in development charges results in at least a 20% reduction in demand that would translate to a reduction in development charges received in that period of $122,470, netting out a 12 month gain of not $153,000 but rather just $30,530.
- That’s doesn’t consider the roughly 8 fewer homes that would be built in the Town during that 12 month period and the resultant loss of property taxes:
- Assuming a value of $200,000 per home at the 2008 residential mill rate the potential loss of property tax is in the range of $25,725.18 or more.
- In point of fact the municipality stands to collect little, if any additional revenue from development charges and property taxes in the near term given current economic conditions should it implement such a dramatic fee increase.

At the same time however fewer home sales will be made, fewer homes will be built, there will be less investment in the community and there will be a loss of jobs and a decline in business activity that will have a ripple effect through the local economy. This stands in sharp contrast to the stated goals of all levels of government to stimulate the economy in the face of the current global recession.

5. Looking more closely at the detail of the report there is:

- 108% increase in general governance (studies)
- 118% increase for the library
- 999% increase in roads, primarily for works that might happen sometime after 2025
- 72.4% increase for water
- According to the report all of the General Governance studies identified are solely for the benefit of growth within the municipality and other than the requisite 10% adjustment mandated by the legislation 90% of these costs are recovered from development charges. This includes:
  - the Transit Preliminary Options review
  - the Downtown CIP and Urban Guidelines study
• the Recreation Master Plan
These three studies alone are anticipated to cost a total of $72,500 of which $65,250 would come from development charges. The Hemson report presumes that the existing ratepayers are being disadvantaged because only 90% of the amount can be recovered from development charges. In point of fact how is it that public transit, improved urban design guidelines and a recreation master plan are under any reasonable interpretation wholly growth related. These reports deal with issues of significant benefit to every resident in the community. Reducing these amounts by 10% in a process that makes it sound like this is a development burden being forced on existing residents is hardly the case in a community that is at 80% of build out now (2008 population 9,662 against 2031 population of 12,042).

6. When we look at the assumptions attached to the Library Board we see that:
• The study anticipates $1.2M in upgrades, all of which it identifies as growth related (prior growth $211,145, 2009-2018 growth $763,133 and post 2018 growth $225,482).
• The study indicates that “a prior growth share of $211,100 has been identified as development charges previously collected for this service and has been netted off of the development charges calculation”. Yet this amount and in fact no reserve amount is reflected in Appendix B.2 Table 3 as an opening reserve fund balance. If the monies were previously collected as development charges why aren’t they reflected as an opening reserve balance and should there not be a better analysis showing exactly how prior, current and post development related expenditures will be made over the 10 year forecast period.
• The study seems to imply that the mandated 10% reduction is only applied to the 2009-2018 portion of growth identified which suggests that the prior growth amounts and post 2018 growth amounts haven’t or won’t be reduced by the required 10% and this point should be clarified.

7. Prior to the public meeting on the Development Charges By-Law there was a presentation in respect of the Fire Hall that suggested that there was a significant ratepayer component to the capital program for the Fire Hall. That is not consistent with the Hemson Report which has the entire capital program for the new Fire Hall as growth related and funded by development charges.
• The fact that there is a 260% increase in the size of the Fire Hall under this plan, to accommodate an increase of only 37% in the households in the community would seem to suggest that there is in fact a significant benefit to existing residents in the new Fire Hall not reflected in the Hemson study and that a significant portion of the cost should be attributable to existing rather than growth.
• Moving the Fire Hall to new premises would seem to make surplus the existing Fire Hall and lands which are valued at $700K. These premises are attached to existing Town facilities and presumably will be redistributed to provide enhanced service levels to the community in some other area. Should this fact not be reflected in a cost offset factored into the development charge calculations?
8. The Public Works facilities are subject only to 10% mandatory reduction yet all fleet capital to be incurred over the next 10 years is indicated as growth related which seems improbable. The report arrives at service levels based on the inclusion of equipment from the 1980’s and 1990’s to arrive at base line numbers, listing for example a 1983 FWD truck valued at $250,000.
   - Irrespective of growth the Town would have fleet replacement/capital expenditures to deal with over the next 10 years where clearly these calculations are designed to offload normal capital costs off of operations and move them to growth to simply reduce ratepayer burden under the guise of development.

9. In reviewing Roads & Related items in the report we note that:
   - A full 84% of the $16.4M projected to be spent occurs after 2020.
   - Of this $7.95M is projected to be spent after 2024 during a period where final growth between 2024 and 2031 to build out of community is only projected at 430 people. That’s $18,488.37 per person or $29,444 per household to provide roadway upgrades if in fact this work is wholly growth related in accordance with the Hemson report.
   - The timing and dollar values set out in the report suggest that this work is not wholly growth related and therefore there is a concern as to whether a portion of this work is in fact reconstruction which would have a higher benefit to existing not accounted for in the study.

10. In reviewing the Draft By-Law proposed for implementation we note that:
   - The proposed by-law will continue the practice of indexing development charges annually to construction price index. While this may be a practical approach to ensure that funds will be sufficient in the future to meet demand it again reinforces the fact that the proposed increase is not in fact 36% but rather over the five year life of this by-law a far more substantial increase and one which will inevitably have a dampening effect on development and growth in the municipality. Some consideration has to be given to how excessive fees will retard growth in the municipality and work against its own long term goals.
   - The by-law as proposed has no phase in period which is a crucial issue. This will hit among other things homes that have been sold with an existing price commitment and will further and immediately chill the local new home market certainly for the balance of 2009 and well into 2010, a market already suffering from severe recessionary conditions.
   - Parkbridge had to pre-pay sewage charges on its Village of Bay Moorings project at the time of Site Plan Agreement to get allocation for the project. That component of the fee is proposed to drop from $4,991 to $4,276. We want to ensure that we get the appropriate credit when we take out the building permit for homes going forward and pay balance of DC so that we are not penalized by the change in fees.
   - The proposed by-law contemplates shortening the length of time for credit for buildings removed from a site from 5 years to 2 years. Given the length of the approvals process for projects and the uncertainty of timelines this type of proposal will only encourage development to retain
derelict buildings to retain these credits when they more appropriately should be removed earlier in the redevelopment process to clean up these properties being redeveloped.

In conclusion we would ask that the municipality carefully consider the full impact that the proposed increases in fees will have, particularly in the short term where existing uncertainty and economic conditions are already having a significant impact. The municipalities own interests are not necessarily served best by an immediate increase and careful consideration hopefully will be given to both the timing of these increases and to whether the works being considered are in fact purely growth related as the Hemson Report suggests.

Your consideration of this matter is greatly appreciated.

Sincerely,

W.A.(Sandy) Higgins
VP Planning & Development
Eastern Canada

cc: Eleanor Rath, CAO Town of Penetanguishene
Date: April 29, 2009
To: Town of Penetanguishene Council
From: Penetanguishene Public Library Board
Re: Proposed Parking Lot at 13 Simcoe Street

RECOMMENDATION

1. That Option 1 Joint Use Parking Lot with All Saints Church be re-opened.
2. That the Library Board make a request to the Town of Penetanguishene Council to keep the Parking Lot project in as a fee in the 2009 Development Charges By-law

INTRODUCTION

The Library Board received the attached report from the C.A.O. Eleanor J. Rath regarding “Proposed Parking Lot at 13 Simcoe Street”.

ANALYSIS

Option No. 1 Joint Use Parking Lot with All Saints Church

The Library Board recommends that Option No.1 be revisited. The Library Board feels that this option is the most viable.

In discussing the option of acquiring the land it was generally agreed that the Town would not be interested in a lease or rental agreement. The Town would expect to have clear title to the land.

Option No.2 Public Parking Lot at 9 Peel Street

The Library Board agrees with the Town of Penetanguishene Finance & Corporate Services Section analysis of the feasibility of purchasing the property at 9 Peel Street to develop a parking lot.

Option No.3 New Public Parking Lot at 13 Simcoe Street

The Library Board feels that this option is not a viable location to serve as overflow parking for attendees at Library events or daily use. The location is located too far from the library.

The Library Board also feels that there is not sufficient onsite parking (10 spaces) for daily use when the on street parking on Simcoe Street immediately adjacent to the Library is taken into account.

New legislation is in place which deals with Accessible parking spaces. The Library at
present has one parking spot which has been determined to be too narrow. The new legislation will also most likely require more than one spot through the Customer Service Regulations. The municipality will be assisting the Library Board in satisfying the requirements. When this has been completed it has been speculated that the parking lot adjacent to the front entrance will be largely taken up with accessible parking spaces.

This will leave the on street parking for daily use which will be insufficient in providing adequate parking spaces during peak times of usage. Peak times does not only include periods when the meeting room is booked but also after school and during times when library programs are offered. An example of a library program is the Wednesday morning Tales for Tots program.

BUDGETARY IMPLICATIONS

The Parking Lot project was included in the 2005 Development Charges By-Law as one of the growth related capital projects. The consultant included this project in the 2009 Development Charges By-law. The cost in the 2009 DC By-law is projected at $280,000. of which $49,277. has been previously collected and 10% or $28,000. is not eligible to be collected. The total remaining to be collected is $160,290. The Library Board would be responsible to fund the $28,000. which could be taken from the Fundraising Reserve Account which has been earmarked for Basement Construction or the Friends of the Penetanguishene Library could be approached to help fund the project.

Finance and Corporate Services and Council will be reviewing whether or not to include this project in the final calculation for the Development Charles By-law scheduled to come forward in May/June. The library’s portion of the Residential Charge is 6.2% or $1,046. The $1,046 includes the library’s three projects - Collection Development at 15.73% or $164.54, Construction – Basement at 40% or $418.40 and Land – Parking Lot at 44.27% or $463.06. If Council was to remove the Parking Lot project the charge per unit on a Single or Semi detached would be reduced to $582.94 reducing the Total Residential Charge from $16,989 to $16,525.94. The reduction in the cost would be minimal but the impact on long range planning for additional parking would be greatly impacted since the Library Board would not have the ability to raise the necessary funds.

The Library Board requests that Council not consider removing the Parking Lot project from the 2009 Development Charges By-law.
The Corporation of The Town of Penetanguishene
C.A.O.’s Report

TO COMMITTEE: Penetanguishene Public Library Board
FROM: C.A.O. Eleanor J. Rath
SUBJECT: Proposed Parking Lot at 13 Simcoe Street

RECOMMENDATION
That the C.A.O.’s report re: Proposed Parking Lot at 13 Simcoe Street be received for review and comment.

INTRODUCTION
The Penetanguishene Library Board has been considering the acquisition of adjacent lands for the purpose of additional parking in close proximity to their facility. As the acquisition and ownership of land is a Town responsibility, the C.A.O. and Town Engineer have been involved in reviewing the options.

ANALYSIS

Option No. 1 Joint Use Parking Lot with All Saints Church
The first option pursued by the Board was a potential partnership with All Saints Church to develop a joint parking lot on church owned lands.

A site visit by Council was conducted in the spring of 2008. As the Town was being asked to assume all costs for the development of the shared parking lot, it was the direction from members of Council and Finance & Corporate Services Section to pursue the development of additional parking on Town owned land at 13 Simcoe Street.

Option No. 2 Public Parking Lot at 9 Peel Street
In late December, 2008, the C.A.O. was approached by a representative of the owners of 9 Peel Street. The family intended to list the property for sale and was aware that the Town may be interested in acquiring lands for a parking lot. A property valuation was obtained and Town staff reviewed the requirements for the development of a parking lot at this location together with cost estimates.

A confidential report was received by Finance & Corporate services Section at their February 23rd meeting. Due to the cost, logistical issues and limited parking, the C.A.O. was directed not to pursue this option and the landowners were notified.

Option No. 3 New Public Parking Lot at 13 Simcoe Street
In 2007, the Town acquired the property at 13 Simcoe Street to resolve a long standing legal matter. The Town initially approached Bell Canada to determine whether they would be interested either in acquiring the land or leasing all or part of the land for
parking. Finance & Corporate Services Section received a report on this matter on July 7, 2008. The Town Engineer was instructed to prepare a concept plan for public parking at this location together with a cost estimate.

The concept plan developed by the Town Engineer in consultation with the C.A.O. and Manager of Capital Projects is attached. You will note that the property can accommodate 10 parking spaces including one barrier free space. Access would be via Peel Street. While some on site snow storage would be provided, this parking lot would need to have snow removed on a regular basis due to the limited space.

The cost estimate for the parking lot at 13 Simcoe Street is $50,000 which would include excavation, stormwater management facilities, pavement, curbs, landscaping, lighting, pavement marking, signage, engineering and contingency. It has been determined that the development of public parking at this site would not require sidewalk improvements and would not interfere with future plans to reconstruct Peel Street.

This parking lot would be one block away from the Library and could serve as overflow parking for attendees at Library events. It is the position of Town staff that there is sufficient onsite parking (10 spaces) for daily use when the on street parking on Simcoe Street immediately adjacent to the Library is taken into account. This amount of parking was deemed sufficient by the Town when the Library expansion was approved in 1994, even taking into consideration the future development of the basement.

Having said that, the Development Charges By-law in 2005 included, as one of the growth related capital projects the development of additional parking for the Library. This project has been carried forward in the recently completed Development Charges Study and was identified in the 5 Year Capital Plan. It should be noted that the Finance & Corporate Services Section has raised concerns regarding the cost estimate for the free standing parking lot (which includes land acquisition) and Council will be reviewing whether or not to include this project in the final calculation for the Development Charges By-law scheduled to come forward in May/June.

**BUDGETARY IMPLICATIONS**
The 2009 capital plan includes the Library Parking lot at $200,000. The Town could develop the parking lot at 13 Simcoe Street for a fraction of the price. Even if the Town’s investment in the property is taken into account, the overall cost would still be within the $200,000 estimate.

The capital plan identifies the source of funding as the Library Development Charges and the Friends of the Library. Sufficient funds have accumulated in the Library DCAs for this purpose, although it has been noted by the Chief Librarian that the Library DCAs are drawn upon for other purposes. The Chief Librarian has requested a breakdown of the amount available for the parking lot development as this is significantly less than the $200,000 budget. To my knowledge, the Friends have not committed any funds to the parking project although fund raising has taken place for the development of the basement.
The Corporation of The Town of Penetanguishene
C.A.O.’s Report

It should be noted that wherever a parking lot is developed, the Town would be required to maintain the parking lot including line markings, signage replacement as needed, snow clearing and removal. As the proposed parking lot at 13 Simcoe Street is intended for public parking within the central commercial district (which includes the Library), it is anticipated that snow removal would only occur on Sundays if there is a planned event at the Library.

RISK MANAGEMENT
There are risk management issues associated with each parking proposal as the Town would be taking on the obligation to maintain another parking lot.

STRATEGIC GOALS & OBJECTIVES
Public parking in the commercial core as well as adequate and accessible parking for public facilities is a strategic goal of the Town. Additional parking has been identified as a priority of the Library Board. This project is under review at the Council level.

Prepared by: E.J. Rath, C.A.O.

Meeting Date: April 14, 2009

Electronic File Location: S:\Administration\L07 Land Acquisition\13 Simcoe Street\Finance Corporate Services Section Report parking lot option 13 Simcoe Street april 2009.doc
THE CORPORATION OF THE TOWN OF PENETANGUISHENE

BY-LAW NUMBER 2009-xxx

Being a By-law to establish development charges for the Town of Penetanguishene and to repeal Penetanguishene Development Charge By-law No. 2004-69

(PENETANGUISHENE DEVELOPMENT CHARGE BY-LAW – 2009 - xxx)

WHEREAS Subsection 2(1) of the Development Charges Act, S.O. 1997, as amended, provides that the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services arising from the development of the area to which the by-law applies;

AND WHEREAS Council has before it a report entitled “Development Charges Background Study”, the Town of Penetanguishene, dated March, 2009 (the “Study”);

AND WHEREAS Notice of Public Meeting was given pursuant to Section 12 of the Act on or before March 27, 2009 and copies of the Study and the proposed development charge by-law were made available to the public not later than April 6, 2009;

AND WHEREAS a Public Meeting was held on April 20, 2009 to hear comments and representations from all persons who applied to be heard (the “Public Meeting”);

AND WHEREAS Finance & Corporate Services Section Committee reviewed the Study in light of the public comments and representations and provided a Report to Council dated May ____, 2009;

AND WHEREAS Council at its May ____, 2009 meeting adopted the recommendations from the Finance & Corporate Services Section including:

a) That Council indicate that it intends to ensure that the increase in the need for services attributable to the anticipated development will be met, subject to sufficient development charge revenues being generated and other Town affordability criteria being met;

b) And That Council indicate its intent that the future excess capacity identified in the Study shall be paid for by the development charges or other similar charges;
Penetanguishe ne Development Charge By-law No. 2009-XXX p. 2

c) And Further That Council adopt the capital forecasts prepared in conjunction with the Development Charges Background Study for the Town of Penetanguishene dated March 2009 as revised in relation to the growth related portion of the Firehall;

d) And Finally that Council determined that no further public meetings were required under Section 12 of the Act;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF PENETANGUISHENE ENACTS AS FOLLOWS:

1. Definitions

In this By-law,

1.1 “Act” means the Development Charges Act, 1997, S.O. 1997, c.27 as amended;

1.2 “accessory” means, when used to describe a use, building or structure, a use, building or structure that is normally incidental and/or subordinate, and is exclusively devoted to a main use and/or building and/or structure, and is located on the same lot therewith;

1.3 “agricultural use” means a use of land, buildings, or structures for the production of crops, animal husbandry or other similar uses normally associated with agriculture;

1.4 “air-supported structure” means an air supported structure as defined in the Building Code Act;

1.5 “benefiting area” means an area defined by a map, plan or legal description in a front-ending agreement as an area that will receive a benefit from the construction of a service;

1.6 “Board of Education” means a board of education, French and English, public school board, secondary school board, Catholic school board or Protestant school board;

1.7 “building or structure” means a structure occupying an area greater than
10 square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof, but does not include a farm building, but does include an air supported structure and an exterior storage tank;


1.9 “capital cost” means costs incurred or proposed to be incurred by the Town or a local board thereof directly or under an agreement,

a) to acquire land or an interest in land,

b) to improve land,

c) to acquire, construct or improve buildings and structures,

d) to acquire, construct or improve facilities including,

i) rolling stock, furniture and equipment, and

ii) materials acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, R.S.O 1990, c.P.44, and

e) to undertake studies in connection with any matter under the Act and any matters in clauses a) to 1d) above, required for the provision of services designated in this By-law within or outside the Town, including interest on borrowing for those expenditures under clauses a) to d) above that are growth-related;

1.10 “Council” means the Council of The Corporation of the Town of Penetanguishene;

1.11 “County” means the County of Simcoe or a local board of the County.

1.12 “development” means the construction, erection or placing of one or more buildings or structures on land, or the making of an addition or alteration to
a building or structure that has the effect of increasing the gross floor area, or the making of an addition or alteration of a building or structure which has the effect of creating a new dwelling unit which did not exist at the time of the passage of this By-law, and includes re-development;

1.13 “Development Charge” means a charge imposed with respect to growth-related net capital costs against land in the Town under this By-law pursuant to the Act;

1.14 “dwelling, apartment” means a building consisting of four or more dwelling units which have a common entrance from the street level, and the occupants of which have the right to use in common halls and/or stairs and/or elevators and/or yards and/or storage and/or laundry rooms and facilities;

1.15 “dwelling, duplex” means a building that is divided horizontally into two dwelling units each of which has an independent entrance either directly or through a common vestibule;

1.16 “dwelling, semi-detached” means the whole of a building divided vertically from the foundation to the roof by an unpierced common wall into two separate dwelling units each of which has an independent entrance directly from grade;

1.17 “dwelling, single detached” means a completely detached dwelling unit to which entrance is gained only by a private entrance outside the building and does not include a mobile home;

1.18 “dwelling, row house” means a building that is divided vertically into three (3) or more dwelling units, each of which has independent entrances, to a front and rear yard immediately abutting the front and rear walls of each dwelling unit;

1.19 “dwelling, street row house” means a row house dwelling in which each dwelling unit abuts a public street and where each dwelling unit is located on a separate lot;

1.20 “dwelling unit” means one or more habitable rooms designed or intended
for use by one or more persons as an independent and separate housekeeping establishment in which separate kitchen and sanitary facilities are provided for the exclusive use of such person or persons, with a private entrance from outside the building or from a common hallway or stairway inside the building.

1.21 "dwelling, multiple" means all dwellings other than single detached dwellings, semi-detached dwelling, duplex dwelling or apartment dwelling;

1.22 "farm building" means a farm building as defined in the Building Code Act;

1.23 “floor” includes a paved, concrete, wooden, gravel, or dirt floor;

1.24 “front-ending agreement” means an agreement made under Section 44 of the Act between the Town and any or all owners within the benefiting area providing for front-end payments by an owner or owners or any combination thereof;

1.25 “front-end payment” means a payment made by an owner pursuant to a front-ending agreement, which may be in addition to a development charge that the owner is required to pay under this By-law, to cover the net capital costs of the services designated in the agreement that are required to enable the land to be developed;

1.26 “gross floor area” means the sum total of the total areas of all floors in a building or structure, whether at, above, or below-grade, measured between the exterior faces of the exterior walls of the building or structure or from the centre line of a common wall separating two uses, of from the outside edge of a floor that does not meet an exterior of common wall, and:

a) includes the floor area of a mezzanine and air-supported structure and the space occupied by interior wall partitions;
b) excludes any parts of the building or structure used for the parking and loading of vehicles and
c) excludes the flooring area of a hallway directly adjacent to a Commercial Resort Unit, a hotel unit or a motel unit and
d) where a building does not have any walls, the gross floor area shall be the sum total of the area of land directly beneath the roof of the building and the total areas of all floor in the building or structure.

1.27 “growth-related net capital cost” means the portion of the net capital cost of services that is reasonably attributable to the need for such net capital cost that results or will result from development in all or a defined part of the Town;

1.28 “local board” means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority;

1.29 “mezzanine” means a mezzanine as defined in the Building Code Act;

1.30 “mixed-use” means lands, buildings or structures used, designed or intended to be used for both residential and non-residential uses;

1.31 “non-residential” means land, buildings or structures or portions thereof used, or designed or intended to be used for a use other than for a residential dwelling unit;

1.32 “owner” means the owner of land or a person who has made application for an approval for the development of land upon which a Development Charge is imposed;

1.33 “protracted” means in relation to a temporary building or structure the persistence of its construction, erection, placement on land, alteration or, of an addition to it, for a continuous period exceeding eight (8) months;

1.34 “redevelopment” means the construction, erection or placing of one or more buildings or structures on land where all or part of a building or structure has previously been demolished on such land, or changing the use of a building or structure, or part thereof, from residential to non-residential or from non-residential to residential;
1.35 "regulation" means any regulation made pursuant to the Act;

1.36 "residential use" means the land, buildings or structures or portions thereof used, designed or intended to be used as living accommodation for one or more individuals;

1.37 "services" means services designated in this By-law including Schedule "A" to this By-law or in agreement under section 44 of the Act, or both;

1.38 "service standards" means the prescribed level of services on which the Schedule of Charges in Schedules "B" and "C" are based;

1.39 "temporary building or structure" means a building or structure constructed or erected or placed on land for a continuous period not exceeding eight (8) months, or an addition or alteration to a building or structure that has the effect of increasing the total floor area thereof for a continuous period not exceeding eight (8) months;

1.40 "Town" means The Corporation of the Town of Penetanguishene;

1.41 "Zoning By-law" means the Zoning By-law or By-laws passed under Section 34 of the Planning Act and in force and effect in the Town, or part thereof;
2. Rules

For the purpose of complying with Section 6 of the Act:

1. the area to which this By-law applies shall be the area described in Section 3 of this By-law;

2. the rules developed under paragraph 9 of subsection 5(1) of the Act for determining if a development charge is payable in any particular case and for determining the amount of the Development Charge shall be as set forth in this By-law;

3. the exemptions provided for such rules shall be the exemptions set forth in Section 12 of this By-law:

4. the indexing of Development Charges shall be in accordance with Section 9 of this By-law; and

5. the phasing of Development Charges (or no phasing) shall be as provided in Section 10 of this By-law;

NOTE: Phasing Issue needs to be discussed by Council

C.A.O. Recommendation to consider deferring effective date for new rates to September 1st

6. the redevelopment of land shall be in accordance with the rules set forth in Section 12 of and Section 17 of this By-law.

3. Lands Affected

3.1 This By-law applies to all lands in the geographic area of the Town, subject to the following:

   a) Development Charges for municipal sanitary sewer services, as identified on Schedules “B” and “C” of this By-law, will not be levied against development of land that will not receive sanitary sewer services from the Town at the time of development; and
4. Designation of Services

1. It is hereby declared by Council that all development of land within the area to which this By-law applies will increase the need for services.

2. The Development Charge applicable to a development as determined under this By-law shall apply without regard to the services required or used by an individual development, subject to subsection 3.1 (a) and (b) of this By-law.

3. Development Charges shall be imposed and Reserve Funds established for the categories of services designated on Schedule “A” of this By-law to pay for the increased capital costs required because of increased needs for services arising from development.

5. Approvals for Development

1. Development charges shall be imposed against all lands, buildings or structures within the area to which this By-law applies if the development of such lands, buildings or structures requires any of the following approvals:

   a) the passing of a zoning by-law or of an amendment thereto under section 34 of the Planning Act;

   b) the approval of a minor variance under section 45 of the Planning Act;

   c) a conveyance of land to which a by-law passed under subsection 50(7) of the Planning Act applies;
d) the approval of a plan of subdivision under section 51 of the Planning Act;

e) a consent under section 53 of the Planning Act;

f) the approval of a description under section 50 of the Condominium Act, or;

g) the issuing of a permit under the Building Code Act, 1992 in relation to a building or structure.

2. No more than one Development Charge for each service designated in subsection 4.3 of this By-law shall be imposed upon any lands, buildings or structures to which this By-law applies even though two or more of the actions described in Subsection 5.1 are required before the lands, buildings or structure can be developed.

3. Notwithstanding Subsection 5.2, if two or more of the actions described in Subsection 5.1 occur at different times, additional Development Charges shall be imposed in respect of any increased or additional development permitted by that action.

4. Where a development requires an approval described in Subsection 5.1 after the issuance of a building permit and no Development Charge has been paid, then the Development Charge shall be paid prior to the granting of the approval required under Subsection 5.1.

5. If a development does not require a building permit but does require one or more of the approvals described in Subsection 5.1, then the Development Charge shall nonetheless be payable in respect of any increased or additional development permitted by such approval required for the increased or additional development being granted.

6. Nothing in this By-law prevents Council from requiring, as a condition of an agreement under sections 51 or 53 of the Planning Act, that the owner, at his or her own expense, install such local services related to a plan of subdivision or within the area to which the plan or consent relates, as Council may require or that the owner pay for local connections to storm drainage...
facilities installed at the owner’s expense, or administrative, processing or inspection fees.

6. **Calculation of Development Charges**

1. The Development Charge with respect to the use of any land, buildings or structures shall be calculated as follows:

   a) in the case of residential development, or the residential portion of a mixed-use development, based upon the number and type of dwelling units; or

   b) in the case of non-residential development, or the non-residential portion of a mixed-use development, based upon the gross floor area of such development.

7. **Amount of Charge - Residential**

1. The Development Charges described in Schedule “B” to this By-law shall be imposed on residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use and, in the case of a mixed use building or structure, on the residential component of the mixed use building or structure, according to the type of residential use.

   **NOTE:** Charges are based on growth related projects. See Schedule A for items for discussion.

8. **Amount of Charge - Non-Residential**

1. The Development Charges described in Schedule “C” to this By-law shall be imposed on non-residential uses of lands, buildings or structures, including a non-residential use accessory to a dwelling unit and, in the case of a mixed use building or structure, on the non-residential component of the mixed use building or structure, according to the type of non-residential use.
9. **Indexing of Development Charges**

1. The Development Charges set out in Schedules “B” and “C” attached hereto shall be adjusted without amendment to this By-law annually on February 1st in each year, commencing February 1st, 2010, in accordance with the most recent twelve month change in Statistics Canada Quarterly, Construction Price Statistics with the base index value being that in effect as at August 31st in the prior year.

   **NOTE:** Council to confirm that indexing date will remain the same as the current by-law - February 1st indexing based on August 31st construction index.

10. **Phasing, Timing of Calculation and Payment**

1. The residential Development Charges set out in this By-law are not subject to phasing in and are payable in full, subject to the exemptions and credits herein from the effective date of this By-law.

   **NOTE:** For discussion as to whether there should be any phasing.

   Staff recommendation to defer effective date for new rates to September 1st which matches end of 5 year period for current by-law. This date would provide 3 months notice to contractors and builders and would also provide some financial incentives to proceed with construction this summer.

   Council should discuss whether they wish to implement further phasing. For example, the Town could implement the increase over 2 or 3 years. While this would lessen the immediate impact, it would also result in an increase in both September and February of each year due to combined impact of phasing and indexing. Staff is not recommending that the Town forego indexing during any phase in period as indexing is tied to construction cost and ensures that the Town is collecting sufficient funds for future projects. There would be some financial implications if the Town does not implement the full charge as the municipality would not be collecting the
calculated rate which is needed to fund the growth related projects. Ultimately, the cost of any phase in shifts the shortfall onto the local taxpayers.

2. The non-residential Development Charges set out in this By-law are not subject to phasing in and are payable in full, subject to the exemptions and credits herein from the effective date of this By-law.

NOTE: See above discussion as to whether there should be any phasing.
   Council should discuss whether any phasing would apply only to residential, only to non-residential or both.

3. Subject to Section 17 (with respect to redevelopment) and Subsection 10.4 below, the Development Charge shall be calculated as of, and shall be payable, on the date the first building permit is issued in relation to a building or structure on land to which the Development Charge applies.

4. Notwithstanding Subsection 10.3 above, the Town may require an owner to enter into an agreement, including the provision of security for the owner’s obligations under agreement, pursuant to Section 27 of the Act providing for all or part of a Development Charge to be paid before or after it otherwise would be payable. The terms of such agreement shall then prevail over the provision of this By-law.

11. Payment by Money or the Provision of Services

1. Payment of Development Charges shall be by cash or by cheque.

2. In the event that payment is made by cheque, payment shall be deemed to be made when the funds are credited to the Town’s bank account. In the event of an NSF cheque, services charges as set out in the Town’s fee by-law will apply in addition to the amount of the outstanding Development Charge.

NOTE: For discussion as current by-law requires a certified cheque only.
   Staff recommendation to accept regular cheques with proviso
in relation to NSF cheques. The Town has been accepting regular cheques with no issues to date.

3. In the alternative to payment by the means provided in Subsection 11.1 above, the Town may, at its sole discretion and by way of an agreement entered into with the owner, accept the provision of services in full or partial satisfaction of the Development Charge otherwise payable provided that:

   a) if the credit exceeds the amount of the charge for the service to which the work relates,

      i) the excess amount shall not be credited against the charge for any other service, unless the Town has so agreed in an agreement under Section 38 of the Act; and

      ii) in no event shall the Town be required to make a cash payment to the credit holder.

4. If a Development Charge or any part of it remains unpaid after it is payable, the amount unpaid shall be added to the tax roll and shall be collected in the same manner as taxes pursuant to Section 32 of the Act.

5. In the event that a Development Charge under this By-law is paid and the person required to pay the development charge or the person’s agent wishes to complain to Council that:

   a) the amount of the development charge was incorrectly determined; or
   b) a credit is available to be used against the development charge or such credit was incorrectly determined; or
   c) there was an error in the application of the Development Charge By-law

the complainant shall follow the procedures set out in Section 20 of the Act.

NOTE: New section added in relation to the Complaint process set out in the Act as this is the proper process to question the amount or applicability of a DCA charge.
6. Nothing in this By-law prevents Council from requiring, as a condition of any approval given under the Planning Act that the Owner, at the Owner’s expense, install such local services as Council may require in accordance with the Town’s Engineering Standards and such policies which may be in effect at the time.

NOTE: In response to the question raised at the public meeting, prepayment of DCAs does not trigger “credits after the fact”. For example, prepayment of water and sewer at the time of an agreement does not trigger an adjustment in the future when the charge (or a portion thereof) increases (or decreases). The calculation of the DCAs under the five year review is based on the funds collected to date for various services.

12. Rules with Respect to Exemptions for Intensification of Existing Housing

1. This By-law does not apply with respect to approvals related to the residential development of land, buildings or structures that would have the affect only,

   a) of permitting the enlargement of an existing dwelling unit;

   b) of creating one or two additional dwelling units in an existing single detached dwelling;

   c) of creating one additional dwelling unit in an existing semi-detached dwelling or duplex dwelling; or

   d) of creating one additional dwelling unit in any other existing residential building, all as defined in the Regulations.

12.2 Notwithstanding Subsections 12.1 b) to d), a Development Charge shall be imposed with respect to the creation of one or two additional dwelling units in a dwelling, if the gross floor area of the additional one or two dwelling units exceeds, the gross floor area of the existing dwelling unit in
Subsections 12.1 b) and 12.1 c), and the smallest existing dwelling unit in Subsection 12.1 d).

NOTE: This exemption is legislated.

1. Rules with respect to Credits for Services or Lot Levies

13.1 Section 17 of Ontario Regulation No. 82/98 as amended under of the Development Charges Act applies only to those owners who applied for and received credits.

13.2 In the event that the charge or levy related to the development in respect of which a credit is available pursuant to the provisions of Subsection 13.1 was paid in connection with a particular service, the credit available shall not exceed the amount of the component of the development charge for the particular service payable under this By-law and no refunds shall apply.

13.3 A credit given under Subsection 13.1 or 13.2 shall not exceed the total development charge payable by the owner.

13.4 The provisions of Section 40 of the Act shall apply to any credit given under Subsection 13.1, 13.2 or 13.4 of this By-law.

NOTE: Finance Department is tracking the properties with lot levy credits

2. Categories of Exempt Institutions

14.1 The following categories of institutions are hereby designated as being exempt from the payment of Development Charges:

a) buildings or structures used as hospitals governed by the Public Hospitals Act, R.S.O. 1990, c.P.40;

b) buildings or structures owned by and used for the purposes of the Town or other municipality, or their local boards;

c) buildings or structures owned by a Board of Education and used for
school purposes pursuant to the Education Act, R.S.O. 1990, as amended;

d) buildings or structures owned by and used for the purposes of a college of applied arts and technology established pursuant to the Ministry of Colleges and Universities Act, R.S.O. 1990, c. M.19; and

e) buildings or structures owned by and used for the purposes of a university established by an Act of the Legislative Assembly of Ontario;

14.2 The exemption referred to in subsection 14.1 of this By-law does not apply to the development of residential uses of lands owned by:

a) The County or any local board thereof; or
b) Any corporation owned, controlled or operated by the County.

NOTE: As a result of legal review and County submission, it is recommended that 14.2 be deleted as the County is an “other municipality”.

14.3 Other exemptions from the payment of Development Charges under this By-law include the following:

a) buildings or structures used for industrial uses on lands zoned for Industrial purposes under the Town’s Zoning By-law;

b) buildings or structures, or parts thereof, used for non-residential uses on lands zoned Commercial General in the Town’s Zoning By-law.

NOTE: Council to confirm whether the Town wishes to continue to the exemption for industrial development. Note that this only applies to industrial uses on lands zoned for industrial. It does not apply to other types of uses. The proposed employment lands designation and business park will introduce other types of uses that would trigger DCAs as they would not be industrial. Staff is recommending that the non-residential DCAs apply to these commercial or office type uses.

14.4 Notwithstanding Subsection 14.3b), residential development in the Commercial General “CG” zone is subject to Development Charges unless
such residential development is otherwise exempted under the provisions of subsection 14.1 above.

NOTE: Council to confirm that that the exemption for non residential in the Commercial General (CG) Zone will be continued. This zone is located along the Main Street corridor (essentially the Downtown Improvement area). Residential development in this area is NOT exempt. Commercial developments outside the Downtown Improvement area have different zoning and therefore would be subject to DCAs.

15 Agricultural Uses

15.1 Agricultural uses as well as farm buildings and other ancillary development to an agricultural use, excluding any residential uses, shall be exempt from the provisions of this By-law.

16. Temporary Buildings or Structures

16.1 Temporary buildings or structures shall be exempt from the provisions of this By-law.

16.2 In the event that a temporary building or structure becomes protracted, it shall be deemed not to be, nor ever to have been, a temporary building or structure, and the Development Charges required to be paid under this By-law shall become payable on the date the temporary building or structure becomes protracted.

16.3 Prior to the Town issuing a building permit for a temporary building or structure, the Town may require an owner to enter into an agreement, including the provision of security for the owner’s obligation under the agreement, pursuant to Section 27 of the Act providing for all or part of the Development Charge required by Subsection 16.2 to be paid after it would otherwise be payable. The terms of such agreement shall then prevail over the provisions of this By-law.

17. Rules with Respect to the Redevelopment of Land
17.1 Where there is a redevelopment of land on which there is a conversion of space proposed, or on which there was formerly erected a building or structure that has been demolished or removed, a credit shall be allowed against the Development Charge otherwise payable by the Owner pursuant to this By-law for the portion of the building or structure still in existence that is being converted or for the portion of the building or structure that has been demolished or removed, as the case may be, calculated by multiplying the number and type of dwelling units being converted or demolished or removed, or the non-residential gross floor area being converted or demolished or removed, by the relevant Development Charge in effect on the date when the Development Charge is payable in accordance with this By-law. In the case of the conversion, demolition or removal of non-residential space and redevelopment as a residential or mixed use, the credit shall be calculated based on the non-residential Development Charges in Schedule “C” of this By-law.

17.2 A credit in respect of any demolition or removal under this Section shall not be given unless a building permit has been issued or a subdivision agreement has been entered into with the Town for the development within five (5) years from the date the demolition permit was issued. In the event that no demolition permit was issued and the owner is unable to provide written proof or other evidence which in the sole opinion of the Town is able to substantiate the date of demolition, the date shall be deemed to have been in excess of five (5) years.

NOTE: FCS recommendation is to remain at 5 years. New provision has been added in relation to demolition date without permit or proof.

17.3 The amount of any credit hereunder shall not exceed, in total, the amount of the Development Charges otherwise payable with respect to the redevelopment.

18. Interest

18.1 The Town shall pay interest on a refund under Subsection 18(3) and 25(2) of the Development Charges Act, 1997 at a rate equal to the Bank of Canada rate on the date this By-law comes into force.
19. Front Ending Agreements

19.1 The Town may enter into agreement under Section 44 of the Act.

20. Schedules

20.1 The following Schedules to this By-law form an integral part of this By-law.

- Schedule “A” Designated Services
- Schedule “B” Residential Development Charges
- Schedule “C” Non-Residential Development Charges

21. By-law Registration

21.1 A certified copy of this By-law may be registered on title to any land to which this By-law applies.

22. Date By-law Effective

22.1 This By-law comes into force upon passing and takes effect on the date of passing with the exception of the Residential and Non Residential Charges as set out in Section 7 and 8 of this By-law which shall take effect on September 1, 2009. During the period commencing on the date of the passage of this By-law and ending on August 31, 2009, the Charges as established under By-law No. 2004-69, as indexed, shall remain in force and effect.

NOTE: Council to determine date that by-law will take effect. If recommendation is to defer implementation of new charges to September 1, 2009, staff will review the wording of this section with the Solicitor and Consultant.

23. Date By-law Expires

23.1 This By-law expires five years after the date on which it comes into force.
24. Repeal

24.1 THAT the Penetanguishene Development Charge By-law No. 2004-69 be and is hereby repealed on the effective date this By-law comes into force.

1. Headings for Reference Only

25.1 The headings inserted in this By-law are for convenience of reference only and shall not affect the construction or interpretation of this By-law.

2. Severability

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

READ A FIRST, SECOND AND THIRD TIME THIS xxxxx

THE CORPORATION OF THE TOWN OF PENETANGUISHENE

____________________________________
MAYOR Anita Dubeau

__________________________________
CLERK Carey Tobey
SCHEDULE A-1

DESIGNATED SERVICES

1. General Government
2. Library Board
3. Fire Department
4. Police Department
5. Public Works
6. Roads and Related
7. Sanitary Sewerage Services
8. Water Services

NOTE:
Consultant has reviewed the calculation for the Firehall for the growth related portion only and confirmed that the proposed charge would not affected due to funding limitations.

Council should discuss whether the Recreation Master Plan should be considered 100% growth related (as the Town currently has the facilities for its present needs) or whether this study will address non growth related aspects such as programming needs, etc.

Council needs to give direction on Thompsons Road West project beyond Bellisle Heights.

Council to discuss Library parking lot project.
### RESIDENTIAL DEVELOPMENT CHARGES

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<tr>
<td>Sewer</td>
<td>$4,276</td>
<td>$3,149</td>
<td>$2,834</td>
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<tr>
<td>Water</td>
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<td>$1,605</td>
<td>$1,445</td>
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<td><strong>Sub-total Engineered Services</strong></td>
<td><strong>$13,927</strong></td>
<td><strong>$10,256</strong></td>
<td><strong>$9,230</strong></td>
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<td><strong>Total Residential Charge</strong></td>
<td><strong>$16,988</strong></td>
<td><strong>$12,510</strong></td>
<td><strong>$11,259</strong></td>
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THE CORPORATION OF THE TOWN OF PENETANGUISHENE

DEVELOPMENT CHARGE BY-LAW NO. 2009-XXX

SCHEDULE B-2

NON-RESIDENTIAL DEVELOPMENT CHARGES

<table>
<thead>
<tr>
<th>Service</th>
<th>Charge Per Square Metre of Gross Floor Area</th>
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<tr>
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<td>Fire Department</td>
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<td>Police Department</td>
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<thead>
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<tbody>
<tr>
<td>Total Non-Residential Charge</td>
<td>$85.66</td>
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RECOMMENDATION

THAT the Town of Penetanguishene not endorse the EAF (Enabling Accessibility Fund) grant application by the Penetanguishene Curling Club due to the following:

- The application would be premature as the Town and the Curling Club need to determine the financial viability of the continued operation of the facility.
- The Town, in consultation with Club representatives, has carried out a preliminary review of the facility to determine the general scope and nature of the works that would be required to make the facility fully accessible.
- A full engineering and structural review is needed to determine the full extent of the proposed works to make the facility barrier free; to develop a concept plan and to provide cost estimates to ensure that the project is viable.
- The Town is in the process of seeking requests for proposals from qualified professionals to do this review. Prior to as such study proceeding, the Town will need to discuss with the Club cost sharing arrangements.
- The Town's only current financial commitment to assist with upgrades at the facility is $15,000 per annum which has been included in the Five Year Capital Plan.
- The Town and the Club are aware of other upcoming grant and funding opportunities which could potentially yield much more than $50,000 EAP grant and the full cost of the necessary upgrades are expected to be significantly higher than the current estimate.

INTRODUCTION

The Town of Penetanguishene is the owner of the curling club facility located at 8 Owen Street. The facility is operated and maintained under an exclusive use agreement with the Penetanguishene Curling Club.

The Town, as the owner, has been named in a matter before the Human Rights Tribunal in relation to accessibility issues at the Curling Club. A hearing before the Tribunal is scheduled for July of 2009. The Curling Club, in consultation with the Town, has been investigating options to address the concerns and develop a workplan.

ANALYSIS

On March 25th, 2009 Curling Club President Terry Breckenridge and the Manager of Recreation Services met at the Curling Club. Mr. Breckenridge was leaving on holidays for a month and requested if the Manager of Recreation Services could assist with an application for the Enabling Accessibility Fund Program for a grant of approximately $50,000. Documentation was sent by e-mail the next day and was forwarded to C.A.O. Eleanor Rath. Upon review of the
application it was determined that the information was similar to an earlier Trillium proposal and that some of the information was either redundant or no longer factual given recent changes in use of the facility.

The section of the EAF grant application which requires the most assistance from the Town was Section Four dealing with acquiring two more estimates from contractors to complete accessibility upgrades which are driven by a Human Rights Commission complaint and subsequent Tribunal Hearing in July 2009. The Manager of Recreation Services did agree to assist based on the presentation by Mr. Breckenridge that day.

On April 16th, 2009 at 7:30 a.m. the Mayor and Council members, the C.A.O., CBO, Fire Chief, Assistant Fire Chief, Director of Public Works, Road Superintendent, Manager of Recreation Services, Manager of the Curling Club, Treasurer and Board Members met at the Curling Club to tour the facility to begin to determine the general scope of work necessary to address with the accessibility and other known issues. The same day, but after the meeting, a copy of the Quantum Engineering Proposal was e-mailed outlining a schedule based on discussions with the Curling Club. Quantum was contacted to inform them that the Town was not responsible for any work generated by the Curling Club. A copy of the cost estimate was received by the Recreation & Cultural Services Section at their meeting held on Tuesday, April 21st, 2009. Direction was given to the Manager of Recreation Services to request proposals from structural engineers to determine what needs to be done and the estimated costs. For the Town to become directly involved, competitive bids would be required in order to comply with the Town’s procurement policies. In addition, a briefing would be required for full Council as the proposed project is not part of the Five Year Capital Plan and the Curling Club is generally responsible for capital improvements under the exclusive lease agreement.

The site visit on April 16th and previous site visits by the C.B.O., Manager of Recreation Services, two refrigeration companies, door contractors and others have all agreed that work to be completed at the Curling Club is extensive and the total project costs are known at this time.

In Section Seven : Checklist - Requirements, the applicant is required to provide two original documents showing support for the project together with a letter from the property owner consenting to the proposed construction/renovation/addition and written confirmation of other sources of funding (if applicable).

The Accessibility Workplan 2009 by the Penetanguishene Curling Club presents figures of support of $46,000 in 2010 and 2011 from the Town and $5,000 by the Club over a three (3) year period. The Town was only recently provided with this document and has not yet agreed to the financial support or the works. The Workplan deals with all the smaller issues of the Accessibility Consultant’s Report, includes engineering costs but does not include the larger issues beyond its three year plan. It should also be noted that the Accessibility Consultant was not able to provide comments on the lower level of the facility as it was inaccessible to her and therefore these issues were not identified or addressed. A copy of the Workplan is attached.

Complicating the issue is the Curling Club’s financial status and whether the operation of the facility is viable in the long run as an exclusive use facility.
BUDGETARY IMPLICATIONS

2009
Budgeted Capital for the Curling Club for a roof membrane: $15,000.00
Financial cost for Town in Curling Club’s Workplan: 0
Quoted costs for doors only, without installation and taxes: $17,453.00

2010
Financial cost for Town in Curling Club’s Workplan: $23,000.00
Proposed Capital Cooling Tower Repairs: $15,000.00
($8,000.00)

2011
Financial cost for Town in Curling Club’s Workplan: $23,000.00
Proposed Capital Ice surface lights: $9,500.00
($13,500.00)

The proposed Accessibility Workplan is contradicted by the Quantum Engineering Cost Estimate of April 03rd, 2009. Geo-technical studies and other site conditions have not been considered as part of the estimated costs.

RISK MANAGEMENT
As a Town owned facility, the Town needs to ensure that any structural modifications are properly designed, address all code requirements and are able to be properly maintained. Accessibility standards will begin coming into effect starting January 1, 2010.

STRATEGIC GOALS & OBJECTIVES
The Curling Club is one of the Town’s partnerships. As part of the Strategic Plan review, the Town has identified the need to ensure that all partnerships are in keeping with the Town’s long term objectives and operate within the designated financial resources.

Prepared by: Pat Harwood, Manager of Recreation Services

Approved by: E.J. Rath, C.A.O.

Committee Meeting Date: May 05th, 2009
Council Meeting Date: May 13th, 2009
Electronic File Location: S:\Recreation Department\Administration\Reports - 2009.doc
COMMITTEE: Recreation & Cultural Services Section
COMMITTEE CHAIR: Councillor Dan La Rose
SUBJECT: EAF – Enabling Accessibility Fund Program #69

RECOMMENDATION

THAT Council approves the application to the Enabling Accessibility Fund (EAP) Program for the Arena Doors project on the basis that this capital project will be able to proceed in 2009 as the specifications have been determined and the necessary matching funds are available in the 2009 Capital Plan;

AND THAT the Manager and Treasurer be directed to finalize and submit the grant application.

INTRODUCTION

AMO circulated an Alert on April 28th, 2009 regarding funding available up to $50,000.00 for communities under 250,000 people. Deadline is May 08th, 2009 to apply. Work must begin by January 01, 2010.

This is the same grant program that the Penetanguishene Curling Club has prepared an application for and is asking for a letter of support from the Town.

ANALYSIS

Attached are cost comparisons to date on various accessible door projects stemming from the Accessibility Consultant’s Reports of March 24th, 2008, August 22nd, 2008 and October 15th, 2008 amongst other items. The Arena, Town Hall and Curling Club were the focus of the three reports consecutively.

Other facilities requiring accessibility changes are: Town Dock washrooms and showers, Public Works entrance, and all Park washroom buildings.

An attached spreadsheet reflects the door quotes to date. Quotes outstanding are removing the doors, installing hardware, block work, drywall, painting and electrical where required.

Based on the numbers of people accessing these Town owned buildings, Town staff has identified the priority for funding is based on operation:

1) Arena – to address upgrades for this high volume year round facility
2) Townhall – to address further improvements for this year round facility
3) Museum – to address upgrades this year round facility
5) Public Works – to meet requirements for customer service at this year round facility
6) Town Dock – to address seasonal needs at this high volume location for visitors
3) Curling Club – to address concerns raised regarding this seasonal leased facility
7) OPP entrance – year round entrance for use by officers
The Corporation of The Town of Penetanguishene  
Recreation & Cultural Services Section Report

BUDGETARY IMPLICATIONS

The chart below reflects 2009 Capital budget funds for accessible related items. The chart does not include the $15,000.00 Capital funds allocated to the Curling Club as it was designated for the roof membrane. The Curling Club is included in the Quotes to Date column.

The Townhall budget includes the OPP door and the railings at the front entrance of the Townhall.

<table>
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<tr>
<th>Budgeted Capital for Accessibility</th>
<th>POTENTIAL SOURCES of Matching Funds</th>
<th>Quotes to Date</th>
<th>Difference</th>
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<tr>
<td>Arena</td>
<td>$50,000.00 For Arena Door Upgrades</td>
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<tr>
<td>Museum</td>
<td>$5,200.00</td>
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<td></td>
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<tr>
<td>Townhall</td>
<td>$50,000.00 Entrance Upgrades (a significant portion of these funds have been allocated for other projects)</td>
<td></td>
<td></td>
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<tr>
<td>Huronia</td>
<td>$8,500.00 For Washroom Upgrades</td>
<td></td>
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<tr>
<td>Public Works</td>
<td>$8,950.00 For Entrance Upgrades</td>
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<tr>
<td>Town Dock</td>
<td>$8,500.00 For washroom and/or shower upgrades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$131,150.00</td>
<td>$61,332.00</td>
<td>$79,818.00</td>
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Based on the staff review, the only project that is truly ready to submit for a grant application is the Arena doors project as plans and/or specifications have not been completed for any of the other projects as of this date.

RISK MANAGEMENT

All contractor’s to provide WSIB clearance and to abide OHS& A as per the regulations. Upgrades will reduces risk to residents and visitors through improvement of access to facilities.

STRATEGIC GOALS & OBJECTIVES

It is a strategic goal of the Town to maintain its facilities and to meet legislative requirements in the provision of its services. The projects meet the objectives of the Town of Penetanguishene Accessibility Plan as well as the Town’s need to access grants for additional funding.
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<td>2.3.4 Water Distribution System</td>
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<td>2.3.5 Roads</td>
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<td>2.3.6 Utilities</td>
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<td>2.3.8 Traffic Control Devices, Signs and Pavement Markings</td>
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<td>3.1.4 Shop Drawings</td>
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APPENDIX “A” PENETANGUISHENE STANDARD DRAWINGS and
   SAMPLE PERMIT for ROAD OCCUPATION

Drawing No. 1 Standard Urban Residential Road Section (20.0 m R. O. W.)
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<th>Drawing No.</th>
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<td>2</td>
<td>Standard Urban Arterial Road Section (26.0 m R. O. W.)</td>
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<tr>
<td>3</td>
<td>Standard Rural Residential Road Section (20.0 m R. O. W.)</td>
</tr>
<tr>
<td>4</td>
<td>Standard Rural Arterial Road Section (26.0 m R. O. W.)</td>
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<td>5</td>
<td>Semi – Urban Residential Road Section (20.0 m R. O. W.)</td>
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<td>6</td>
<td>Permanent Urban Residential Cul-de-Sac (20.0 m R. O. W.)</td>
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<tr>
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<td>13</td>
<td>Temporary Rural Arterial Cul-de-Sac (26.0 m R. O. W.)</td>
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<tr>
<td>14</td>
<td>Typical Hydrant and Valve Installation Detail</td>
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<td>15</td>
<td>Rural Residential Driveway</td>
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<td>Lay – By at Mailboxes</td>
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<td>Sample of Permit for Road Occupation Form</td>
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### APPENDIX “B” PENETANGUISHENE WATER DIVISION REQUIREMENTS

Water Division Materials Requirements List (4 Pages)

New Watermain Temporary Connection Detail

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1.0 INTRODUCTION

1.1 PURPOSE

For the purposes of achieving uniformity in the approach to the design and construction of infrastructure works in the Town of Penetanguishene, and to set out the parameters for Developers contemplating the development or redevelopment of lands within the municipal boundaries, the Town of Penetanguishene has caused to be prepared and has adopted this Policy Document.

1.2 ENGINEERING RESPONSIBILITY

The responsibility for the design and construction supervision of infrastructure works for the development or redevelopment of lands within the boundaries of the Town of Penetanguishene lies with a Professional Engineer in the employ of a Consulting Engineering Firm retained by the Developer of such lands. The selection of the Consulting Engineering Firm by the Developer is subject to approval by the Town. The responsibilities of the Consulting Engineer include:

- Design of all the works required under the Subdivision Agreement or Site Plan Agreement;
- Preparation of Drawings, Specifications and Contract Documents for the said works;
- Preparation and submissions of Applications for approvals to all agencies having jurisdiction, and follow-up work to obtain all approvals;
- Preparation of Estimates of Cost for the contemplated works;
- Arranging for tendering of the works and the awards of Contracts. The selection of Contractors is subject to approval by the Town;
- Supervision of construction and the production of records of construction;
- Preparation and submission to the Town of As Constructed drawings;
- Certification to the Town that the completed works conform to the accepted design drawings and specifications.

This Policy Document is not to be interpreted to be a Design Manual. Adherence to the criteria for the design of infrastructure works as given in this Policy Document is not a substitute for the application of sound engineering principles and excellence in design. Furthermore, adherence to the criteria does not provide relief from the responsibility for the design of the infrastructure works.

Included in the responsibilities of the Developer and his/her engineer is the responsibility for examining the density/lot sizes within the proposed development to ensure that the lot sizes and infrastructure design are compatible with the nature and topography of the land, and that the density and lot sizes conform to the existing zoning requirements, or to the zoning intended by the Town for the development or redevelopment of the property.
This policy sets out for land development and redevelopment the Design Parameters to which the Developer will normally adhere. The Town recognizes that there exist topographical and other physical conditions which require engineering and design applications outside of the normal parameters. In such cases the Town's Public Works and Engineering Staff will examine with the Developer's engineer alternative approaches to infrastructure design.

1.3 ENGINEERING REVIEW

Engineering designs for infrastructure works for the development or redevelopment of lands within the Town will be reviewed for acceptance by the Town's Public Works staff and/or Engineering staff. All such review and acceptance processes will be at the expense of the Developer. Similarly, time spent by Town staff or Consultants engaged by the Town for the examination of alternative approaches as mentioned in Section 1.2 above will be at the Developer's expense.

2.0 GENERAL SERVICING REQUIREMENTS

2.1 PRELIMINARY DESIGN/DRAFT PLAN

The Developer of vacant lands or of lands for redevelopment shall cause to be prepared a Preliminary Draft Plan or Preliminary Site Plan for review and comments by the Town Public Works, Planning and Engineering Staff and Consultants. In cases of Draft Plans of Subdivision, it is recommended that the intended lot sizes are agreed upon by the Town prior to the preparation of Engineering Designs and Drawings.

At the Preliminary Design/Draft Plan stage the Developer shall have engineering studies completed to determine the space requirements for such facilities as, but not necessarily limited to, Storm Water Management facilities, Drainage Easements, Utility Easements, Pumping Stations and Park Lands. The Preliminary Plan shall show evidence that in its preparation the following matters have been taken into consideration:

" That the configurations of lots and/or buildings are in accordance with the applicable zoning requirements;
" That the configuration of lots and/or buildings are compatible with the configurations of roads, grades, drainage requirements (both sanitary and storm), water supply requirements, etc.;
" That the locations of dead-end roads at the boundaries of the development are compatible with the future development of adjacent lands;
" That the need for possible widening of road rights-of-way for existing adjacent roads has been addressed;
" That the proposed widths of rights-of-way within the Development are adequate to accommodate side slopes, drainage facilities and sidewalks;
"Such other matters as would necessitate overall revisions to the Plan (red line revisions in the case of Draft Plans) if not resolved at the Preliminary Design stage.

2.2 APPROVALS

2.2.1 ENGINEERING APPROVALS and ACCEPTANCE

Six copies of the Engineering Drawings, Specifications and Contract Documents and the design documentation for the Sanitary Sewage System, the Storm Water Drainage System, the Storm Water Management facilities and the Water Supply System are to be submitted to the Chief Administrative Officer of the Town of Penetanguishene for acceptance. These items will not be considered as having received acceptance from the Town until the original tracings of all the Engineering Drawings are stamped with the Acceptance Stamp of the Town, and signed by the Director of Public Works and the Town Engineer. Upon the receipt of the Town's acceptance the Developer shall deposit with the Town six sets of white prints of the accepted Engineering Drawings, one mylar copy of the Engineering Drawings and four copies of the Specifications, Contract Documents and Cost Estimates. In addition, the Developer shall deposit with the Town one digital copy of the accepted Engineering Drawings in a format that is compatible with the computer system and software of the Town's Public Works Department.

2.2.2 MOE APPROVALS

The necessary Application Forms for approval by the Ontario Ministry of the Environment of the proposed Sanitary Sewage System, the Storm Water Drainage and Management Systems and the Water Supply System shall be prepared by the Developer for review by the Town Public Works and/or Engineering Staff. The applications will not be signed by the Chief Administrative Officer and the Director of Public Works for submission to the Ministry until the Engineering Drawings are stamped and signed as stated in Section 2.2.1 above. The developer is responsible for submitting the Application Forms to the Ministry and for obtaining the approvals.

2.2.3 OTHER APPROVALS

The Developer is responsible to apply for and obtain all other agency approvals (e.g. MNR, DFO, Severn Sound Environmental Association, etc.) that are required for the development to proceed.

2.2.4 PERMIT for ROAD OCCUPATION

In Appendix AA@ may be found a sample of the APERMIT for ROAD

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OCCUPATION®. For each instance when construction is required on an existing Town road a PERMIT for ROAD OCCUPATION® shall be obtained from the Public Works Department by the developer or his/her agent, the required information entered, and the completed permit form returned to Public Works.

2.2.5 **RESTORATION of EXISTING ROADS**

When construction on an existing road is necessary, the disturbed area is to be restored to the same condition as, or better than, the existing condition.

2.2.6 **SITE WORK PRIOR to APPROVAL or ACCEPTANCE**

In the absence of an executed Development Agreement or Subdivision Agreement no work related to the development or redevelopment of the lands which are or will be subject to a Development Agreement or a Subdivision Agreement shall be commenced unless the Developer enters into a Pre-Servicing Agreement with the Town.

In cases when the Developer applies for approval from the Town to perform construction work under a Pre-Servicing Agreement on the lands to be developed or redeveloped, the Developer shall deposit with the Town for its approval the following:

- A Schedule showing the work to be undertaken prior to receipt of Approval and/or Acceptance of the Engineering Drawings and MOE approvals, and the time frames for such work;
- A drawing showing the extent of the areas which will be subject to such work, and the details of:
  a) The vegetation which will be removed as a result of the undertaking of such work, including access roads;
  b) The siltation and run-off controls to be implemented in association with such work;
  c) All proposed demolition and decommissioning work.

These requirements are in addition to all other requirements which may be set out in the Pre-Servicing Agreement with the Town.

No Sewers or Watermains shall be constructed prior to there being accepted Engineering Drawings and MOE Certificates of Approval.

2.3 **INFRASTRUCTURE TO BE INSTALLED**

2.3.1 **SANITARY DRAINAGE SYSTEM**

The Developer is responsible for the installation of a Sanitary Sewage Collection System, including the provision of all necessary access for the installation and monitoring of such systems.

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2.3.2 STORM DRAINAGE SYSTEM

The Developer is responsible for the installation of a Storm Water Drainage System, including Appurtenances. The system to be designed will be determined by way of discussions with the Town's Public Works, Engineering, Planning and Administrative Staff during the Preliminary Design stage for the Development. The type of system to be constructed is to be decided upon prior to the submission for Draft Plan or Site Plan approval.

The system shall be designed to accommodate the flows generated within the proposed Development and the flows which are presently, or will be in the future, generated on lands upstream of the proposed Development. The Developer will be responsible for the examination of the downstream Storm Water Drainage System to ensure that the receiving system has adequate capacity to receive the discharge at the downstream boundary of the proposed Development. In cases when the Storm Drainage System discharges onto privately owned lands where no receiving Storm Drainage System exists, the Developer is responsible for submitting to the Town documentation stating that the owners of such private properties are informed of the proposed Development, of the effects of the proposed Development and drainage over those properties and have agreed in writing to refrain from raising objections relating to those effects.

2.3.3 STORM WATER MANAGEMENT FACILITIES

Stormwater Management in the Town of Penetanguishene is subject to the provisions in the SEVERN SOUND REMEDIAL ACTION PLAN - URBAN STORMWATER MANAGEMENT STRATEGY, dated July, 1998. Copies of the Strategy Document may be obtained from the Town of Penetanguishene Municipal Offices for a charge of $50.00.

The Developer is responsible for the construction of facilities which are integrated...
with the Storm Drainage System of his/her own Development, or with the Storm Drainage System which exists, or is planned to be constructed in the area of the Town in which his/her Development is situated. Alternatively, or in addition, the Developer may be responsible to contribute toward Storm Water Management facilities which exist or are planned to be constructed in the Drainage Area in which his/her Development is situated.

Storm Water Management facilities are the subject of the establishment of requirements for each development or redevelopment for which approval by the Town is required. The general requirements such as the locations of the facilities, extent of drainage area subject to Storm Water Management in relation to a specific development or redevelopment and the type of storage/detention structures are to be established at the time of the preparation of Draft Plans or Preliminary Site Plans.

2.3.4 WATER DISTRIBUTION SYSTEM

The developer is responsible for the installation of a potable Water Distribution System, including Appurtenances, Hydrants and Service Laterals to the property lines.

The system shall be designed to provide adequate domestic, commercial and/or industrial flows, and fire flows. The Developer is responsible for the examination of the existing water system to which the Development's system will connect to ascertain that adequate flows are available. The correction of inadequacies in the available flows will be the subject of negotiations with the Town.

The system shall be designed in cognizance of the flow requirements for lands situated beyond the proposed Development, and water mains shall be sized accordingly.

Dead end watermains shall be fitted with a hydrant or a 50 mm minimum diameter blow-off.

2.3.5 ROADS

The Developer is responsible for the construction of roads, and/or, where necessary, the improvements to existing roads, to service all developed properties created as a result of the Development. The classes of roadways (local, collector, arterial, etc.) shall be determined at the time of the preparation of the Draft Plan.

A Traffic Impact Study may need to be completed for the proposed development to gauge the anticipated impact on the existing road network. This requirement will be determined on a site specific basis.

Generally, when roads are designed to be dead ends at the boundaries of the...
Development, road construction will be completed to the development=s boundary lines. Where required, provisions for permanent or temporary turnarounds shall be made.

Generally, all infrastructure items installed within road rights-of-way which are dead ends shall be completed to the Development boundaries.

For public roads, the Town of Penetanguishene has adopted various road cross sections for use in new developments. These variations include:

- Full Urban Cross Section with curb and gutter, storm sewers and sidewalk;
- Rural Cross Section with open ditches and driveway culverts;
- Semi-Urban Cross Section with paved shoulders and enclosed ditches, and a sidewalk.

For each of these Cross Sections the pavement width and the right-of-way width is determined by the road classification (local, collector, arterial).

On public roads that have a Full Urban Cross Section, the developer is responsible for the construction of a concrete sidewalk on one side. On public roads with a Semi-Urban Cross Section, the developer is responsible for the construction of a paved shoulder on both sides as well as a concrete sidewalk on one side.

For all road Cross Sections the right-of-way widths are to be designed such that the tops and toes of slopes are situated inside the right-of-way lines.

The Developer is responsible for the construction of paved driveway ramps for all properties created in the Development. The driveway ramps shall extend from the edge of the roadway pavement to the sidewalk or to the property line. Driveway culverts for Rural Cross Section roads are to be installed by the Developer or by the person(s) who actually build(s) on an individual property. The Developer is responsible for the construction of ditches that are sufficiently deep to accommodate driveway culverts with adequate cover over them. The supply, installation and maintenance of driveway culverts are subject to the Public Works Department Policy Document which may be obtained at Public Works.

2.3.6 UTILITIES

In all development or redevelopment projects the Developer is responsible for the coordination with PowerStream Barrie Hydro Distribution Inc., Bell Canada, Rogers and Enbridge Consumers Gas for the installation of utilities. All costs associated with the installation of utilities are the responsibility of the Developer. The Developer shall submit to the Town documented proof that each of the utility companies is satisfied with the arrangements made.

Electrical, telephone and cable television lines shall be installed underground.
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Drawings showing the plant to be installed by, or on behalf of, the respective utility companies (Bell, Cable, Gas, Hydro) shall be prepared and submitted to the Town for acceptance. Prior to submitting these utility drawings to the Town, the developer’s engineer shall review them. The submission to the Town shall be accompanied by written confirmation from the developer’s engineer that the locations of the utilities’ infrastructure conform to the Town’s standards.

2.3.7 STREET LIGHTING

The Developer is responsible for the construction of street lights in accordance with the requirements set out by the Town and by PowerStream Barrie Hydro Distribution Inc. Street lighting units shall normally be Full Cut-off Dark Sky compliant LED Edge slim low profile fixtures, photocell controlled with no less than 6320 delivered lumens (Generation B – Four Light bar assembly), silver coloured, as manufactured by Ruud/Beta LED Lighting (Ruud/Beta Part No. X-AL-3-2-068-B-1-R-S), or approved equivalent. In cases when the Developer wishes to install street lights having a particular style, approval for the use of such street light units shall be obtained from the Town and from PowerStream Barrie Hydro Distribution Inc. but they must be LED light units.

2.3.8 TRAFFIC CONTROL DEVICES, SIGNS and PAVEMENT MARKINGS

The Developer is responsible for the installation of Traffic Control Devices, Traffic Signs, Street Name Signs and Pavement Markings. Traffic Control Devices shall normally include Traffic Heads and Pedestrian Heads with optical and audible signals.

Wiring for Traffic Control Devices shall be underground.

2.3.9 WALKWAYS and TRAILS

As determined by the layout of the lots, roadways and parkland in the Development, and as dictated by the need for proper circulation of pedestrian traffic, the Developer is responsible for the installation of Walkways constructed in accordance with Town standards as detailed in the Town Park Policy. The locations of Walkways shall be determined at the time of the preparation of the Draft Plan or the Preliminary Site Plan.

Similarly, the Developer is responsible for the installation of Trails. The locations of Trails shall be determined in dialogue/communication with Town staff. Trail locations shall be determined generally in the context of the overall Trail Network in the Town. The construction standards for Trails shall be as detailed in
2.3.10 COMMUNITY MAIL BOXES

The Developer is responsible for establishing with the Town and with Canada the requirements for Community Mail Boxes, and for making accommodations within the Development for their location(s). In addition, the Developer is responsible for the design and construction of the necessary facilities to permit safe access to the Mail Boxes, including provisions for short-term parking of automobiles, as set out in the Penetanguishene Standard Drawings.

2.3.11 PARKLAND and EQUIPMENT

The location and size of the Parkland dedication shall be determined at the time of preparation of the Draft Plan or the Preliminary Site Plan. The equipment to be installed in the Parkland by the Developer will be a matter of negotiation with the Town in the context of the Town Park Policy.

2.3.12 FENCING

The extent of Fencing required within the Development will be a matter of negotiation with the Town. However, at all locations where newly created lots in the Development abut Public Lands other than at their road frontages and flankages, the Developer shall install fencing.

Fencing shall be Chain Link Fencing as per OPSD – 972.130, CHAIN LINK FENCE WITH TOP RAIL, except for the following:

- Fence height shall be 1.5 metres;
- Chain Link Fence fabric shall be green vinyl coated, 9 gauge gross, 11 gauge wire;
- Mesh shall reject a 38 mm Diameter ball.

3.0 ENGINEERING, DESIGN AND CONSTRUCTION PARAMETERS

3.1 GENERAL

3.1.1 CONSTRUCTION CONTRACT

The Developer shall be responsible for the preparation of a Contract Document for the construction of the infrastructure works, whether the Developer retains the services of Contractors outside of his/her own organization or whether the Developer is his/her own Contractor.

The Contract Document shall include complete Engineering Drawings and Specifications accepted by the Town for the construction of the works.
The Contract Document shall specifically state that all construction activities shall be in accordance with the Ontario Health and Safety Act, and all applicable statutes.

3.1.2 STANDARD SPECIFICATIONS and DETAIL DRAWINGS

Except as stipulated in the following paragraphs in this Section 3.0, the infrastructure works will be designed and constructed in keeping with the Ontario Provincial Standard Specifications (OPSS), the Ontario Provincial Standard Drawings (OPSD) and the Town of Penetanguishene Standard Drawings. When there are differences between the provisions in this Policy and those in OPSS and OPSD, this Policy shall take precedence.


Included in the Engineering Drawings for the infrastructure works shall be actual copies of the applicable Ontario Provincial Standard Drawings and Town Standard Drawings. Binding of the Standard Drawings in the Contract Document book only is not acceptable.

3.1.3 SPECIFIC SPECIFICATIONS and DETAIL DRAWINGS

For those items of infrastructure works which, by virtue of the requirements set out in this Land Development Engineering Policy, are different from OPSS and OPSD, the Developer is responsible for the preparation of Specific Specifications and Detail Drawings for inclusion in the Contract Document.

3.1.4 SHOP DRAWINGS

All Shop Drawings included as part of the infrastructure works are to be reviewed and stamped by a Professional Engineer retained by the Developer and submitted to the Town for acceptance.

3.1.5 COST ESTIMATES

The Developer is responsible for the preparation of Cost Estimates for all infrastructure works shown on the Engineering Drawings. The Cost Estimates are to be submitted to the Town for acceptance.

The format of the Cost Estimates shall be such as to clearly show the Estimated Quantities and Unit Prices of all work items. Furthermore, each work item shall
be shown as being part of one of three Work Categories, viz:

a) UNDERGROUND WORKS - including:
   i) Sanitary Sewers, Pumping Stations, Appurtenances and Service Laterals;
   ii) Storm Sewers, Appurtenances, and Stormwater Management Facilities;
   iii) Watermains, Appurtenances and Service Laterals.

b) PAVEMENT STRUCTURE - including:
   i) Granular Base Course and Granular Surface Course, Curbs and Gutters where applicable, and Base Course of Asphalt;
   ii) Traffic Signs.

c) ABOVE-GROUND WORKS - including:
   i) Surface Course of Asphalt, Asphalt in Driveway Aprons, Sidewalks, Walkways, Fencing, Topsoil and Sod or Seed, Parkland Grading and Equipment, Street Lighting, Signs and Pavement Markings.

3.1.6 CONSTRUCTION SUPERVISION

The Developer is responsible for the full-time resident supervision of all construction activities by a Professional Engineering firm approved by the Town. Included in, but not necessarily limited to, the supervision responsibilities are:

- Notices of construction activities to Agencies having jurisdiction;
- Materials testing and compaction testing;
- Testing for the acceptance of finished works;
- Maintenance of all erosion and siltation control devices;
- Maintenance of traffic control and signs;
- Prevention of contamination of municipal streets and roads;
- Communication with Town, Fire Department, Police and Ambulance Services and School Boards as required for access and safety;
- Communication with the Town Public Works and/or Engineering Staff;
- Coordination of the installation of all utilities (hydro, gas, telephone, cable);
- Public relations with residents in the area of influence of the construction.
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activities;
" Preparation and submission to the Town Director of Public Works and the
Town Engineer of bi-weekly Progress Reports containing the following
information:

! Construction completed to date, identified by street name where
applicable;
! Value of completed construction and the comparison of that value
 to the estimated value as stated in the Cost Estimate submitted to
the Town as required in Section 3.1.5 above;
! Evaluation of the construction progress in terms of time related to
the scheduling provisions in the Construction Contract;
! Copies of all test reports;
! Report on problems and/or unexpected conditions and solutions
implemented;
! Public relations contacts with residents, including descriptions of
complaints/problems and resolutions thereof.
" Certification that infrastructure works are installed in accordance with the
accepted drawings and specifications.

3.1.7 PRE-CONSTRUCTION MEETING

Prior to the commencement of construction activities in the context of the
proposed development or redevelopment, the Developer shall arrange a Pre-
Construction Meeting. Present at the Pre-Construction Meeting shall be an
authorized representative of the Developer, the Developer=s engineer, the
Director of Public Works of the Town of Penetanguishene or his/her authorized
representative, the Town Engineer, and other Town staff as deemed appropriate
by the Director of Public Works.

At the Pre-Construction Meeting the Developer shall submit the construction
schedule, shall introduce the Contractor and his/her Site Superintendent, shall
introduce his/her Consulting Engineer=s supervisory staff, and shall submit a list
of contact names and telephone numbers for those persons responsible for the
management of the construction process.

A Pre-Construction Meeting shall be arranged prior to the commencement of
construction activities related to a Subdivision Agreement, a Development
Agreement or a Pre-Servicing Agreement.

3.2 DESIGN PARAMETERS

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3.2.1 ENGINEERING DRAWINGS

As stated in Section 2.2.1 above, prior to the commencement of construction the Developer shall have deposited with the Town six white prints of the accepted and stamped Engineering Drawings, as well as four copies of the accepted Specifications, Contract Documents and Cost Estimate.

The Engineering Drawings shall be prepared in accordance with the following requirements:

- Neat, legible, in ink, on metric size A1 (595mm x 841mm) sheets and utilizing Leroy or equivalent lettering system;
- On a medium suitable for reproduction by a white printer or photocopier;
- On all drawings include:
  - Title Block complete with Revision Record Block, the name, "Town of Penetanguishene", the name of the Development, standard metric scales, drawing number and name of the Consulting Engineering Firm, including telephone and fax numbers and address, and the signed and dated Professional Engineer's Stamp of the Design Engineer;
  - Geodetic bench mark description and North arrow;
  - Show a Key Plan showing the subject street section location within the overall Development plan and an accompanying North arrow;
  - All elevations shall be to Geodetic reference; clearly differentiate between existing elevations and new design elevations;
  - Generally orient the drawings such that the North arrow points upward;
  - Arrange Plan and Profile drawings such that each street can be filed as an individual entity. To the degree possible, arrange the Plan and Profile to be vertically aligned one above the other;
  - Lot and Block identification numbers shall conform to the Final Registered Plan;
  - All plan views shall show street names outside of the right-of-way lines;
  - Line work on drawings shall be such as to differentiate between existing and new construction features. Similarly, differentiation between existing and new contour lines shall be evident in the line work. Existing conditions shall be shown with dashed lines of 0.13mm maximum thickness and new construction with lines of 0.35mm minimum thickness, utilizing different line patterns for the different services;

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Lettering for labeling of existing features, including elevations shall be light weight italic lettering while lettering for new construction and elevations shall be heavier weight vertical lettering.

Town Engineering staff shall be consulted regarding drafting requirements not set out herein.

Generally, the following Engineering Drawings constitute a complete set:

- **Title Sheet** - showing the crest of the Town in the middle top portion, the name of the Development, a Key Plan to a scale of 1:10,000 showing the Project Site location in the surrounding area with a North arrow, a list of all the drawings by number and title included in the set, and the name of the Consulting Engineer in the bottom right hand corner;

- **General Servicing Plan** - at a scale no smaller than 1:1000, showing all infrastructure services, including all utilities, to be constructed within the Development, as well as the existing infrastructure services which are to remain and existing services to which new services will be connected outside of the Development boundaries. Contour lines are not required on the General Servicing Plan;

All infrastructure features, whether existing or new, are to be labeled to identify the nature of the service (sanitary sewer, storm sewer, watermain, etc.), pipe types and sizes, Maintenance Holes and numbers, valves, hydrants, bends, plugs, blow-offs, curbs and gutters, sidewalks, street lights, traffic control devices, etc. From the Plan and Profile drawings identify and highlight on the General Servicing Plan all locations where underground pipes require vertical deflections to avoid conflict where one service crosses the path of another.

All Lot Numbers, Block Numbers or Letters, Easements, Reserves and Street Names shall be shown. If the Development is to be constructed in Phases, the Phase boundaries and Phase numbers shall be shown;

If the General Servicing Plan is too large for one sheet, match lines shall be clearly shown as well as a Key Plan identifying where the portion on the subject sheet fits within the overall Development;

The General Services Plan shall show a larger scale detail showing the standard locations of the service laterals to individual properties;

The location(s) of Community Mail Boxes shall be shown;

The General Services Plan shall contain a Legend identifying the line and lettering types used and their particular significances.

- **Erosion and Sedimentation Control Plan** - at a scale no smaller than 1:1000, a plan showing the proposed erosion and sedimentation control measures to be implemented both during construction and upon completion of all works. Multiple sheets and Phasing shall be treated as specified in the General Servicing Plan above.

Show existing contour lines at a maximum vertical interval of one meter.
extending a minimum of 30 meters outside the Development boundaries.
Show the contour lines' elevations at the lines' ends not less frequently
than every fifth line.
Show only the infrastructure relating to Storm Drainage and Stormwater
Management in addition to the specific erosion and sedimentation control
measures.
Include on the plan a construction staging schedule defining the
installation and removal times of sedimentation and erosion control
measures relating those times to the progress of the construction of the
development infrastructure. The time frames are to cover the period from
the installation of the sedimentation and erosion control measures until
such time as ground cover is restored.

Include a legend on the drawing(s) for the interpretation of all symbols
used.

Lot Grading and Drainage Plan - at a scale no smaller than 1:500 showing
all road allowances, lots, blocks, easements and reserves with identifying
numbers or letters. Multiple sheets and Phasing shall be treated as
specified in the General Services Plan above. Infrastructure and utility
items need not be shown.
Show existing contour lines at a maximum vertical interval of one meter,
extending a minimum of 30 meters outside the Development boundaries.
Show the contour lines' elevations at the lines' ends not less frequently
than every fifth line.
Show the centrelines of all roadways and show the finished centreline
elevations at twenty meters intervals.
Show existing and new ground elevations at all lot and block corners and
at grade change points under the new grading configuration. On large
blocks, show existing and new ground elevations at a frequency sufficient
to permit ready interpretation of the new drainage pattern.
Show the new ground elevation at the front of each house to be built. For
houses with entrance levels at more than one floor (walk out basements),
show the new ground elevations for both levels.
Show direction arrows for all surface drainage on lots and blocks. Show
swales to be constructed including invert elevations at beginnings and
ends, and at break points. Longitudinal grades in swales shall be 2.0%minimum and sideslopes shall no steeper than 3:1. Show inlet structures
on lots and blocks, and associated pipes, with Top-of-Grate and invert
elevations. Drainage swales are to be constructed on all side yard and rear
yard property lines such that surface water from one property is prevented
from crossing over into a neighbouring property.
Show drainage easements, areas of vegetation and slopes which must
remain undisturbed, and locations of siltation and erosion control devices.
Show the location and general features of the Storm Water Management
facility.
Include a legend on the drawing(s) for the interpretation of all symbols
used.

NOTE: An application for a Building Permit for each building within a development needs to be accompanied by a Detailed Lot Grading Plan. These individual Lot Grading Plans shall clearly show the following:

- The existing and proposed ground elevations at the lot corners. These elevations shall be consistent with the elevations on the Lot Grading and Drainage Plan where applicable;
- The proposed swales on the side and rear property lines of the subject land parcel. The longitudinal slopes in the swales shall be shown as well as the finished elevations in the swales at break points and opposite all corners of the proposed building. Thus, the footprint of the building shall be shown on the Individual Lot Grading Plans;
- For the proposed building the elevations of the Underside of Footing, the Top of Foundation Wall and the Garage Floor elevation shall be shown;
- The elevation of the Sanitary Service Lateral invert at the front property line as recorded under the provisions of Section 4.1.2 in this document;
- The elevations of the Top-of-Curb or, where applicable, of the invert of the ditch or swale on the road right-of-way opposite the front corners of the subject property. Also, where applicable, show the top of curb elevation in the curb cut opposite the centre of the garage door;
- In a rural setting, the length, size and location and the inverts at the ends of the driveway culvert.

Sanitary Servicing Plan - at a scale no smaller than 1:1000 showing all road allowances, lots, blocks, easements and reserves with identifying numbers or letters. Multiple sheets and Phasing shall be treated as specified in the General Services Plan above. Infrastructure and utility items other than those relating to the sanitary sewer system need not be shown. Show existing contour lines at a maximum vertical interval of one meter, extending a minimum of 30 meters outside the Development boundaries. Show the contour lines' elevations at the lines' ends not less frequently than every fifth line.
Show the centrelines of all roadways.
Show all sanitary sewer pipes, materials, sizes and flow directions; Maintenance Holes including numbers and sizes; inverts and pipe grades, including all such information for existing features.
Show the extent of all sanitary drainage areas considered in the design of the system, including information regarding the number of hectares and the development densities. For areas outside of the Development
boundaries, state the appropriate numerical information and include topographic maps in the sewer design documentation.
Include a legend on the drawing(s) for the interpretation of all symbols used.

"Storm Drainage Plan" - at a scale no smaller than 1:1000 showing all road allowances, lots, blocks, easements and reserves with identifying numbers or letters. Multiple sheets and Phasing shall be treated as specified in the General Services Plan above. Infrastructure and utility items other than those relating to the storm sewer system need not be shown. Show existing contour lines at a maximum vertical interval of one meter, extending a minimum of 30 meters outside the Development boundaries. Show the contour lines' elevations at the lines' ends not less frequently than every fifth line.

Show the centrelines of all roadways.
Show all storm sewer pipes, materials, sizes and flow directions; Maintenance Holes and inlet structures including numbers and sizes; invert and pipe grades, including all such information for existing features.
Show all ditches and culvert pipes, materials, sizes and flow directions.
Show locations where headwalls are to be constructed.
Show the extent of all storm drainage areas considered in the design of the system, including information regarding the number of hectares and the run-off coefficients. For areas outside of the Development boundaries, state the appropriate numerical information and include topographic maps in the sewer/drainage system design documentation.

Engineering information relating to Storm Water Management shall be shown including paths and depths of major storm overland flows, temporary and permanent erosion and siltation control devices, energy attenuation devices and Storm Water Management facilities.
Include a legend on the drawing(s) for the interpretation of all symbols used.

"Watermain Plan" - at a scale no smaller than 1:1000 showing all road allowances, lots, blocks, easements and reserves with identifying numbers or letters. Multiple sheets and Phasing shall be treated as specified in the General Services Plan above. Infrastructure and utility items other than those relating to the watermain system need not be shown. Show existing contour lines at a maximum vertical interval of one meter, extending a minimum of 30 meters outside the Development boundaries. Show the contour lines' elevations at the lines' ends not less frequently than every fifth line.
Show the centrelines of all roadways.
Show all watermain pipes, fittings, valves, valve chambers; sizes and materials; and hydrants, including all such information for existing features.
Show water sampling points locations within the development system and the watermain swabbing entrance points.
Include a legend on the drawing(s) for the interpretation of all symbols used.

Plan and Profile Drawings - for all roadways, blocks and easements, whether within or outside of the boundaries of the Development, where infrastructure services are to be constructed, including drainage outfall ditches, sewers and channels that convey flows to receiving facilities. Plan and Profile Drawings shall be drawn at scales of 1:500 horizontally and 1:50 vertically.

The following requirements for Plan and Profile Drawings shall apply:

1) Geometry

The Plan portions shall show the right-of-way lines, including the survey bars planted for the right-of-way alignment, all lot, block and easement lines where they meet the right-of-way lines, lot and block numbers or letters, and street names shown outside of the road allowance. At all intersecting side streets all geometric and infrastructure features shall be shown for a length of thirty metres from the centreline of construction;

The Plan shall show the centreline of the new construction or reconstruction, including the relationship to the right-of-way lines; hash marks and chainages at twenty metre stations and the chainages of points of intersection, beginnings and ends of horizontal curves; curve radii, lengths and curve deflection angles; superelevations;

Chainages shall be calculated from the final survey plan. Zero chainages shall be generally at the westerly and southerly ends of streets, and placed at the centreline of intersecting streets. Generally the chainage shall increase from left to right on the drawing, and chainage points in Plan and Profile shall coincide vertically. For curved alignments the Plan shall be broken into sections in order to maintain reasonable coincidence with the chainage points in the Profile;

The Plan shall show right-of-way width, pavement width, sidewalk width, shoulder width and offsets to all infrastructure features, as well as all pavement radii at intersections. The alignments of all infrastructure features and utilities shall be as detailed in the applicable Town of Penetanguishene Standard Road Cross-Section Drawings;

The Profile portions shall show the existing ground profile on the
centrel ine of construction and the elevations on twenty metres stations, the new finished centrel ine grade profile (top of asphalt) and elevations on twenty metres stations, the chainage on twenty metres stations, the locations and chainages of beginnings and ends of vertical curves and of points of intersection of tangents, the lengths of vertical curves, the K-factors and the grades percentage of tangents (positive or negative) to two decimal places;

1) Plans and Profiles and all infrastructure features shall be extended sufficiently beyond the actual limits of the subject street/roadway to show the continuity with adjacent roads.

2) Roadways

1) The Plan shall show all curbs and gutters, sidewalks, pavement edges, shoulders and ditch flow lines;

1) The Profile shall show the existing and finished ground/road profile and the underside of the granular road base on the centrel ine of construction. Also shown in the Profile shall be the centrel ine of intersecting streets and roads, the names of such intersecting streets and roads, the chainage of the point of intersection and the finished road elevation at the point of intersection.

3) Sanitary Sewers, Storm Sewers, Ditches and Culverts

1) The Plan shall show all sanitary sewers, storm sewers and catchbasin connections labeled with pipe size, pipe material, length and slope for each run between Maintenance Holes, and sewer type (sanitary or storm). The details for catchbasin connection pipes may be covered in General Notes or Typical Details. All Maintenance Holes and inlet structures (catchbasins) shall be shown and identified by numbers. Separate numbering systems are required for sanitary and storm sewer Maintenance Holes, the numbers running consecutively for each system. The numbering system for sanitary Maintenance Holes will have all numbers prefixed with the letters SA, e.g. SA 1. The numbering system for storm sewers will have all numbers pre-fixed with the letters ST, e.g. ST 1. The numbering system for catchbasins will have the numbers run consecutively, regardless of catchbasin types, and each number will be pre-fixed with one of the following designations:

- SCB for single inlet catchbasins, e.g. SCB 1;
- DCB for double inlet catchbasins, e.g. DCB 2;
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- DICB for ditch inlet catchbasins, e.g. DICB 3.
The numbering methods and the meanings of the pre-fixes will be
clearly described in General Notes and/or Legends on the
Engineering Drawings.
For catchbasins outside of the road allowance, the top of grate and
invert elevations shall be shown on the Plan. For all Catchbasins
the appropriate OPSD number or, if necessary, reference to a
special detail shall be shown.
All sanitary sewer service laterals shall be shown on the Plan;
All Maintenance Holes, sewer pipes and culvert pipes shall be
shown at their appropriate scales in the Profile. Each Maintenance
Hole shall be identified by number, including the appropriate pre-
fix. The chainage of the chamber centreline, all pipe inverts
identified by compass point, the top of cover elevation and the
chamber's OPSD number or special detail reference shall be shown.

The sewer pipes shall show their use (sanitary or storm), materials,
sizes, classes of bedding, lengths and percentage of slope to two
decimal places. Whereas the lengths of sewer pipes are to be given
from centreline to centreline of access chambers, the slopes
percentages are to be calculated for the actual pipe lengths from
interior face to interior face of the Maintenance Holes.
Maintenance Holes requiring safety grates are to be noted as such.
In locations where there are existing buildings which are to be
connected to the sanitary sewer, the basement elevations of such
buildings are to be plotted on the Profile.
For culvert pipes the materials, sizes, classes of bedding, lengths,
inverts at the ends and percentage of slope to two decimal places
shall be shown. Between culverts the ditch invert profiles shall be
plotted and identified for ditches on both sides. Sewer and culvert
end walls, the inverts and reference to OPSD or special details
shall be shown.
All locations where pipe placements require special care to avoid
conflicts with other pipes shall be highlighted on the Profile.

4) Watermains

The Plan shall show all watermains, pipe sizes, materials, valves,
valve chambers, bends with degrees of deflection, tees and crosses
with sizes, hydrants, blow-offs and air/vacuum relief valves.
Appropriate references to detail drawings shall be made;
The Profile shall show the watermain plotted in the appropriate
scale. All locations where the watermain profile needs to vary
from the general road profile to maintain minimum cover or to
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" cross other pipes and/or ditches shall be highlighted on the Profile.

" Storm Water Management Drawing - the Engineering Drawings shall include all details of Stormwater Management facilities such as area, existing and proposed grades, slopes, inlet and outlet structures, drains and sub-drains and water levels for the several design storms. Included with the Stormwater Management Engineering Drawings shall be information outlining how Stormwater Management will be implemented to prevent an increase in storm flows from the site and the escape of pollutants (including silt) during the construction period.

○ Composite Utilities Plan - at a scale no smaller than 1 : 1000 showing all utilities (sewers, watermains, Bell, Cable, Gas, Hydro), each in its correct position within the respective road allowances.

" Detail Drawings - drawings shall be prepared containing copies of all the applicable Ontario Provincial Standard Drawings as part of the set of Engineering Drawings. In addition, details for items not covered by the OPSD's, such as certain water works items, shall be prepared and included. When OPSD's are used but altered, this shall be noted on the altered OPSD's.

3.2.2 SPECIFIC DESIGN FEATURES

In the following paragraphs are the Engineering Design Features which apply in the Town of Penetanguishene:

" Soil Information

! At intervals not exceeding 150m along the centrelines of proposed roads soils investigation boreholes shall be drilled by Geotechnical Engineering specialists to depths of 4m minimum. Borehole logs shall be prepared showing the usual information regarding soil types encountered, compactness and water content. The water table level shall be shown;

! In areas designated for disposal of surface water by percolation into the ground, percolation rates shall be established and standpipes installed to monitor the seasonal variations in the levels of the water table;

! The report prepared by the Geotechnical Engineering specialists shall contain recommendations relating to the design and installation of sewers and watermains, footings where applicable, roadway pavement structures and drainage. The infrastructure works shall be designed, and the construction specifications shall be written in cognizance of the soils encountered and the recommendations contained in the Soils Report, and in keeping with the requirements set out in this Policy. These requirements apply to Plans of Subdivision as well as to Site Plans.
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SANITARY SEWERS AND STORM SEWERS

- Minimum sewer pipe slopes, access chamber spacing, allowances for hydraulic losses in access chambers, numbers of people per living unit, infiltration allowances, peaking factors, etc. are all to be in accordance with Guidelines for the Design of Sanitary and Storm Sewage Works, Water Works, etc., issued by the Ontario Ministry of the Environment in July, 1985, with the specifics set out in the following paragraphs and the Sanitary Sewer Design Parameters in Appendix "C";

- Engineering submissions to the Town shall include completed sewer design sheets for both sanitary and storm sewers. Sample Design Sheets may be found in Appendix "C";

- The minimum pipe size for sanitary sewers is 200mm diameter. The minimum pipe size for sanitary service laterals is 100mm diameter for a single family dwelling and 150mm diameter for a duplex dwelling. For multiple dwelling buildings and commercial/industrial buildings the Town Public Works and Engineering Staff shall be consulted regarding the sizes of the service laterals. Service laterals shall be connected to the sewer main by means of saddles, and shall have Inspection Tees at the road right-of-way limit;

- For single-family residences, MAINLINE FULL-PORT BACKWATER VALVES shall be installed inside the house on the Sanitary Service Lateral. Backflow preventers on Sanitary Service Lateral having a diameter greater than 100 mm shall be subject to discussion and acceptance with and by the Town Public Works Department and Building Department. Details of MAINLINE BACKFLOW PREVENTION PRODUCTS may be found on Pages 7 through 14 in Appendix “C”;

- Floor drains are to be connected to the sanitary sewer. Foundation drains and roof water leaders are not to be connected to the sanitary sewer.

- Sanitary sewer pipe and service lateral material shall be Polyvinyl Chloride (PVC), SDR 35 minimum strength for sewer mains and SDR 28 minimum strength for service laterals, unless other material is approved by the Town;

- The minimum pipe size for storm sewers is 300mm diameter. No lateral connections other than from surface storm water inlets are permitted. Permitted lateral connections to the sewer main shall be by means of integrally cast Tees or saddles. Foundation drains and roof water leaders are to discharge onto landscaped areas in front, rear and side yards. Lot grading design is to accommodate these discharges;
In Semi-Urban cross-sections the minimum diameter of the Perforated Storm Drainage Pipe is 400 mm;

Storm sewer pipe material shall be concrete, reinforced as required for the particular pipe diameter, or High Density Polyethylene equivalent to that manufactured by BIG-O Inc.;

The minimum cover over the top of sanitary sewer pipes shall be 2.75 m. The minimum depth to the springline of storm sewer pipes shall be 1.6m below finished grade over the pipe;

OPSD and OPSS standards shall be used as the minimum standards for details of pipe bedding and cover. Application of these standards is subject to confirmation from the Geotechnical Engineering specialist retained by the Developer. Alternatively, based on the recommendations made by the Geotechnical Engineering specialist, pipe bedding and cover material shall be designed specifically for the particular site conditions;

Maintenance Holes shall generally be precast units, 1,200 mm diameter minimum size. The maximum height of modular rings for grade adjustments on Maintenance Holes is 300mm;

For Perforated Pipe Storm Sewers in Semi-Urban Cross Sections Big "O" BOSS 2000 or equivalent Maintenance Holes may be used;

Storm sewer inlet structures (catchbasins) shall generally be precast units with sumps, sized to accept storm flows from up to five year return storms. Inlet structure laterals shall be 300mm minimum diameter and installed at a minimum slope of one percent. For storm events greater than the five year return storm, overland flow paths shall be designed. Inlet structures other than catchbasins shall be designed under similar parameters;

For Perforated Pipe Storm Sewers in Semi-Urban Cross Sections Big "O" BOSS 2000 or equivalent catchbasins may be used;

Storm sewer outlet structures (headwalls) shall be designed to properly retain earth slopes and to prevent erosion in the receiving channel. Storm sewers shall not be connected directly into existing or proposed road crossing culverts;

Sanitary sewers, including service laterals and Maintenance Holes, shall be tested prior to acceptance for infiltration/exfiltration. Permissible infiltration/exfiltration flows are as specified in OPSS 410. Sections in which infiltration/exfiltration flows exceed these limits shall be repaired and retested;

Storm sewers, including inlet structures and lateral connections, shall be tested prior to acceptance for infiltration/exfiltration. The permissible leakage rates are as specified in OPSS 410. Sections in which the infiltration/exfiltration rates exceed the permissible
values shall be repaired and retested, or alternatively, provisions shall be made to prevent the migration of fine soil particles;

Documented test results of sewer infiltration/exfiltration tests shall be deposited with the Town;

These requirements for Storm sewers are not intended to preclude the possibility of storm drainage systems designed to encourage infiltration of surface water into the ground.

"Storm Water Management Facilities"

Included in the Developer's submission for acceptance of the storm sewer/storm drainage system shall be the comprehensive design of the Storm Water Management provisions, both for the finished development and during the construction period. A Stormwater Management Report addressing all features of the Stormwater Management design shall be prepared and submitted to the Town for acceptance and to the Ministry of the Environment for approval;

One basic design parameter for Storm Water Management is that post development flow rates are to be not greater than pre-development flow rates at the downstream boundaries of the proposed development. When the post-development flows become more concentrated due to a change from sheet-flows to single outlet flows, then provisions to prevent erosion and damage to downstream structures, ditches and channels shall be designed and constructed for each such outlet. This basic parameter shall generally be satisfied for 1:2, 1:5, 1:10, 1:25, 1:50 and 1:100 years storm events. Rainfall Intensity Curves are included in Appendix "C".

The second basic parameter to be satisfied is that the quality of storm flows entering receiving bodies be the highest attainable. The approach to Storm Water Management for each proposed development shall be agreed upon with Town Administrative and Engineering staff at the time of Draft Plan or Preliminary Plan preparation, and shall conform to the SEVERN SOUND REMEDIAL ACTION PLAN - URBAN STORMWATER MANAGEMENT STRATEGY. It is in the context of Storm Water Management in relation to such features as site location, soil conditions, topography and proposed land uses that decisions will be made regarding road cross-sections and drainage systems to be incorporated into the proposed Development.

The third basic parameter to be satisfied is that storm drainage from the property under development or redevelopment shall be managed from both quantity and quality perspectives during the construction period. Storm flow rates are not to increase from the pre-development rates even temporarily, and silts and pollutants
are to be captured on site at all times.
It will be a requirement that the submissions (Engineering Drawings and Specifications) made to the Town for acceptance clearly show the sequence of construction and the Stormwater Management facilities, both temporary and permanent, that will be implemented to ensure the management of storm flows throughout the construction period as well as after the completion of construction.

"Water Distribution System"

- The minimum size for watermain pipe is 150mm Dia. Watermain pipe shall be Class 150 Polyvinyl Chloride. Service laterals for single family residences shall be 19mm minimum Dia. Class 160 Polyethylene. The diameter and pipe material for multi-residential, commercial and industrial units shall be appropriately selected by the Developer’s Consulting Engineer;
- Watermain pipes and service laterals shall be equipped with tracing wire;
- Watermains shall be sized to provide fire flows within the Development and to be compatible with the Town's overall water distribution system, including the demands foreseen for future development outside the subject Development. The Developer’s Consulting Engineer shall electronically model the watermain network to ensure that pressure and flow parameters are satisfied. The modeling software may be obtained from the Town Public Works Department, Water Division.

- Valves of a size matching the watermain in which they are situated shall be installed on all watermain branches at intersections in the standard locations grouped together near the intersection of the watermain pipes. On long runs valves shall be spaced at 300m maximum.
  Valves up to 250mm Dia. shall be equipped with a valve box. Valves larger than 250mm Dia. shall be set in a valve chamber;
- At high points in the watermains automatic air/vacuum relief valves shall be installed. Blow-offs or hydrants shall be installed at dead-end watermains, and blow-offs shall be 50 mm Dia. minimum;
- Thrust protection at bends and tees, including hydrant branches, shall be by means of mechanically restrained joints, designed and installed in accordance with the manufacturer’s recommendations. The engineering drawings shall have a table included to show the length of pipe/number of joints that are to be mechanically restrained at restrained locations. The EBAE Pipe Joint Restrainment Calculator available at http://rcp_ebae.com/ or equivalent is to be used to establish the information in the table;
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The minimum cover over all water mains and service laterals is 1.7 m. This minimum cover specification applies everywhere, including ditch crossings. The minimum cover depth at culvert crossings and at enclosed ditch crossings shall be measured from the culvert or ditch-pipe invert. Where water mains cross under storm sewers, the watermain depth shall be such as to provide adequate frost protection.

Hydrants shall be spaced at intervals not exceeding 150 m in residential developments and 90 m in commercial and industrial developments, measured along the watermain alignment.

For hydrants positioned behind ditches, access shall be provided as per OPSD - 217.050, except that the minimum diameter for the culvert shall be 400 mm;

Water mains, including service laterals, shall be disinfected and tested in the presence of Public Works staff for leakage prior to acceptance. Permissible rates of leakage are as specified in OPSS 701. Documented test results shall be delivered to the Town. Dechlorination of the water main will be done using a Town approved chemical agent (i.e. sodium thiosulphate tablets). The dechlorination procedure shall be presented to the Town for approval prior to the commencement of the dechlorination procedure;

Ontario Provincial Standard Details are applicable except as altered by the Water Division Standards included in Appendix "B". Copies of the applicable Standard Drawings are to be included in the Engineering Drawings for the Development;

Only Public Works staff is permitted to operate water valves situated in active water mains;

At all locations where newly constructed water mains are to be connected to the Town's existing water main network such connections shall be made utilizing the "NEW WATERMAIN TEMPORARY CONNECTION" as detailed in Appendix "B".

Roadways

The roadway cross-sections for the Development are to be determined in conjunction with Town Administrative, Planning and Engineering Staff at the time of the preparation of the Draft or Preliminary Plan. The Town of Penetanguishene Standard Road Cross Section Drawings are included in Appendix "A" herein;

The right-of-way width for residential streets is 20m minimum. For arterial, collector and industrial roadways the standard right-of-way width is 26m. Road classifications shall be confirmed with Town Planning, Administrative and Engineering staff at the time of preparation of the Draft or Preliminary Plan, as shall be the

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requirements for right-of-way widenings on existing roads abutting the Development;

- The centreline radius for horizontal curves shall conform to the directives set out in the Geometric Design Standards for Ontario Highways issued by the Ministry of Transportation, Ontario. The minimum daylighting at intersections is 5m x 5m triangles or a 5m radius. The minimum edge-of-pavement radius at intersections is 10m;

- The minimum and maximum longitudinal grades of the road centreline are 0.5% and 6.0% respectively unless topography requires special considerations. Changes in profile grade of greater than 1% shall be by way of vertical curves. Horizontal and vertical sight lines shall conform to Geometric Design Standards for Ontario Highways issued by the Ministry of Transportation, Ontario, except as altered by the provisions contained in this Policy;

- For permanent culs-de-sac the right-of-way lines shall be configured as shown in Drawing Nos. 6, 8, 10 and/or 12 in Appendix "A". For temporary culs-de-sac, it is permissible to dedicate to the Town easements rather than right-of-way property to accommodate the property requirements in the culs-de-sac. The standard requirements for temporary culs-de-sac are shown on Drawings Nos. 7, 9, 11 and 13 in Appendix “A”;

- The minimum longitudinal grade of curb-and-gutter systems and enclosed ditch inverts is 0.50% except in culs-de-sac where the minimum grade is 1.00%. In open ditches the minimum longitudinal grade is 2.00% and the maximum is 6.00%. Ditch inverts with longitudinal grades of 4.00% to 6.00% shall have erosion protection more substantial than topsoil and sod. Where longitudinal ditch invert slopes exceed 6%, storm sewers shall be installed;

- Granular base and asphaltic concrete thicknesses shown on the Town of Penetanguishene Standard Road Cross Section Drawings are the minimum thicknesses which will be accepted. The actual thicknesses for individual Developments will be determined on the basis of recommendations made by the Geotechnical Engineering specialist resulting from the soils investigations on the site;

- The entire width of the road allowances shall be cleared of vegetation and debris. All debris, stumps, logs, boulders, brush, etc. shall be taken to an approved disposal site. Top soil stripped on the development property shall be stockpiled and reused within the Development;

- Prior to the placement of granular materials on the sub-grade, the

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sub-grade shall be compacted to 95% Standard Proctor Density, proof rolled and judged for acceptability by the Town Engineer;

Where existing pavements are affected by the construction in the Development, restoration to as good as or better than original condition shall be the responsibility of the Developer. Closures of existing roadways are subject to twenty-four hours prior notice to the Town, the Fire Department, the Police Department, School Bus operating companies and ambulance service agencies;

The Developer is totally responsible for the prevention of the contamination of existing streets/roads surfaces with mud and debris as a result of construction operations in the Development;

Sidewalks and curbs shall be constructed to permit ready access by wheel chairs and buggies, in accordance with Ontario Provincial Standard Details;

Driveways to all properties in the Development shall be constructed. The minimum pavement structure for residential driveways is 50mm HL3 Asphalt over 150mm Granular "A". Where soil conditions warrant, and for commercial and industrial access roads, driveways/accesses shall be specifically designed and approved. Designs for all driveways/accesses shall be generally in accordance with the applicable Ontario Provincial Standard Details. Residential driveways shall have a minimum slope of 2.00% down from the house to the curb or edge of pavement, and a maximum slope of 6.00%.

Utilities (Bell, Cable, Gas, Hydro)

Utilities are to be installed in the locations shown on the Town of Penetanguishene Standard Road Cross Section Drawings. Trenches for utilities located under the pavement structure and under sidewalks shall be backfilled with granular material compacted to 100% Standard Proctor Density.

Trenches for utilities located on boulevards and side-slopes within the road allowances and on easements shall be backfilled with non-organic native material compacted to 95% Standard Proctor Density.

4.0 ACCEPTANCE OF INFRASTRUCTURE WORKS

4.1 SUBSTANTIAL COMPLETION

4.1.1 CERTIFICATION

The Developer's Consulting Engineer shall deposit with the Town a Certificate of Substantial Completion of the infrastructure works in a Subdivision or Site Plan for which Substantial Completion is applied. The Certificate shall state that all

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the works were installed in accordance with the accepted engineering drawings and specifications, and shall bear the stamp and signature of the Professional Engineer responsible for the construction supervision in the Development.

The Certificate of Substantial Completion shall accompany the letter from the Developer making application to the Town to have the infrastructure works that are identified in the Certificate of Substantial Completion as substantially complete.

4.1.2 DOCUMENTATION

The application for acceptance of the infrastructure works as Substantially Completed shall be accompanied, in addition to the Certificate of Substantial Completion prepared by the developer's Consulting Engineer, by the following items of documentation;

- Statutory Declaration from the Developer that all accounts relating to the construction of the infrastructure works are paid;
- Four copies of the engineering drawings, including the Composite Utilities Plan, showing "As Constructed" information for the infrastructure works. These drawings are to be clearly marked as being “As Constructed” drawings. They are to be prepared by the developer's consulting engineer who undertook the construction supervision, and they are to be marked with the date of their issuance.
- For subdivisions the developer shall deposit with the Public Works Department a three ring binder containing pages on each of which is shown one lot in the subdivision identified by its lot number and municipal address. On each page shall be shown for the applicable lot the horizontal locations of the Water Service Lateral and the Sanitary Service Lateral in relation to the front lot corners and, for the Sanitary Service Lateral, in relation to the nearest Sanitary Maintenance Hole. Also shown shall be the elevation of the invert of the Sanitary Service Lateral at the street right-of-way line.
- Also included in the three ring binder for subdivisions shall be a list of all the fire hydrants in the subdivision, each identified by the municipal address at which a hydrant is located. For each hydrant shall be listed the geodetic elevation of the top of the flange bolt which is located closest to the street right-of-way line.
- For Site Plans the locations of Service Laterals are to be shown on the “As Constructed” drawing, as well as the elevation of the invert of the Sanitary Service Lateral at the location where it crosses the right-of-way line onto the street right-of-way. Also, a clearly defined geodetic Benchmark shall be shown.

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4.1.3 **INSPECTION by MUNICIPAL STAFF**

Upon receipt by the Town of the Certificate of Substantial Completion a joint inspection by Municipal Staff and the Developer's Consulting Engineer shall be conducted. Deficiencies will be identified and corrected by the Developer.

4.1.4 **SUBSTANTIAL COMPLETION in STAGES**

In Subdivision and Site Plan Developments application for Substantial Completion may be made for several stages of the Infrastructure Works as follows:

a) **UNDERGROUND WORKS - including:**
   
i) Sanitary Sewers, Appurtenances, Sewage Pumping Station and Service Laterals;
   
ii) Storm Sewers, Appurtenances, and Stormwater Management Facilities;
   
iii) Watermains, Appurtenances and Service Laterals.

b) **PAVEMENT STRUCTURE - including:**
   
i) Granular Base Course and Granular Surface Course, Curbs and Gutters where applicable, and Base Course of Asphalt;
   
ii) Traffic Signs.

c) **ABOVE-GROUND WORKS - including:**
   
i) Surface Course of Asphalt, Asphalt in Driveway Aprons, Sidewalks, Walkways, Fencing, Topsoil and Sod or Seed, Parkland Grading and Equipment, Street Lighting, Signs and Pavement Markings.

The work for which application is made will be Substantially Completed on the date the Town issues a letter to the Developer declaring the work to be substantially completed.

4.1.5 **SURFACE ASPHALT**

The Surface Course of Asphalt on roadways in subdivisions shall not be placed until at least one winter season has passed after the date of placement of the Base Course of Asphalt. Similarly, the Surface Course of Asphalt on parking areas and internal roadways in Site Plans shall not be placed until at least one winter season has passed after the date of the placement of the Base Course of Asphalt. All storm water inlets shall be set at elevations which will permit the flow of surface water into them as per the storm drainage design, both before and after the placement of the Surface Course of Asphalt. Covers for Maintenance Holes shall
4.2 MAINTENANCE

4.2.1 BEGINNING of MAINTENANCE PERIOD

In Subdivision Plans of Development the infrastructure works will be subject to
maintenance by the developer for periods detailed as follows, beginning on the
day when the Town declares the works to be substantially completed. The
Maintenance Periods are:

a) For UNDERGROUND WORKS - 24 Months;
b) For PAVEMENT STRUCTURE - 24 Months;
c) For ABOVE-GROUND WORKS - 12 Months.

In Site Plan Developments, the maintenance of on-site infrastructure works will
remain the responsibility of the developer or of subsequent owners.

Regardless of the lengths of the Maintenance Periods specified in this section,
note the requirements in Section 4.2.4 below where it states that maintenance
remains the responsibility of the developer of a subdivision until all the
infrastructure works have received Final Acceptance from the Town.

4.2.2 MAINTENANCE OPERATIONS by DEVELOPER

On road allowances the maintenance responsibilities of the developer until Final
Acceptance include snow plowing and street sweeping but not garbage collection.

4.2.3 MAINTENANCE REPAIRS

In Subdivision Developments, all infrastructure works constructed by the
Developer and which require maintenance repair work during the Maintenance
Period(s) shall be attended to by the Developer. If, in the opinion of the Town,
the Developer fails to deal with maintenance matters expeditiously, the Town
reserves the right to perform or cause to be performed the maintenance work it
deems necessary, at the Developer's expense.

4.2.4 TERMINATION of MAINTENANCE PERIOD

When all Maintenance Periods stipulated in Section 4.2.1 above have run their
courses, the Developer may apply for Final Acceptance of the infrastructure
works by the Town of Penetanguishene. When Final Acceptance has been given

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4.3 FINAL ACCEPTANCE

4.3.1 APPLICATION

Upon the completion of the Maintenance Periods the Town will entertain an application in writing from the Developer for Final Acceptance of the infrastructure works. The Application will include a Certificate of Final Completion stamped and signed by the Developer's Consulting Engineer stating that all the infrastructure works are completed and are in conformance with the accepted engineering drawings and specifications, and that all maintenance items identified during the Maintenance Period have been addressed and corrected.

4.3.2 CAMERA SEWER INSPECTIONS

At the end of the Maintenance Period the Developer shall have all sanitary and storm sewers flushed and shall have conducted by a qualified firm approved by the Town television camera inspections of all sanitary and storm sewer mains in the Development as well as those built by the Developer outside of the Development to service the Development. The Developer shall submit to the Town digital video records and the inspection report produced by the inspection firm.

4.3.3 INSPECTION by MUNICIPAL STAFF

Upon receipt by the Town of the Certificate of Final Completion and the sewer video records and inspection reports, a joint inspection by Municipal Staff and the Developer's Consulting Engineer shall be conducted. Deficiencies will be identified and corrected by the Developer.

4.3.4 DOCUMENTATION

The application for Final Acceptance of the infrastructure works shall be accompanied, in addition to the Certificate of Final Completion, by the following items of documentation;

- Statutory Declaration from the Developer that all accounts relating to the construction of and performance of maintenance works to the infrastructure works are paid;
- Four revised copies of the "As Constructed" drawings if necessary due to changes caused by maintenance works conducted during the Maintenance Period;
- Digital copies of the AAs Constructed® drawings. The format of the
digital copies is to be confirmed with the Public Works Department to ensure compatibility with the Department’s computer system and software.

4.3.5 FINAL COMPLETION

The work in the Development will be Finally Completed on the date the Town issues a letter to the Developer declaring the work to be Finally Complete.
ADOPTION of LAND DEVELOPMENT ENGINEERING POLICY

This Policy relating to engineering Design Standards and the requirements for submission to the Town of Penetanguishene of Engineering Design Drawings and Documents for the Development and Redevelopment of Lands in the Town of Penetanguishene is hereby adopted as Policy by the Council of the Town of Penetanguishene at the Meeting of Council of the Town of Penetanguishene on ______________________, 2009.

Dated the _______ Day of _____________________, 2009.

__________________________________  ______________________
Mayor                                           Town Clerk

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