1. CALL TO ORDER

2. DECLARATIONS OF PECUNIARY INTEREST

3. PUBLIC MEETINGS

3.1. Rezoning Application D14-13/18 – 1712216 Ontario Inc. and Waldmere 2015 Ltd.

4. DELEGATIONS AND PRESENTATIONS

Nil.

5. MINUTES FROM ADVISORY COMMITTEES

5.1. Accessibility Advisory Committee Minutes – October 9, 2018

That the minutes from the Accessibility Advisory Committee Meeting of October 9, 2018 be received.

6. NEW BUSINESS

6.1. Rezoning Application D14-13/18 – 1712216 Ontario Inc. and Waldmere 2015 Ltd. (PD046-18) (Staff Report to be Distributed Separately)


1. That the 2017 Building Permit Activity – Annual Financial Report attached as Appendix “A” to Staff Report PD047-18 be received for information purposes.

2. That 2019 Building Fees be maintained at 2018 rates in accordance with the details set out in Staff Report PD047-18.

6.3. Site Plan Application D11-21/18 – Muskoka Grown (PD048-18)

That site plan application D11-21/18 for the lands described as Part of Lots 1 and 2, Concession 13, Draper Ward of the Town of Bracebridge, being Part 1 of Plan 35R-25226 be approved for the construction of three industrial buildings and an accessory retail store, subject to the conditions outlined in Appendix “A” to Staff Report PD048-18.

6.4. 2019 Ontario 55+ Winter Games/Event Tourism Grant Program – Pre-Budget Approval (PD049-18)

1. That funding in the amount of $5,000 be approved for inclusion in the Draft 2019 Municipal Budget and Business Plan under the 2019 Event Tourism Grant Program for the Bracebridge BIA Fire and Ice Festival, taking place on January 26, 2019.
2. That funding in the amount of $2,500 be approved for inclusion in the Draft 2019 Municipal Budget and Business Plan under the 2019 Event Tourism Grant Program for the MUSAC (Muskoka Aquatic Club) Huronia Short Course Regional Championships taking place February 1 to February 3, 2019.


7. ONGOING BUSINESS

7.1. Health and Safety Update

8. CORRESPONDENCE

Nil.

9. CLOSED SESSION

Nil.

10. RESOLUTIONS ARISING FROM CLOSED SESSION

11. ADJOURNMENT

That Committee adjourn until the next regular meeting or any special meeting called by the Chair.

This meeting will be Webcast and Audio and Video recorded.

A copy of this agenda is available in alternative formats upon request.

For your convenience, assistive listening devices are available from staff in the Council Chambers.
1. CALL TO ORDER

Committee Chair Councillor S. Clement called the meeting to order at 2:06 p.m. and the following were recorded as being present:

Committee Members:  Councillor, S. Clement (Chair)
Councillor, A. Buie
D. Lloyd
R. Fudge
M. Young

Regrets:  D. Bullock
J. Caughey

Staff:  Director of Planning and Development, C. Kelley
Economic Development Programmer, J. Harris

2. DECLARATIONS OF PECUNIARY INTEREST

Nil.

3. DELEGATIONS AND PRESENTATIONS

Nil.

4. NEW BUSINESS

Nil.

5. ONGOING BUSINESS

5.1 Bracebridge Accessibility Plan 2014-2018 Progress Report

C. Kelley circulated copies of a Draft Report along with a lengthy list of activities undertaken by the Accessibility Advisory Committee from 2014 to date. These two documents will come together and form the basis of a report to Council summarizing the activities of this Committee for the 2014-2018 time period. As well, elements form the Social Inclusion Pillar of the new Strategic Plan and the Ontario Human Rights Code need to be incorporated into the report.

C. Kelley highlighted many of the Committee’s achievements, as well as some activities that the Town still needs to address including:

- some challenges with pdf documents on the Town website as a result of formatting;
- updating of the Municipal Servicing By-law;
- updating of the Municipal Purchasing Policy;
- regular annual reporting of Accessibility Plan progress to Council; and,
- provision of training.
5.2 Accessible Customer Service Policy Review

The Committee received copies of a draft revised version of the Customer Service Policy along with a redlined version of the existing policy. Many of the changes are directly related to changes in the 2016 Customer Service Standard Regulation in addition to some wording changes that have been identified as best practices while reviewing the policies of other municipalities. Specifically there are updates to policy language when referring to service dogs and to support persons.

5.3 Bracebridge Fall Fair Debrief

Overall, feedback about the booth at the 2018 Fall Fair was positive. Staffing the booth with just one person was manageable. Committee members successfully assisted Fall Fair volunteers to improve access to the food concession for people with mobility issues.

Worthwhile feedback to come from the public included:

- The need for some type of mobility service to get people to medical appointments in other communities;
- The grab bars in the women’s washroom appear to be misplaced; and,
- The sound at this year’s fair was excessive and even painful for small children and those with hearing aids.

5.4 Accessible Playground Update

C. Kelley advised that Jumpstart indicated the need to submit a formal funding application in early 2019 for the accessible playground equipment. She further indicated that staff would be working with Recreation Department staff with regards to the location prior to submitting the formal application.

5.5 Audible Traffic Signal Update

Committee members reported seeing little activity around town with regards to the 2018 audible traffic signal installations. S. Clement indicated that a meeting at the District is being scheduled sometime in October concerning this topic but that no date has been set yet.

5.6 Utility Guy Wire Update

S. Clement indicated that he had received response from Lakeland Holdings regarding his formal letter requesting that a number of questionable guy wires be evaluated indicating safety concerns for pedestrians and cyclists. They had indicated that repairs/improvements would be made in the fall.
5.7 Future Projects

The Committee identified the following as possible projects to pursue for the next term of the AAC:

- Portable accessible ramps for special events taking place in the downtown;
- A possible review of the number, location and size of accessible parking spaces in some of the older plazas in town;
- A possible resolution from the AAC urging the Ontario government to bring the building code up to AODA standards; and,
- A review of sidewalks and accessible parking spaces on 1-2 streets in town.

5.8 Transit Committee Update

C. Kelley confirmed that Hammond Transportation now has a formal contract for Bracebridge Mobility. There was some confusion around whether Bracebridge Mobility was in need of more patrons or whether the current ridership was accounting for the majority of available time slots. Staff will clarify this for the next meeting.

5.9 Report from District of Muskoka Accessibility Committee Representative

D. Lloyd reported that the last meeting was a review of the District’s accessibility activities over the past four years. Two particular topics of interest were the addition of visual emergency signals being added to all District of Muskoka buildings to augment the auditory signals, as well as handrails being added to existing ramps.

5.10 Roundtable Discussions – Items for Future Meetings

C. Kelley reported that she had been contacted by the Commissioner of Finance at the District Municipality of Muskoka to indicate that accessibility matters were now going to fall under their department’s purview. They also wanted to confirm that including a member of the Bracebridge Accessibility Advisory Committee on the District committee would continue.

R. Fudge indicated that the temperature at The Pines is often too cool for residents. Committee thought that this would be a matter for the residents’ council.

C. Kelley reviewed the current taxi license situation in Bracebridge:

- Murray’s Taxi: 8 licenses (regular)
- Bracebridge Taxi(2105): 3 licenses (regular)
- MuskokaKab: 2 licenses (regular)
- A–Cab: 2 licenses (regular)
- Muskoka Taxi: 1 license (accessible)

There is still one additional license unclaimed.
6. CORRESPONDENCE

6.1 Accessibility Advisory Committee Minutes – September 10, 2018

7. CLOSED SESSION

Nil.

8. RESOLUTIONS ARISING FROM CLOSED SESSION

Nil.

9. ADJOURNMENT

18-AA-018 Moved by: D. Lloyd
Seconded by: R. Fudge

That Committee adjourn until the next regular meeting or any special meeting called by
the Chair.

CARRIED

The meeting adjourned at 3:32 p.m.

A copy of this document in alternative formats is available upon request.
TO: Councillor A. Buie, Chair and Members of Planning and Development Committee
FROM: C. Kelley, Director of Planning and Development
T. Hookings, Chief Building Official

RECOMMENDATION

1. That the 2017 Building Permit Activity – Annual Financial Report attached as Appendix “A” to Staff Report PD047-18 be received for information purposes.

2. That 2019 Building Fees be maintained at 2018 rates in accordance with the details set out in Staff Report PD047-18.

ORIGIN

Annual Report

3. Under Section 7(4) of the Building Code Act, municipalities are required to report annually (every 12 months) the amount of building fees collected, and all costs related to the administration and enforcement of the Ontario Building Code Act, together with a statement of financial position of any established Building Permit Fee Reserve Fund.

4. The Building Permit Activity – Annual Financial Report includes information regarding three components: total fees, costs (both direct and indirect) and the reserve fund balance.

4.1. **Total Fees:** This first component of the report outlines the revenues generated from building permit fees. This does not include revenues generated from other sources such as fines or revenues from other municipal services.

4.2. **Direct and Indirect Costs:** The second component of the report sets out the direct and indirect costs of administration and enforcement of the Building Services Branch. Direct costs are the costs of the building services branch itself, while indirect costs are for services provided to the building services branch by other departments within the municipality.

4.3. **Reserve Fund:** The final component of the report includes information on the reserve fund. Reserves are created when the total fees received exceed the total direct costs. Reserve funds are intended to be set aside to offset costs in years where building fee revenues are less than the cost of delivering the service.

5. The 2017 Building Permit Activity – Annual Financial Report is included in Appendix “A” to Staff Report PD047-18. It should be noted that the Town has traditionally transferred surpluses to the reserve and would only reduce the reserve balance if the transaction was included with the annual Municipal Budget and Business Plan. The typical practice has been that Building Services Branch deficits are predicted in most years and that the service is partially subsidized by the general tax levy.

**Historical Fee Review**

7. In 2013, based on a comprehensive review of the Town’s Building Permit and related fees, which was reported in Staff Report DS040-12, changes were made to simplify fee categories in an effort to more closely align fee categories with those in other municipalities in Muskoka. At that time, there was also a slight increase in fees.

8. Between 2013 and 2015 there were no changes to the Building Permit Fees collected by the Town.

9. In 2015, another comprehensive review was undertaken that:

   9.1. Reviewed the legislative framework with respect to Building Permit Fees;

   9.2. Reviewed the various services that form part of the municipality’s requirements under the Ontario Building Code Act;

   9.3. Undertook an historical review of actual revenues received for the Branch;

   9.4. Undertook an historical review of fee increases; and

   9.5. Undertook a comparison of fees for comparator municipalities.

10. On December 9, 2015, Council passed By-law 2015-070 that included fee increases in most categories of permits under the Building By-law. A copy of By-law 2015-070 is included in Appendix “B”.

11. If a fee change is proposed, under Section 7(6) of the Building Code Act, the Town is required to provide notification of such increase and hold a public meeting. Under Section 7(6) of the Building Code Act, a public meeting is required to be held prior to the passing of the by-law.

12. An historical overview of fee increases for the most significant fee categories is included in Appendix “C”.

13. An historical review of the revenues and costs to deliver the service is included for reference in Appendix “D”.

**Building By-law**

14. In 2015, a small number of changes to the Building By-law regulations were implemented that were based on recommendations as a result of working with the Building Code within Bracebridge.

15. This Staff Report has been prepared to report the annual costs for 2017 to deliver the services under the Ontario Building Code and to confirm that an annual review of the Building Fees and By-law has been undertaken in accordance with the Ontario Building Code.
16. Building Services staff are currently working on a project to update certain parts of the by-law related to some administrative matters as well as potential strategies and policies related to open building permits. Additionally, as was outlined in Project PD-12 in the 2018 Municipal Budget and Business Plan, staff are planning on updating the by-law provisions to allow for the issuance of tickets (set fines) for specific infractions. Given the level of permit activity and complaint investigations underway in 2018, this work has not yet been completed. Staff anticipate that this work will be the subject of a report in the first quarter of 2019.

17. There are no proposed changes to the regulations within By-law 2015-070 and there are no proposed changes to the Building Fees for 2018 and therefore, the requirements of the Ontario Building Code have been met through the provision of this information within Staff Report PD047-18.

ANALYSIS

Legislative Framework

18. Municipalities are responsible for ensuring that building and development is undertaken in accordance with the provisions of the Building Code Act. To offset the costs of providing these services, municipalities are permitted to charge fees when issuing building permits.

19. Section 7(c) of the Building Code Act authorizes the council of a municipality to require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof. Further, Section 7(6) requires the municipality to give notice of the proposed changes in fees to such persons as may be prescribed and to hold a public meeting concerning the proposed changes. The total amount of fees authorized under Clause 7(c) must not exceed the anticipated reasonable costs of the municipality to administer and enforce the Building Code Act in its area of jurisdiction.

20. The Town’s By-law, which is reviewed annually, outlines the fees depending on the proposed project, which help to ensure costs are borne by the person receiving the service. Although it is difficult to forecast with a fee structure what the cost will be to process building permit applications, or to predict the mix of projects that will be applied for in any year, staff work with a baseline of activity, as well as understanding that some applications will come through as a result of Planning Applications and inquiries.

21. The Building Services Branch of the Planning and Development Department continues to work towards fees that reflect full cost recovery within the parameters of the Building Code Act (operating on permit revenue only vs. impacting the tax levy).

22. Although a municipality may also rely on property tax revenues to supplement the function of the Building Services Branch, the imposition of the recommended fees considers the cost of administration and enforcement of the Building Code Act.

23. The Building Code Act requires that surplus revenues be carried forward at the end of a fiscal period if there are active permits that still require service delivery. Should there be a surplus in fees after all costs are covered, the municipality must keep the excess in a reserve fund that is carried over to the next fiscal year. Reserve funds can only be spent on Building Services Branch related expenses.

24. The Building Code Act does not limit the size of the reserve fund that can be maintained by the municipality. However, a municipality is required to provide an annual statement of Building Permit Reserves. As noted in Appendix “A”, the balance of the reserve fund for the Town of Bracebridge is $332,649.91.
25. Based on the information available, it appears that the Building Fees Reserve did not increase between 2012 until 2016. In each of those years, the annual tax levy offset the difference between the revenues and costs of doing the service. This time period also correlates directly with the level of permit activity in the Town with 2014 being the year where the fewest number of building permits were issued as shown below:

![Total Number of Permits](chart)

26. Staff believe that an appropriate level for the reserve fund would be equal 3 years of the cost of operating the Building Services Branch (approximately $1,500,000).

**Building Branch Services (under the OBC)**

27. Under the Building Code, the Building Services Branch provides a number of services to enforce the Code including:

27.1. Issuance of Building Permits;

27.2. Issuance of Septic Permits;

27.3. Issuance of Demolition Permits; and

27.4. Investigating complaints and enforcement under the Ontario Building Code (including matters related to Property Standards).

28. The majority of the activity that is administered by Building Services Branch staff relates to building permits.

29. The costs to provide the services vary for each building permit depending on its size and complexity. The size of a project is typically measured by the floor area, and the complexity of a building permit depends on factors such as intended use and occupancy; a new permit versus an addition or renovations; and the Building Code requirements that apply to the type of permit being issued.

30. In addition to staff time, costs vary for mileage and wear on the Branch’s vehicle. Within our municipality, the travel time can vary from a few minutes to almost an hour.
31. Building activity in Bracebridge increased between 2016 and 2017 as shown in the comparison below.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Permit Nos.</th>
<th>2016</th>
<th>Permit Nos.</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Residential Construction</td>
<td>78</td>
<td>$14,076,813</td>
<td>72</td>
<td>$17,100,865</td>
</tr>
<tr>
<td>New Residential Construction – Foundation Only</td>
<td>8</td>
<td>$285,650</td>
<td>3</td>
<td>$160,000</td>
</tr>
<tr>
<td>Addition/Renovation Residential</td>
<td>138</td>
<td>$3,002,460</td>
<td>168</td>
<td>$3,966,755</td>
</tr>
<tr>
<td>New Commercial, Industrial and Institutional</td>
<td>64</td>
<td>$4,585,450</td>
<td>73</td>
<td>$13,407,000</td>
</tr>
<tr>
<td>New Commercial, Industrial and Institutional – Foundation Only</td>
<td>1</td>
<td>$110,000</td>
<td>2</td>
<td>$300,000</td>
</tr>
<tr>
<td>Addition/Renovation Commercial, Industrial and Institutional</td>
<td>39</td>
<td>$3,055,013</td>
<td>35</td>
<td>$8,408,377</td>
</tr>
<tr>
<td>Accessory Structure</td>
<td>94</td>
<td>$3,118,281</td>
<td>101</td>
<td>$3,156,355</td>
</tr>
<tr>
<td>Other</td>
<td>58</td>
<td>$597,792</td>
<td>54</td>
<td>$707,798</td>
</tr>
<tr>
<td>Septic Systems (&amp; Related)</td>
<td>89</td>
<td>$981,500</td>
<td>108</td>
<td>$1,362,050</td>
</tr>
<tr>
<td>Total Construction Value</td>
<td>569</td>
<td>$29,812,959</td>
<td>616</td>
<td>$48,569,200</td>
</tr>
<tr>
<td>Total Building Permit Fees Collected</td>
<td></td>
<td>$441,991</td>
<td></td>
<td>$665,337</td>
</tr>
</tbody>
</table>

**Fee Comparisons with other Municipalities**

32. The Town currently uses three (3) methods of charging and collecting fees, including fees based on the size of the proposed building (floor area), a flat rate or a fee calculated based on the construction value of the structure. The fee imposed is based on the method that yields the largest fee.

33. A historical review of permit fees in Bracebridge is included in Appendix “D” and a review of comparator municipalities fee rates are included in Appendix “E”.

34. Although, it is difficult to undertake a comparison of building fees between municipalities because there are many different categories of fees that are not always an exact likeness, Staff have included in Appendix “E” a chart showing a general comparison of the Dwellings, Sleeping Cabins and Commercial Fee categories for our comparator municipalities.

**Expected Permit Activity**

35. The number of building permits issued for 2018 for the period ending September 30, 2018 is slightly higher than the same period in 2017 at 490 compared to 464. The construction values in 2017 to the end of the 3rd quarter were $34.1 million compared to $51.2 million in 2018.

36. Given the increase in the number of permits issued as well as construction value, the revenue targets outlined in the approved 2018 Municipal Budget and Business Plan will be exceeded.
There continues to be a number of projects in the community that are currently at various stages of development and should be in the building phase in 2018. These developments are as follows:

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Status/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amigo Townhouse Development (Muskoka Retreats Phase II)</td>
<td>Permits Issued / Block 1 for 6 Units – 8 further units proposed in 2018.</td>
</tr>
<tr>
<td>Inveraray – 20 lots</td>
<td>Permits have been issued or will be issued for all but one lot.</td>
</tr>
<tr>
<td>Clearbrook Subdivision, Phase 5</td>
<td>Phase 5 of the subdivision received final approval in 2018. Building Permits have been issued for all 44 lots which represents 24 more than what staff anticipated for 2018.</td>
</tr>
<tr>
<td>Clearbrook – Whitehorne Park Severances</td>
<td>The severance of lands just outside of the subdivision resulted in the creation of 5 lots. 4 of the 5 lots have building permits with occupancy granted for 3. The development of these lots was not contemplated by staff during the budget preparation process for 2018.</td>
</tr>
<tr>
<td>Loon Call – 2 (Douglas Drive)</td>
<td>This 42 lot subdivision was registered near the end of 2017. 10 permits were issued in 2017 with the remainder in 2018. Currently 27 homes have occupancy with 15 still under construction.</td>
</tr>
<tr>
<td>Waterways of Muskoka</td>
<td>Permits issued for 11 units in 2016 and 2017. Permits for 6 units (1 block) were issued in 2018. Construction on that block has not yet started.</td>
</tr>
<tr>
<td>Valley Drive (8 residential units)</td>
<td>Subdivision has draft approval. There has been no contact with the owners since 2017.</td>
</tr>
<tr>
<td>Muskoka Highlands Subdivision (South Monck Drive/end of Covered Bridge Trail)</td>
<td>Subdivision sold to new developer in 2017. There are 140 lots remaining to be developed in Phases 3-7. Recent actions have been taken to satisfy some of the conditions of draft plan approval.</td>
</tr>
<tr>
<td>Coventry Lane (Rumi West)</td>
<td>Staff anticipate that one additional apartment-type complete will be constructed in 2018.</td>
</tr>
<tr>
<td>Bonnie Lake Campground (replacing trailers with Park Models)</td>
<td>141 permits have been issued for what was existing trailer replacements.</td>
</tr>
<tr>
<td>Gas Station on Cedar Lane</td>
<td>Construction is underway with occupancy expected in early 2019.</td>
</tr>
<tr>
<td>Aces Waste Expansion</td>
<td>Although approvals completed in 2016/17, the company has not initiated the Site Plan Agreement process.</td>
</tr>
<tr>
<td>Fowler Business Park</td>
<td>Lewis Motors has received conditional Site Plan approval for 2 of the 4 lots that have been sold.</td>
</tr>
<tr>
<td>Project Name</td>
<td>Status/Comments</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cambrian Court – apartments</td>
<td>The District’s 12 unit apartment building is currently under construction.</td>
</tr>
<tr>
<td>HMAT rental townhouse</td>
<td>Currently, all 8 units are under construction</td>
</tr>
</tbody>
</table>

38. Staff do not believe that an increase in Building Permit Fees are warranted at this time as the level of activity has continued to increase and the revenues for 2018 will exceed the estimates as approved in the 2018 Municipal Budget and Business Plan.

39. The balance of the reserve held to offset extraordinary revenue shortfalls and capital expenditures in the Building Services Branch is $332,649.91. At the end of 2017, excess revenues of slightly more than $161,000 were transferred to the reserve.

40. As noted above, an annual review of fees and reporting the costs to deliver this service is required on an annual basis. This will be reviewed again in the fall of 2019.

41. Staff believe that holding the 2018 fee rates that were originally established in 2015 will allow Bracebridge to continue to remain competitive with a number of surrounding communities both inside and outside of Muskoka.

42. The Town’s current Building Fees are outlined in By-law No. 2015-070 which is attached as Appendix “B” for reference. It is staff’s recommendation that these fees be maintained for 2018.

**LINKAGE TO COMMUNITY BASED STRATEGIC PLAN**

43. The review of Building Fees and the production of the Annual Building Permit Activity – Financial Report is well aligned with the strategic theme(s):

<table>
<thead>
<tr>
<th>Theme</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and engage in policies and initiatives to enhance Bracebridge as a service community for the surrounding areas.</td>
<td></td>
</tr>
<tr>
<td>Recognize the importance of Town decisions in attracting and retaining talent.</td>
<td></td>
</tr>
<tr>
<td>Work to diversify the local economy to create an open for business all year round environment.</td>
<td></td>
</tr>
<tr>
<td>Recognize the importance of the Town’s decisions in shaping the future of the community.</td>
<td></td>
</tr>
<tr>
<td>Ensure that the Town’s planning practices, policies and processes encourage responsible growth and development that aligns with the community’s identity and heritage.</td>
<td></td>
</tr>
<tr>
<td>Focus on specific areas highlighted as priorities, including, development of options to support the diversification and affordability of housing options to meet the needs of the entire community.</td>
<td></td>
</tr>
</tbody>
</table>
Continually strive to improve efficiency and accountability in governance.

Encourage civic engagement as a means to foster a strong and transparent relationship between the Town and community.

Commit to partnering and working with outside organizations to leverage efforts with the community.

44. Specifically, the review of Building Fees and the production of the Annual Building Permit Activity – Financial Report will:

44.1. Support a Modern and Prosperous Economy by continuing efforts to work toward full cost recovery, as well as the fee for the service being generally covered by the recipient of the service. Additionally, no increase in permit fees will support creating a predictable cost structure for builders in the community.

44.2. Support Creative and Considerate Planning by not increasing permit fees to support development in the community.

44.3. Support Governance and Civic Engagement by continuing efforts to work toward full cost recovery and ensure that those paying for services are those benefitting for those services. This recommendation further support transparency and accountability through the provision of the annual financial report for the provision of services under the Ontario Building Code as provided by the Building Services Branch of the Planning and Development Department. The By-law review also ensures that the Town is in compliance with the legislated requirements of the Building Code Act.

LINKAGE TO COUNCIL PRIORITIES

45. Although the annual review of the Building Services Fees and the review of fees and the Building By-law has not been specifically identified by Council as a 2014-2018 priority area, it does align with the Town’s priority of streamlining development, having users of services pay for those services and ongoing support for economic development.

46. The increases made to the fees in 2015 have not negatively impacted development as demonstrated by the level of permit activity in 2016-2018 but will continue to allow the Corporation to realize full-cost recovery for Building Inspection and Enforcement Services.

ALTERNATIVE(S)

47. The following alternatives are available for Committee consideration:

**Alternative #1**

The Committee could recommend that the existing Building fees be increased.

This course of action is not recommended. The existing fees allow the Town to strive towards the goal of approaching full cost recovery for the Building Services Branch of the Planning and Development Department while allowing the Town to remain competitive with the surrounding communities.
The Committee could recommend that the existing Building fees be reduced.

This course of action is not recommended. The existing fees allow the Town to reach the goal of approaching full cost recovery for the Building Services Branch of the Planning and Development Department. To reduce the fees may result in additional burdens on the tax levy.

EXISTING POLICY


49. Building By-law 2015-070.


51. 2018 Municipal Budget and Business Plan

FINANCIAL IMPLICATIONS

52. Building Permit fees help offset expenditures to ensure that the Building Services Branch of the Planning and Development Department’s net cost on the general tax levy is kept to a minimum.

53. Under the *Building Code Act, 1992*, the total amount of building permit fees collected by the municipality must not exceed the anticipated reasonable costs of the authority to administer and enforce the *Building Code Act* within its jurisdiction.

54. Currently, the Town has a reserve of $332,649.91 for the Building Services Branch to cover future revenue shortfalls.

COMMUNICATIONS

55. This staff report was distributed to Council, Media, and all Town staff and was published on the Town’s website in accordance with the Town’s Procedural By-law.

Prepared By: T. Hookings
Approved by: C. Kelley, MCIP, RPP
Approved for Submission to Planning and Development Committee By: J. Sisson

Chief Building Official
Ext. 257
Director of Planning and Development
Ext. 253
Chief Administrative Officer
Ext. 229
# Building Permit Activity – Annual Financial Report

<table>
<thead>
<tr>
<th></th>
<th>2016 Actual</th>
<th>2017 Budget</th>
<th>2017 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service delivery permits, fees and related revenue</td>
<td>$441,991</td>
<td>$442,500</td>
<td>$665,337</td>
</tr>
<tr>
<td><strong>Total revenue</strong></td>
<td>$441,991</td>
<td>$442,500</td>
<td>$665,337</td>
</tr>
<tr>
<td><strong>Direct costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages/benefits</td>
<td>$358,785</td>
<td>$405,000</td>
<td>$402,475</td>
</tr>
<tr>
<td>Other direct costs</td>
<td>$67,134</td>
<td>$99,440</td>
<td>$101,227</td>
</tr>
<tr>
<td><strong>Total direct costs</strong></td>
<td>$425,918</td>
<td>$504,440</td>
<td>$503,702</td>
</tr>
<tr>
<td><strong>Cost-recovery variance before allocation of indirect costs</strong></td>
<td>$(16,073)</td>
<td>$61,940</td>
<td>$(161,635)</td>
</tr>
<tr>
<td><strong>Reserve Transfer</strong></td>
<td>$16,073</td>
<td>$0</td>
<td>$161,635</td>
</tr>
<tr>
<td><strong>Indirect costs (estimated allocations)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Services and Finance allocation</td>
<td>$51,770</td>
<td>$57,910</td>
<td>$54,042</td>
</tr>
<tr>
<td>Planning Branch allocation</td>
<td>$51,220</td>
<td>$54,370</td>
<td>$54,370</td>
</tr>
<tr>
<td><strong>Total indirect costs</strong></td>
<td>$102,990</td>
<td>$112,280</td>
<td>$108,412</td>
</tr>
<tr>
<td><strong>Full cost of service delivery</strong></td>
<td>$528,908</td>
<td>$616,720</td>
<td>$612,114</td>
</tr>
<tr>
<td><strong>Full cost-recovery shortfall</strong></td>
<td>$86,917</td>
<td>$174,220</td>
<td>$(53,223)</td>
</tr>
</tbody>
</table>

## Special Purpose Reserve – Building Fees

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance, January 1, 2017</td>
<td>$171,014</td>
<td></td>
</tr>
<tr>
<td>2017 adjustments</td>
<td>$161,635</td>
<td></td>
</tr>
<tr>
<td>Closing Balance, December 31, 2017</td>
<td>$332,649</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX “B”

By-law 2015-070
BY-LAW NO. 2015-070
A BY-LAW OF THE CORPORATION OF THE TOWN OF
BRACEBRIDGE BEING A BY-LAW RESPECTING
CONSTRUCTION, DEMOLITION AND CHANGE OF USE
PERMITS, INSPECTIONS AND ADMINISTRATION

WHEREAS Section 7 of the Building Code Act, 1992, S.O. 1992 c.23, empowers Council to pass certain by-laws respecting construction, conditional permits, sewage systems, demolition and change of use permits and inspections;

AND WHEREAS Section 398.2(2) of the Municipal Act, 2001, S.O., 2001, provides that fees or charges imposed in accordance with this By-law constitute a debt owed to the municipality for which the Treasurer may add the outstanding fees or charges, including interest on the unpaid balance, to the tax roll for the property owned by the persons responsible for paying the fees and charges, and the amount shall be collected in the same manner as municipal taxes;

AND WHEREAS by motion 15-PD-130 the Council of the Corporation of the Town of Bracebridge deems it expedient to enact a by-law respecting construction, demolition and change of use permits, inspections, and administration;

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

1. SHORT TITLE

1.1 This By-law may be cited as the “Building By-law”.

2. DEFINITIONS

2.1 In this By-law,


2.1.2 "Additional Inspection" means an inspection deemed necessary by the Chief Building Official (applicable to existing buildings or defective/deficient new buildings, to pay the additional inspections that are required as a result of poor construction, or to evaluate existing projects for the renovation or addition applicants that are unsure of requirements).

2.1.3 "As Constructed Plans" means as constructed plans as defined in the Building Code.

2.1.4 "Building" means a building as defined in Section 1(1) of the Act.

2.1.5 "Building Code" means the regulations made under Section 34 of the Act.
2.1.6 "Chief Building Official" means the Chief Building Official appointed by By-law of The Corporation of the Town of Bracebridge for the purposes of enforcement of the Act.

2.1.7 "Construct" as defined in Section 1(1) of the Act.

2.1.8 "Conditional Permit" as set out in the Act Section 8.(3).

2.1.9 "Corporation" means The Corporation of the Town of Bracebridge.

2.1.10 "Farm Building" means a farm building as defined in the Building Code.

2.1.11 "Floor Area" means the aggregate of the floor area measured between the exterior faces of the exterior walls of the building or structure at the level of each floor, and in the case of a dwelling, excluding any porches, basements or cellars.

2.1.12 "Owner" includes the registered owner of a property, a lessee, tenant, mortgagee in possession, or person otherwise in charge of any property, acting as the authorized agent of the owner.

2.1.13 "Partial Permit" means written permission or written authorization from the Chief Building Official to perform certain limited construction of a project where the balance of the drawings of the project will be submitted at a later date.

2.1.14 "Permit" means written permission or written authorization from the Chief Building Official to perform work regulated by this By-law and the Act.

2.1.15 "Plumbing" means plumbing as defined in Section 1(1) of the Act.

2.1.16 "Revised Drawings" means building drawing/plans that have been submitted with changes to the original drawings/plans that have been approved.

2.1.17 "Remedy Unsafe" permit means a permit that has become necessary due to a building or property being determined to be unsafe by the Chief Building Official. The permit fee for this class of permit includes the cost of any enforcement required to obtain compliance.

2.1.18 "Sewage System" means a sewage system as defined in the Building Code.

2.1.19 "Special Inspection" means an inspection that is requested and carried out that may or may not be in connection with a building permit, at the discretion of the Chief Building Official on permits greater than 3 years old.

2.1.20 "Temporary Construction Uses" means a tool shed, construction trailer, trailer mobile camper, or other building or structures incidental to construction may be erected on the lot where construction is taking place provided that a building permit has been issued and remain until the structure has been completed to become able to be occupied to the maximum of 12 months with a security deposit.

2.1.21 "Tent" means every kind of temporary shelter that is not permanently affixed to the site and that is capable of being easily moved.
2.1.22 "Qualified Designer" means Qualifications as set out in the Ontario Building Code Division C-Part 3.

3. CLASSES OF PERMITS

3.1 Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule "A" to this By-law.

4. ADMINISTRATION FEES

4.1 Administration fees in respect to additional cost(s) above the fees for building permits set out in Schedule "B" to this By-law.

5. REQUIREMENTS FOR APPLICATIONS

5.1 The Application:

5.1.1 To obtain a permit, the owner or an agent authorized by the owner, shall file with the Chief Building Official, an application in writing by completing a prescribed form by the Ministry of Municipal Affairs and Housing.

5.2 Building Permits, Conditional Permits, Demolition and Other Required Permits (identified in Schedule "F").

5.2.1 Where application is made for a building permit under Subsection 8(1) of the Act, the application shall:

5.2.1.1 Identify and describe in detail, the work and occupancy to be covered by the permit for which application is made;

5.2.1.2 Describe the land on which the work is to be done, by a description that will readily identify and locate the building lot;

5.2.1.3 Include a minimum of two complete sets of construction plans with three sets of site plans drawn to scale and specifications for the work to be covered by the permit, and show the occupancy of all parts of the building;

5.2.1.4 State the valuation of the proposed work, including materials and labour, and the floor area;

5.2.1.5 State the names, addresses and telephone numbers of the owner and of the architect or engineer, where applicable, or other designer or contractor with BCIN number or required stamps and forms;

5.2.1.6 Be accompanied by a written acknowledgement of the owner that he has retained an architect or professional engineer to carry out the field review of the construction where required by the Building Code;

5.2.1.7 Be signed by the owner or their authorized agent who shall certify the truth of the contents of the application; and

5.2.1.8 Be accompanied by the required permit fee.
5.2.2 Where application is made for a demolition permit under Subsection 8(1) of the Act, the application shall:

5.2.2.1 Shall contain the information required by clauses 5.2.1; and

5.2.2.2 May be required to be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, electric, telephone or other utilities and services;

5.2.3 Where application is made for a conditional permit under Subsection 8(3) of the Act, the application shall:

5.2.3.1 Contain the information required by clauses 5.2.1;

5.2.3.2 Contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require;

5.2.3.3 State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;

5.2.3.4 State the necessary approvals, which must be obtained in respect of the proposed building, and the time in which such approvals will be obtained;

5.2.3.5 State the time in which plans and specifications of the complete building will be filed with the Chief Building Official;

5.2.3.6 Sign a Conditional Building Permit Agreement; and

5.2.3.7 Pay the additional fees as set out in Schedule “A”.

5.3 Change of Use Permits

5.3.1 Every application for a change of use permit issued under Subsection 10(1) of the Act shall be submitted to the Chief Building Official and shall:

5.3.1.1 Describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;

5.3.1.2 Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;

5.3.1.3 Include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including floor plans, details of wall, ceiling and roof assemblies, identifying required fire resistance ratings and load bearing capacities;

5.3.1.4 Be accompanied by the required fee;

5.3.1.5 State the name, address and telephone number of the owner; and
5.3.1.6 Be signed by the owner or their authorized agent who shall certify the truth of the contents of the application.

5.4 Sewage Systems

5.4.1 Every application for a sewage system permit shall be submitted to the Chief Building Official and contain the following information:

5.4.1.1 The information required by Section 5.2.1;

5.4.1.2 A site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:

5.4.1.2.1 the date the evaluation was done;

5.4.1.2.2 name, address, telephone number and signature of the person who prepared the evaluation;

5.4.1.2.3 a scaled map of the site showing,

5.4.1.2.3.1 the legal description, lot size, property dimensions, existing rights-of-way, easements of municipal/utility corridors;

5.4.1.2.3.2 the location of the proposed sewage system;

5.4.1.2.3.3 the location of any unsuitable, disturbed or compacted areas;

5.4.1.2.3.4 proposed access routes for system maintenance.

5.4.1.2.4 depth to bedrock;

5.4.1.2.5 depth to zones of soil saturation;

5.4.1.2.6 soil properties, including soil permeability; and

5.4.1.2.7 soil conditions, including the potential for flooding.

5.5 Equivalents

5.5.1 Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which authorization under Section 9 of the Act is requested, the following information shall be provided:

5.5.1.1 A description of the proposed material, system or building design for which authorization under Section 9 of the Act is requested;

5.5.1.2 Any applicable provisions of the Building Code; and
5.5.1.3 Evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

5.6 Plans and Specifications

5.6.1 Sufficient information shall be submitted with each application for a permit, to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform to the Act, the Building Code or any other applicable law.

5.6.2 After the issuance of a permit under the Act, notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued, must be given in writing to the Chief Building Official, together with revised drawings with the details of such change which is not to be made without their written authorization.

5.6.3 Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of plans and specifications required under this By-law.

5.6.4 Plans shall be drawn to scale and dimensioned on paper, or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule “C” to this By-law, unless otherwise specified by the Chief Building Official.

5.6.5 Site plans shall be accurately drawn to scale and dimension, and when required by the Chief Building Official to demonstrate compliance with the Act, the Building Code or other applicable law. A copy of a survey prepared by an Ontario Land Surveyor shall be submitted. Site plans shall show:

5.6.5.1 Lot size and the dimensions of the property lines and setbacks to any existing or proposed buildings and sewage systems;

5.6.5.2 Existing and finished ground levels or grades and;

5.6.5.3 Existing rights-of-way, easements and municipal services.

5.6.6 Verification by an Ontario Land Surveyor of By-law compliance may be required before proceeding past foundation stage, if required by the Chief Building Official.

6. PAYMENT OF FEES

6.1 Fees for a required permit shall be as set out in Schedule “A” to this By-law and are due and payable upon submission of an application for a permit.

6.2 Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act, or a conditional permit under Subsection 8(3) of the Act, are based on the finished floor area or the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total cost of all work regulated by the permit, including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.
6.3 Where a permit was issued and is three (3) years old and where inspections remain outstanding, a request for the final inspection must be accompanied by the fee as set out in Schedule “B” to this by-law.

6.4 The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee, and where disputed, the applicant shall pay the required fee under protest, and, within six (6) months of completion of the project to the maximum of 36 months from the date the permit was issued, shall submit an audited statement of the actual costs, and where the audited costs are determined to be less than the valuation, the Chief Building Official may issue a refund.

7. POSTING OF PERMITS

7.1 All Permits are required to be posted in a location that is visible from the road on the property in respect of which the permit was issued. The fee for failure to post is set out in Schedule “A”.

8. REFUNDS

8.1 In the case of withdrawal of an application or the abandonment of all or a portion of the work, or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule “B” attached to and forming part of this By-law.

9. COLLECTION

9.1. In addition to every other remedy available at law, fees that are due and unpaid may be added to the tax roll of the property owner who is responsible for paying the fee and may be collected in the like manner as municipal taxes.

10. NOTICE OF REQUIREMENTS FOR INSPECTIONS

10.1 The owner or an authorized agent shall notify the Chief Building Official at least two (2) business days prior to each stage of construction for which notice in advance is required under the Building Code. In addition to the prescribed notice contained in Div. C Part 1 1.3.5.1 of the Building Code, Additional Notices 1.3.5.2 (1)(c ), (d), (e), (f), and (g) and occupancy permit 1.3.3.1. along with notification of completion 1.3.3.3. as required.

10.1.1 Required building and plumbing inspections as listed in Schedule “D”.

10.1.2 Required Septic Inspections as listed in Schedule “E”.

10.1.3 Notice may be given in one of the following ways;

10.1.3.1 Phone message at (705) 645-5264 ex 236;

10.1.3.2 Fax at (705) 645-4209 Attn: Building Assistant;

10.1.3.3 In person at the Municipal Office, Development Services Counter.
11. AS CONSTRUCTED PLANS

11.1 The Chief Building Official may require that a set of plans of a building, or any class of buildings, as constructed, be filed with the Chief Building Official on completion of construction, under such conditions as may be prescribed in the Building Code.

12. FENCING AT UNSAFE BUILDING, CONSTRUCTION AND DEMOLITION SITES

12.1 Where the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, the Chief Building Official may require the erection of such fencing as he or she deems appropriate to the circumstances.

12.2 In considering the hazard presented by the construction or demolition site, the necessary fencing and height and characteristics of such fencing, the Chief Building Official shall have regard for:

12.2.1. the proximity of the building site to other buildings;

12.2.2. the proximity of the construction or demolition site to lands accessible to the public;

12.2.3. the hazard presented by the construction or demolition activities and materials;

12.2.4. the feasible and effectiveness of such fences; and

12.2.5. the duration of the hazard.

13. SEVERABILITY & TRANSITION

13.2. If any provision of this By-law is found by a court of competent jurisdiction to be unlawful, the balance of the By-law remains in effect to the extent permitted by the removal of the unlawful provision.

13.3. This By-law shall come into force and effect immediately upon the final passing thereof.

14. REPEAL OF BY-LAWS

14.2. Upon the date of enactment of this by-law, By-law 2013-002 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME, AND FINALLY PASSED THIS 9TH DAY OF DECEMBER 2015.

Mayor, Graydon Smith

Director of Corporate Services/Clerk,
Lori McDonald
## SCHEDULE “A”

### Classes of Permits and Permit Fees

<table>
<thead>
<tr>
<th>Type of Structure</th>
<th>Rate to Determine Fee</th>
<th>Minimum Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dwellings, Sleeping Cabins, Commercial</td>
<td>$11.30 per $1,000 of construction value</td>
<td>$1.43/sq. ft. of finished floor area or $200.00, whichever is greater</td>
</tr>
<tr>
<td>Boathouses</td>
<td>$.59 per sq. ft. of total floor area (enclosed dock and slip area to be considered as floor area)</td>
<td>$310.00</td>
</tr>
<tr>
<td>Garages, Storage Sheds or Similar Structures</td>
<td>$.53 per sq. ft. of building area</td>
<td>$205.00</td>
</tr>
<tr>
<td>Repairs or Renovations</td>
<td>Value may be determined by the Chief Building Official $11.30 per $1,000 of value</td>
<td>$205.00</td>
</tr>
<tr>
<td>New or Renewal of Foundation</td>
<td>$11.30 per $1,000 construction value</td>
<td>$360.00</td>
</tr>
<tr>
<td>Docks</td>
<td>$11.30 per $1,000 construction value</td>
<td>$155.00</td>
</tr>
<tr>
<td>Decks</td>
<td>Flat Rate</td>
<td>$205.00</td>
</tr>
<tr>
<td>Plumbing</td>
<td>$10.00 per fixture unit</td>
<td>$100.00</td>
</tr>
<tr>
<td>Demolition Permits</td>
<td></td>
<td>$85.00 (Part 9) $150.00 Commercial</td>
</tr>
<tr>
<td>Conditional Building Permit</td>
<td>Flat Rate for issuance of Agreement for Conditional Building Permit</td>
<td>$310.00</td>
</tr>
<tr>
<td>Change of Use Permit</td>
<td>Application Fee Plus $11.30 per $1,000 of construction value or part thereof an renovation or construction work</td>
<td>$210.00 Non-Refundable Application Fee</td>
</tr>
<tr>
<td>Type of Structure</td>
<td>Rate to Determine Fee</td>
<td>Minimum Fee</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Wood Appliances/Chimney</td>
<td>Flat Rate</td>
<td>$95.00</td>
</tr>
<tr>
<td>Septic</td>
<td>Flat Rate for New/Change of Classification/Enlarge</td>
<td>$450.00</td>
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<tr>
<td></td>
<td>Flat Rate – Tank only</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td>Flat Rate – Holding Tank</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td>Flat Rate – Septic – Grey Water</td>
<td>$200.00</td>
</tr>
<tr>
<td>Temporary Permit</td>
<td>Flat Rate - Tent</td>
<td>$85.00</td>
</tr>
<tr>
<td></td>
<td>Flat Rate - Construction Uses</td>
<td>$175.00</td>
</tr>
<tr>
<td>Securities</td>
<td>Securities for Conditional Permits</td>
<td>As per CBO</td>
</tr>
<tr>
<td>Water/Sewer Connection</td>
<td>Flat Rate</td>
<td>$100.00</td>
</tr>
<tr>
<td>Remedy Unsafe</td>
<td>$11.30 per $1000 of cost to remedy</td>
<td>$250</td>
</tr>
</tbody>
</table>
## SCHEDULE “B”

### Administration and Refund Fees

<table>
<thead>
<tr>
<th>Type of Structure</th>
<th>Fees Details</th>
<th>Minimum Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised Drawings</td>
<td>After review has been completed</td>
<td>$50.00 per page</td>
</tr>
<tr>
<td>Refunds</td>
<td>No review done</td>
<td>65%</td>
</tr>
<tr>
<td></td>
<td>Reviewed</td>
<td>45%</td>
</tr>
<tr>
<td></td>
<td>After 6 Months of Issuance</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>After any Building Inspection carried out</td>
<td>0%</td>
</tr>
<tr>
<td>Administration Fee for starting to construct without the benefit of a Building Permit</td>
<td>Construction value up to $5,000</td>
<td>$155.00 flat rate</td>
</tr>
<tr>
<td></td>
<td>Construction value up to $10,000</td>
<td>$255.00 flat rate</td>
</tr>
<tr>
<td></td>
<td>Construction value up to $20,000</td>
<td>$355.00 flat rate</td>
</tr>
<tr>
<td></td>
<td>Construction value greater than $20,000</td>
<td>Double the cost of the permit fee</td>
</tr>
<tr>
<td>Final/Occupancy letters within 48 hours of inspection</td>
<td></td>
<td>$90.00 flat rate</td>
</tr>
<tr>
<td>Inspection for a permit greater than 3 years old</td>
<td>Commercial</td>
<td>$205.00 flat rate</td>
</tr>
<tr>
<td></td>
<td>Dwellings and Additions</td>
<td>$155.00 flat rate</td>
</tr>
<tr>
<td></td>
<td>Accessory Structures</td>
<td>$105.00 flat rate</td>
</tr>
<tr>
<td></td>
<td>Decks, Docks, Septic</td>
<td>$80.00 flat rate</td>
</tr>
<tr>
<td>Failed or Not Ready for Inspection</td>
<td>If greater than 2 inspections required</td>
<td>$50.00 per inspection</td>
</tr>
<tr>
<td>Site Visits</td>
<td>To determine if the lots are suitable for a building or septic</td>
<td>$105.00 flat rate</td>
</tr>
<tr>
<td>Letter of Compliance</td>
<td></td>
<td>$80.00 flat rate</td>
</tr>
<tr>
<td>Liquor License Existing Permit</td>
<td>Review of Existing Permit</td>
<td>$75.00</td>
</tr>
<tr>
<td>Liquor License New Permit</td>
<td>Review of New Permit</td>
<td>$150.00</td>
</tr>
<tr>
<td>Type of Structure</td>
<td>Fees Details</td>
<td>Minimum Fee</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Failure to Post Permit</td>
<td>Administration Fee for failure to post Building Permit</td>
<td>$50.00</td>
</tr>
<tr>
<td>Administration Fee to Renew Permit if no construction started within one year</td>
<td>30% of Permit Fee $100.00 min.</td>
<td></td>
</tr>
<tr>
<td>Administration Fee to Transfer Permit to New Owner</td>
<td>$75.00</td>
<td></td>
</tr>
</tbody>
</table>
SCHEDULE "C"

List of Plans or Working Drawings To Accompany Applications For Permits

1. The Site Plan
2. Floor Plans
3. Foundation Plans
4. Framing Plans
5. Roof Plans
6. Reflected Ceiling Plans
7. Sections and Details
8. Building Elevations
9. Electrical Drawings
10. Heating, Ventilation and Air Conditioning Drawings (heat loss calculations)
11. Septic Details
12. Plumbing Drawings

NOTE:
The Chief Building Official may specify that not all the above-mentioned plans are required to accompany an application for permit.
SCHEDULE "D"

List of Required Building and Plumbing Inspections

1. Footing forms completed and NO concrete
2. ICF forms completed with re-bar NO concrete
3. Water/Sewer connection (open trenches)
4. Backfill - parging, damp proofing and drainage completed (no fill)
5. Framing completed
6. Plumbing – potable, drains, vents, sewer and main (rough-in with test)
7. Heating and ventilation (rough-in)
8. Substantial completion of fire separations and closers and fire protection systems (when required)
9. Solid fuel burning appliances and chimney (rough-in)
10. Insulation, vapour barrier and air barrier when completed before covering
11. Occupancy inspection (not completed but safe to occupy)
12. Final Inspection
SCHEDULE "E"

List of Required Septic Inspections

1. Subgrade prior to installation (all excavation completed prior to any fill).

2. Substantial completion of the sewage system before backfilling (stone exposed, graphs and weigh slips to be on site).

3. Final (grading and erosion protection completed).
SCHEDULE "F"

OTHER REQUIRED PERMITS

1. Plumbing new, additional or changes
2. Replacing or upgrading vapour barrier/insulation
3. Replace or repair foundation drainage and damp-proofing
4. Upgrading or replacing heating system
5. Interior/Exterior renovation (structural).
6. Remedy Unsafe
### Historical Building Permit Fee Increases

Based on Dwellings, Sleeping Cabins, Commercial Fee Category

<table>
<thead>
<tr>
<th>Building By-law #s</th>
<th>Construction Value</th>
<th>$ Per S.F. Increase</th>
<th>% Increase</th>
<th>$ Per S.F. Increase</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>By-law 2005-47</td>
<td>$8/$1,000</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By-law 2009-11</td>
<td>$10/$1,000</td>
<td>$2.00</td>
<td>25%</td>
<td>$1.20</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>under 3000 s.f.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>over 3000 s.f.</td>
<td>$1.50</td>
<td></td>
<td>$1.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>over 6500 s.f.</td>
<td>$1.60</td>
<td></td>
<td>1.60</td>
<td></td>
</tr>
<tr>
<td>By-law 2011-012</td>
<td>$10/$1,000</td>
<td>0</td>
<td>0</td>
<td>$1.38</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>under 3000 s.f.</td>
<td></td>
<td></td>
<td>$1.38</td>
<td></td>
</tr>
<tr>
<td></td>
<td>over 3000 s.f.</td>
<td>$1.73</td>
<td></td>
<td>$.23</td>
<td></td>
</tr>
<tr>
<td></td>
<td>over 6500 s.f.</td>
<td>$1.84</td>
<td></td>
<td>$.24</td>
<td></td>
</tr>
<tr>
<td>By-law 2011-054</td>
<td>$10/$1,000</td>
<td>0</td>
<td>0</td>
<td>$1.38</td>
<td></td>
</tr>
<tr>
<td></td>
<td>under 3000 s.f.</td>
<td></td>
<td></td>
<td>$1.38</td>
<td></td>
</tr>
<tr>
<td></td>
<td>over 3000 s.f.</td>
<td>$1.73</td>
<td></td>
<td>$.23</td>
<td></td>
</tr>
<tr>
<td></td>
<td>over 6500 s.f.</td>
<td>$1.84</td>
<td></td>
<td>$.24</td>
<td></td>
</tr>
<tr>
<td>By-law 2013-002</td>
<td>$11/$1,000</td>
<td>$1.00</td>
<td>10%</td>
<td>$1.40</td>
<td>2%</td>
</tr>
<tr>
<td></td>
<td>under 3000 s.f.</td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>over 3000 s.f.</td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>over 6500 s.f.</td>
<td></td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>By-law 2015-070</td>
<td>$11.30/$1,000</td>
<td>$.30</td>
<td>2.5% average</td>
<td>$1.43</td>
<td>2.5% average</td>
</tr>
</tbody>
</table>

**Note:** This category of fee is being used for comparative purposes because this fee category generates the most permit activity and revenue for the Building Services Branch.
## APPENDIX “D”

### Building Permit Activity – Historical & Project Financial Report

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service delivery permits, fees and related revenue</td>
<td>$297,800</td>
<td>$380,867</td>
<td>$415,300</td>
<td>$441,991</td>
<td>$442,500</td>
<td>$665,337</td>
<td>$578,900</td>
<td>$704,310</td>
</tr>
<tr>
<td>Total revenue</td>
<td>$297,800</td>
<td>$380,867</td>
<td>$415,300</td>
<td>$441,991</td>
<td>$442,500</td>
<td>$665,337</td>
<td>$578,900</td>
<td>$704,310</td>
</tr>
<tr>
<td><strong>Direct costs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages/benefits</td>
<td>$374,500</td>
<td>$365,141</td>
<td>$384,200</td>
<td>$358,785</td>
<td>$405,000</td>
<td>$402,475</td>
<td>$467,260</td>
<td>$346,254</td>
</tr>
<tr>
<td>Other direct costs</td>
<td>$102,430</td>
<td>$78,096</td>
<td>$111,790</td>
<td>$67,134</td>
<td>$99,440</td>
<td>$101,227</td>
<td>$111,640</td>
<td>$70,390</td>
</tr>
<tr>
<td>Total direct costs</td>
<td>$476,930</td>
<td>$443,237</td>
<td>$495,990</td>
<td>$425,918</td>
<td>$504,440</td>
<td>$503,702</td>
<td>$578,900</td>
<td>$416,644</td>
</tr>
<tr>
<td><strong>Cost-recovery variance before allocation of indirect costs</strong></td>
<td>$179,130</td>
<td>$62,370</td>
<td>$80,690</td>
<td>$16,073</td>
<td>$61,940</td>
<td>$161,635</td>
<td>-</td>
<td>$-287,666</td>
</tr>
<tr>
<td>Reserve Transfer</td>
<td></td>
<td>$16,073</td>
<td>-</td>
<td>$161,635</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect costs (estimated allocations)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Services and Finance allocation</td>
<td>$53,200</td>
<td>$50,199</td>
<td>$56,900</td>
<td>$51,770</td>
<td>$57,910</td>
<td>$54,042</td>
<td>$64,020</td>
<td>$61,130</td>
</tr>
<tr>
<td>Planning Branch allocation</td>
<td>$49,370</td>
<td>$49,370</td>
<td>$51,220</td>
<td>$51,220</td>
<td>$54,370</td>
<td>$54,370</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total indirect costs</td>
<td>$102,570</td>
<td>$99,569</td>
<td>$108,120</td>
<td>$102,990</td>
<td>$112,280</td>
<td>$110,412</td>
<td>$64,020</td>
<td>$61,130</td>
</tr>
<tr>
<td><strong>Full cost of service delivery</strong></td>
<td>$579,500</td>
<td>$542,806</td>
<td>$604,110</td>
<td>$528,908</td>
<td>$616,720</td>
<td>$612,114</td>
<td>$642,920</td>
<td>$477,774</td>
</tr>
<tr>
<td><strong>Full cost-recovery shortfall</strong></td>
<td>$281,700</td>
<td>$161,939</td>
<td>$188,810</td>
<td>$86,917</td>
<td>$174,220</td>
<td>$53,223</td>
<td>$64,020</td>
<td>$226,536</td>
</tr>
<tr>
<td># of Permits Issued</td>
<td>456</td>
<td>569</td>
<td>616</td>
<td>490</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### APPENDIX “E”

**Building Permit Cost Comparison with Other Municipalities**

Based on Dwellings, Sleeping Cabins, Commercial Fee Category

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Current Fee (per $1,000 of construction value)</th>
<th>Current Fee (per s.f. of structure)</th>
<th>Current Minimum Permit Fee</th>
<th>2018 Approved and/or Anticipated Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bracebridge (2015-070)</td>
<td>$11.30*</td>
<td>$1.43</td>
<td>$200</td>
<td>No change proposed</td>
</tr>
<tr>
<td>Gravenhurst (2017-118)</td>
<td>$11.25</td>
<td>$1.45</td>
<td>$200</td>
<td>Not known</td>
</tr>
<tr>
<td>Huntsville (2017-113)</td>
<td>$10.00*</td>
<td>$1.45*</td>
<td>$100</td>
<td>Not known</td>
</tr>
<tr>
<td>Muskoka Lakes By-law 2015-74</td>
<td>$11.00*</td>
<td>$1.55*</td>
<td>$200</td>
<td>Not known</td>
</tr>
<tr>
<td>Midland (2018)</td>
<td>Not used - Per s.f. calculation only</td>
<td>$1.01–$1.20 Res. $0.43–$1.30 ICI</td>
<td>$96 - $1500</td>
<td>Not known</td>
</tr>
<tr>
<td>Collingwood (2017-093)</td>
<td>$125 + $12 per $1,000</td>
<td>$1.00 Res. $0.60 - $1.00 ICI</td>
<td>$125</td>
<td>Not known</td>
</tr>
<tr>
<td>Orillia (2016-01)</td>
<td>$10.50</td>
<td>$1.09 Res. $0.43 - $1.40 ICI</td>
<td>$97</td>
<td>Not known</td>
</tr>
<tr>
<td>Wasaga Beach 2018-015</td>
<td>Not used - Per s.f. calculation only</td>
<td>$1.12 - Res $0.56 - $0.90 ICI</td>
<td>$112</td>
<td>Not known</td>
</tr>
</tbody>
</table>

* In Bracebridge, Huntsville and Muskoka Lakes, a permit fee is collected based on the higher of the two calculations (i.e. per $1,000 of construction value or by square footage)

**Note:** This category of fee is being used for comparative purposes because this fee category generates the most permit activity and revenue for the Building Services Branch.
TO: Councillor A. Buie, Chair and Members of Planning and Development Committee

FROM: M. Holmes, Manager of Planning Services
       J. Rand, Senior Planner

SUBJECT: Site Plan Application D11-21/18 – Muskoka Grown Ltd.

RECOMMENDATION

1. That site plan application D11-21/18 for the lands described as Part of Lots 1 and 2, Concession 13, Draper Ward of the Town of Bracebridge, being Part 1 of Plan 35R-25226 be approved for the construction of three industrial buildings and an accessory retail store, subject to the conditions outlined in Appendix “A” to Staff Report PD048-18.

ORIGIN

2. A site plan application has been submitted by Rock Solid Consulting on behalf of Muskoka Grown Limited, the owner of lands located at 50A Keith Road and legally described as Part of Lots 1 and 2, Concession 13, Draper Ward of the Town of Bracebridge, being Part 1 of Plan 35R-25226. The proposed site plan is attached as Appendix B”.

3. A map showing the location of the subject property is attached as Appendix “C”.

4. An aerial photograph of the subject property is attached as Appendix “D”.

5. The subject property has an area of approximately 13.0 hectares (32.2 acres) with 68.4 metres (224.4 feet) of frontage on Keith Road and approximately 465 metres (1,525 feet) of straightline frontage on the Muskoka River.

6. The site plan shows three proposed industrial buildings to be used for the purposes of cannabis production, processing, and storage along with an accessory commercial building. Although not shown on the site plan, the applicant has advised that the development is proposed in two phases as follows:

   6.1. Phase 1 is the construction of one industrial building with a maximum floor area of 5,575 square metres (60,000 square feet) and labelled as building 1 on the site plan and construction of an accessory commercial building with a maximum floor area of 1,076 square metres (10,000 square feet); and

   6.2. Phase 2 is the construction of two industrial buildings, labelled as building 2 and building 3 on the site plan, which are proposed to range in floor area from 5,575 square metres (60,000 square feet) to 9,290 square metres (100,000 square feet).

7. A recommended condition of approval in Appendix “A” is that the applicant provides a revised site plan showing the limits of Phase 1 and Phase 2.
8. The applicant has advised that the final size of the buildings in Phase 2 will be dependent on a number of factors such as licensing capacity and the economic environment at the time of construction. An amendment to the site plan would be required if the building sizes in Phase 2 were to deviate substantially from the sizes show on the site plan. The need for an amendment will be determined by the Director of Planning and Development within the authority granted under Site Plan Control By-law 2013-042.

9. A *Functional Servicing and Stormwater Management Report* prepared by Capes Engineering, consulting engineers, was submitted with the site plan application and reviewed by the Public Works Department. The Public Works Department are providing technical comments to the consulting engineer on the report and may require that the report be peer-reviewed because of the facilities being proposed on the site.

10. A *Geotechnical Investigation Report* prepared by DST Consulting Engineers Inc., was submitted with the site plan application and reviewed by the Public Works Department. This Geotechnical Investigation Report provides recommendations for site grading, foundations recommendations and stormwater management pond construction. Recommendations from this report have been incorporated into the recommended conditions of approval in Appendix “A”.

11. A *Vibration Study* prepared by DST Consulting Engineers Inc., was submitted with the site plan application and reviewed by the Planning and Development Department and the Public Works Department. This report concluded that the vibrations induced by passing trains on the adjacent CN Rail line remains well below the vibration limits for the type of development proposed.

ANALYSIS

12. The following table provides a summary of the Official Plan designation, the zoning of the site and the action requested or required to be taken:

<table>
<thead>
<tr>
<th>Policy/Regulation</th>
<th>Current Status</th>
<th>Requested/Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning By-law 2016-088</td>
<td>Currently zoned General Industrial</td>
<td>Complies subject to recommended conditions in Appendix “A”</td>
</tr>
<tr>
<td>Town Official Plan</td>
<td>Designated Industrial within the Urban Centre</td>
<td>Conforms – no action required</td>
</tr>
<tr>
<td>Muskoka Official Plan</td>
<td>Designated Urban Centre</td>
<td>Conforms – no action required</td>
</tr>
</tbody>
</table>

13. The current General Industrial (M2) zone permits a range of light to heavy industrial uses along with some complementary commercial uses. The permitted uses include Light Manufacturing, Manufacturing and Processing Plant, Warehousing and Accessory Retail Store.

14. The proposed use of the industrial buildings for the purposes of cannabis production, processing, and storage would be classified as Light Manufacturing, Manufacturing and Processing Plant, and Warehousing.

15. The commercial building is proposed to be a retail store, which is accessory to the production of cannabis on the site. The zoning by-law permits the retail store to be a maximum of 25% of the gross floor area of the primary industrial use on the land. There is no requirement in the by-law that the accessory retail use be located in the same building as the primary industrial use.
16. As Council is aware, the recreational use of cannabis was legalized on October 17, 2018, however at this time Ontario residents can only order cannabis for recreational use on-line through the Ontario Cannabis Retail Corporation (OCRC).

17. Bill 36, being the cannabis legislation that came into effect on October 17, 2018, also authorizes the Alcohol and Gaming Commission of Ontario (AGCO) to licence and regulate cannabis retail in Ontario.

18. Municipalities in Ontario have a one-time opportunity to opt out of cannabis retail in their communities. Municipalities can opt back in at any time, however if a municipality does opt back in, this decision if final and they cannot determine in the future to opt out again.

19. To opt out, municipal councils must pass a resolution by January 22, 2019 stating that they do not wish to host cannabis retail stores in their communities. The resolution is then sent to the AGCO and once in receipt of the resolution, the AGCO automatically cancels any outstanding applications for storefronts in the municipality.

20. Staff will be preparing a staff report for the Committee cycle the week of January 7, 2019 as it is anticipated that additional information on retail store regulations will be available from the province by that time.

21. For municipalities that have decided not to opt out, the AGCO will establish processes for Retail Operator Licensing. The AGCO and the Ontario Provincial Police (OPP) will be responsible for inspections and enforcement of cannabis retail stores and municipal official plans and zoning approvals will not apply, other than to permit cannabis retail stores everywhere that other retail stores are permitted.

22. The AGCO will provide municipal governments and the public with a 15 day notification period of a proposed store site to receive public input and consider comments from both the upper and lower tier municipality.

23. The AGCO will be imposing minimum distances from schools for cannabis retail stores and there may be minimum distances imposed on other local sensitive lands uses such as public recreation facilities.

24. The AGCO is aiming to open the application process for Retail Operator Licences in December 2018 and the first retail stores are proposed to be operational by April 1, 2019 after all licences and authorizations are in place.

25. The neighbouring lands to the south, as shown on Appendix “E”, are also owned by the applicant, Muskoka Grown Ltd. and currently contain a cannabis growing operation that is licenced by Health Canada. The applicant has advised staff that the current lands used for the cannabis growing operation will be merged in title with the lands subject to this site plan application.

26. Under Bill 36, licenced cannabis growers can apply to operate one retail facility at a growing location. It is staff’s understanding at this time, that the right of a cannabis grower to operate a retail facility is subject to the municipal council’s decision on whether to opt in or opt out of cannabis retail within the community.

27. Practically, in order for the applicant to be able to operate a cannabis retail store on the subject lands for April 1, 2019, construction on the store must commence prior to receiving a retail licence from the AGCO.
28. Muskoka Grown has indicated they plan on being open for April 1, 2019 and therefore have also submitted permit applications under the Tree Cutting By-law and Site Alteration By-law. Both applications are evaluated based on the criteria set out in the By-law. The Director of Planning and Development issued a tree cutting permit for the property on October 26, 2018. The permit conditions will require that vegetation be replanted, should the project not go further.

29. The applicant is aware of the risks of starting construction of the retail store without receiving a retail licence or confirmation that Council will not opt out of retail sales of cannabis in Bracebridge. If a cannabis retail licence is not able to be obtained for the proposed commercial building on the site plan, then the building will have to be utilized for another use permitted in the General Industrial (M2) zone. This is included as a recommended condition of the site plan approval in Appendix “A”.

30. The following is a table of the zone standards for the General Industrial (M2) zone and the proposed standards for the development with an indication if the site plan as submitted complies with the zone standards:

<table>
<thead>
<tr>
<th>Zone Standard</th>
<th>M2 Requirement</th>
<th>Proposed</th>
<th>Proposal Complies with M2 Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Lot Area</td>
<td>0.0 ha</td>
<td>13.0 ha</td>
<td>Yes</td>
</tr>
<tr>
<td>Minimum Lot Frontage</td>
<td>30.0 m</td>
<td>68.4 m</td>
<td>Yes</td>
</tr>
<tr>
<td>Minimum Front Yard Setback</td>
<td>21.0 m</td>
<td>46.4m</td>
<td>Yes</td>
</tr>
<tr>
<td>Minimum Interior Side Yard Setback</td>
<td>7.5 m</td>
<td>18.0 m (south)</td>
<td>Yes</td>
</tr>
<tr>
<td>(abutting non-residential lands)</td>
<td></td>
<td>16.5 m (north)</td>
<td>Yes</td>
</tr>
<tr>
<td>Minimum Interior Side Yard Setback</td>
<td>16.5 m</td>
<td>49.8 m</td>
<td>Yes</td>
</tr>
<tr>
<td>(abutting residential lands)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum Rear Yard Setback</td>
<td>30.0 m as abutting Muskoka River</td>
<td>Over 300.0 m</td>
<td>Yes</td>
</tr>
<tr>
<td>Minimum Setback from Centreline of Keith Road</td>
<td>31.5 m</td>
<td>56.0 m</td>
<td>Yes</td>
</tr>
<tr>
<td>Maximum Lot Coverage</td>
<td>50%</td>
<td>Approximately 16.5%</td>
<td>Yes</td>
</tr>
<tr>
<td>Minimum Landscaped Area</td>
<td>5%</td>
<td>Over 30%</td>
<td>Yes</td>
</tr>
<tr>
<td>Zone Standard</td>
<td>M2 Requirement</td>
<td>Proposed</td>
<td>Proposal Complies with M2 Standard</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Maximum Height</td>
<td>12 m, if exceeding 12m then an extra 0.3m setback is required for each 0.3m of height above 12.0 m</td>
<td>11.0 m</td>
<td>Yes</td>
</tr>
<tr>
<td>Parking Location</td>
<td>All yards</td>
<td>Side Yards and Rear Yard</td>
<td>Yes</td>
</tr>
<tr>
<td>Number of Parking Spaces</td>
<td>31 spaces for retail store, 80 spaces for building 1</td>
<td>32 spaces for retail and 245 spaces on remainder of site</td>
<td>No. There is sufficient parking for Phase 1, however if the buildings in Phase 2 are built to the maximum size then the parking would be deficient by 47 parking spaces.</td>
</tr>
<tr>
<td>Size of Parking Spaces</td>
<td>3m by 6 m</td>
<td>Unknown</td>
<td>Unknown, recommended condition in Appendix “A” to provide revised site plan</td>
</tr>
<tr>
<td>Number of Accessible Parking Spaces</td>
<td>2 spaces for retail store, 4 spaces for building 1</td>
<td>None adjacent to retail store and building 1</td>
<td>No, recommended condition in Appendix “A” to provide revised site plan</td>
</tr>
<tr>
<td>Size of Accessible Parking Space</td>
<td>3.4 m by 6 m with 1.5 m accessible aisle adjacent to each space</td>
<td>Unknown, no accessible aisles shown</td>
<td>Unknown, recommended condition in Appendix “A” to provide revised site plan</td>
</tr>
<tr>
<td>Number of Loading Spaces</td>
<td>1 space for buildings between 370m² and 2,325 m² – 1 for retail store</td>
<td>None Shown</td>
<td>No, recommended condition in Appendix “A” to provide revised site plan</td>
</tr>
<tr>
<td></td>
<td>2 spaces for buildings over 2,325 m² – 2 each for buildings 1, 2 and 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Zone Standard

<table>
<thead>
<tr>
<th>Zone Standard</th>
<th>M2 Requirement</th>
<th>Proposed</th>
<th>Proposal Complies with M2 Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size of Loading Space</td>
<td>3.5m by 9 m</td>
<td>None shown</td>
<td>No, recommended condition in Appendix “A” to provide revised site plan</td>
</tr>
<tr>
<td>Location of Loading Space</td>
<td>Interior Side Yard or Rear Yard</td>
<td>None shown</td>
<td>No, recommended condition in Appendix “A” to provide revised site plan</td>
</tr>
</tbody>
</table>

31. The proposed site plan meets zone provisions for lot dimensions, setbacks, lot coverage, and landscape areas.

32. The proposed site plan currently does not meet zoning requirements for parking spaces, accessible parking spaces and loading spaces. A revised site plan showing parking spaces, accessible parking spaces and loading spaces in accordance with requirements of the Comprehensive Zoning By-law is included as a recommended condition of the site plan approval in Appendix “A”.

33. The site plan does not contain any details on pedestrian walkways for the commercial building. As this building will be accessed by members of the public, the Town would require details of any walkways and access points at the public entrance to ensure they meet accessibility standards.

34. In reviewing the Town of Bracebridge’s Official Plan Appendix “A” – Environmental Features and Constraints Mapping and the District of Muskoka Constraint Web Mapping, the Sharpe’s Creek Valley Heritage Area and steep slopes located adjacent to the shoreline of the Muskoka River on the subject lands. As development is occurring well outside of these areas there is not a need for any environmental reports to address these features.

35. The subject lands are located within the Industrial Designation within the broader Urban Centre Designation in the Town of Bracebridge Official Plan.

36. Under the Land Use Concept in Section A3.0 of the Town of Bracebridge Official Plan, the following policy would be relevant to the application:

36.1. In Section A3.1, the Urban Centre designation identifies the major settlement area in the Town. This area contains the necessary public infrastructure to enable it to be the major service centre for the surrounding waterfront and rural areas. To promote the efficient use of land and infrastructure as well as to reinforce the character and function of the Urban Centre, the majority of permanent residential and Employment Area growth shall be directed to this area, unless the use is more appropriate in another designation due to land requirements or the nature of the use. In the Urban Centre designation there are a series of more specific land use designations that recognize commercial, industrial, open space, natural heritage and residential land uses.

37. Under the Vision in Section A5.0 of the Town of Bracebridge Official Plan, the following policy would be relevant to the application:

37.1. It is the vision of the Town to enrich the social, cultural, economic and natural environments and success in this vision will be achieved in Section A5.1vii) by increasing the non-residential tax base through business expansion and attraction.
38. Under the Principles in Section A6.0 of the Town of Bracebridge Official Plan, the following policy would be relevant to the application:

38.1. In Section A6.6.1.1, the creation and retention of a spectrum of jobs are a priority for the Town and will be based on growth that is managed and appropriate in order to protect the quality of life and the unique mix of amenities available to residents and visitors. Policies shall strike a balance between recruiting new businesses, retaining and growing existing businesses, and developing the required infrastructure and community amenities to attract growth while protecting the natural environment.

39. Under the Goals and Objectives in Section A7.0 of the Town of Bracebridge Official Plan, the following goals and objectives would be relevant to the application:

39.1. In Section A7.3.1.1, it is the goal of this Plan to develop a vibrant, prosperous and economically sustainable community that will provide new and continuing employment growth and opportunities;

39.2. In Section A7.3.2.4, to develop initiatives that support the retention, maintenance and expansion of the existing business sectors;

39.3. In Section A7.3.2.10, to promote commercial, industrial and institutional development in a manner that will broaden, strengthen and diversify the economic base of the Town in a visually attractive and environmentally sound manner; and

39.4. In Section A7.3.2.11, to maintain and strengthen the commercial, industrial and institutional bases of the Town, while ensuring a varied economy with appropriate flexibility to accommodate changes in these sectors to serve the needs of the residents of the Town, adjacent communities, and the traveling and vacationing public.

40. Under the Land Use Compatibility policies in Section B15.0 of the Town of Bracebridge Official Plan, the following policies would be relevant to the application:

40.1. In Section B15.1, new development or use of land shall be compatible with:

40.1.1. Other legal land uses in the vicinity so as to ensure the continued operation of such uses and to allow expansion where feasible and appropriate to such uses; and

40.1.2. The type and character of the area in which the use is being proposed.

40.2. In Section B15.2, development shall occur in such a manner as to ensure compatibility with surrounding areas and between uses. In determining compatibility, the following factors shall be considered:

40.2.1. Off-street parking and loading areas shall be located in such a manner so as to minimize the impact on adjacent residential uses with respect to noise, traffic, emissions and visual appearance;

40.2.2. Outdoor storage shall be appropriate for the site and may be required to be screened, fenced, and/or provide a vegetative buffer and where possible, located to the rear of existing buildings;

40.2.3. The exterior lighting of any building or parking area shall be designed to deflect glare away from adjacent properties and shall be sensitive lighting;
40.2.4. Landscaping and vegetative buffers using native species should be used where appropriate to mitigate conflicts between uses;

40.2.5. An adequate separation distance or other suitable mitigation measures shall be implemented to protect sensitive land uses; and

40.2.6. The number and location of vehicular access points shall be limited to minimize disruption to traffic flows.

40.3. In Section B15.3, development which requires parking areas shall meet the following criteria:

40.3.1. Parking areas will be established at a rate that will adequately service the related facilities subject to the provisions of the Zoning By-law;

40.3.2. Access points shall be limited in number and assigned in a manner which will minimize hazards to pedestrian and motor vehicle traffic in the immediate area;

40.3.3. Parking areas shall be adequately landscaped and where adjoining lower density residential uses, should be screened from view; and

40.3.4. Parking areas may be required to provide infrastructure for active transportation, such as bicycle racks.

41. Under the Urban Centre policies in Section C1.0 of the Town of Bracebridge Official Plan, the following policies would be relevant to the application:

41.1. In Section C1.1.2, the function of the Urban Centre is to accommodate a wide range of land uses that meet the needs of local residents, businesses and visitors. The Urban Centre provides a nucleus for a full range of residential, commercial, industrial and community facility uses at a density that will make the most efficient use of municipal services and infrastructure;

41.2. In Section C1.2.4, the Urban Centre shall continue to function as a centre for employment by supporting the existing industrial and commercial uses and providing appropriate locations for a mix of new industrial and commercial uses in order to attract new businesses and provide employment opportunities; and

41.3. In Section C1.2.5, the Urban Centre shall provide a broad range of activities, goods and services to meet the diverse needs of the permanent and seasonal population, workforce, business and community facilities sectors, as well as those in the surrounding area, and tourists and visitors.

42. Under the Industrial Designation policies in Section C19.0 of the Town of Bracebridge Official Plan, the following policies would be relevant to the application:

42.1. In Section C19.1.1, Industrial Areas are intended to provide opportunities for a full range of industrial uses primarily related to manufacturing and processing. These types of uses may generate moderate off-site impacts related to traffic, noise, vibration and visual appearance and therefore should be separated from other sensitive land uses;
42.2. In Section C19.2.1, the following uses may be permitted within the Industrial designation;

42.2.1. Heavy industry including manufacturing, fabricating, assembly, aggregate extraction, the processing of goods and materials and contractor’s yards where appropriate; 

42.2.2. Light to medium industry including, storage, transportation, distribution, recycling, service and repair, service trades and construction, utilities, research and technology facilities; and 

42.2.3. Accessory or complementary uses to an industrial use; and 

42.3. In Section C19.3.1, to ensure compatibility, the design and development of new and/or expanding Industrial uses shall be required to submit site plans to show, among other matters, access, on-site parking and loading facilities, landscaped buffers and setbacks, sensitive lighting and signage and external design. 

43. Under the Site Plan Control policies in Section J6.0 of the Town of Bracebridge Official Plan, the following policies would be relevant to the application:

43.1. In Section J6.2, Site Plan Control and agreements shall be utilized by the Town to ensure:

43.1.1. Safe, orderly and functional development; 

43.1.2. Safety and efficiency of vehicular and pedestrian access; 

43.1.3. Land use compatibility between new and existing development; 

43.1.4. The provision of functional and attractive on site amenities and facilities such as landscaping, fencing and lighting to enhance the urban design policies of this Plan; 

43.1.5. The provision, appropriate placement, and construction elements of required services such as driveways, parking, loading facilities and garbage storage and collection; 

43.1.6. The preservation and enhancement of shoreline vegetation; 

43.1.7. The provision of easements or grading and site alterations necessary to provide for public utilities and site drainage; 

43.1.8. The proposed development is built and maintained as approved; and 

43.1.9. Appropriate dark sky lighting is implemented. 

43.2. In Section J6.3, the Town shall not approve a site plan agreement until the District Municipality of Muskoka, has been advised by the Town and afforded a reasonable opportunity to require the owner of the land to meet the District Municipality of Muskoka requirements where the District Municipality of Muskoka interests would be affected pursuant to the provisions of the Planning Act with respect to sanitary sewer or water services, solid waste disposal or for Muskoka Roads.
44. It is staff’s opinion that subject to meeting the recommended conditions in Appendix “A”, the proposal conforms with the Official Plan of the Town of Bracebridge, complies with the Town of Bracebridge Zoning By-law, is appropriate and represents good planning.

45. Departmental and agency comments are as follows:

<table>
<thead>
<tr>
<th>Department/Agency</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Branch</td>
<td>The Building Branch notes that Fire Routes and the location of main entrances to buildings need to be shown on the site plan. These comments have been incorporated into the recommended conditions in Appendix ‘A’.</td>
</tr>
<tr>
<td>Public Works Department</td>
<td>Public Works staff have technical comments on the SWM report that will be provided to the applicant’s engineer.</td>
</tr>
<tr>
<td>Fire Department</td>
<td>No concerns with the application.</td>
</tr>
<tr>
<td>By-law Enforcement</td>
<td>No concerns with the application.</td>
</tr>
<tr>
<td>District of Muskoka</td>
<td>The District of Muskoka provides the following comments:</td>
</tr>
<tr>
<td></td>
<td>This property is within the Urban Servicing Area and as such must connect to Municipal Water and Sewer Services from Keith Road. An agreement respecting the provision of municipal services between the District of Muskoka and the Owner will be required. Both water and sewer shall terminate at the edge of the right of way with a water valve and a 1200mm diameter sewer manhole. This development will require an application to the District for a Discharge Permit in accordance with District &quot;Sewer Use&quot; By-Law 2018-42 (District By-Laws are located on our web site). The water service pipe shall be extended to a heated locked utility room with an external entrance. This will house a bulk meter and a backflow preventer and shall be accessible to District Operations. The hydraulic capacity of the existing water and wastewater systems servicing the new development must be confirmed by utilizing District water and wastewater models. This is currently being completed by the District's Consultant at the developer's expense. Once completed the hydraulic analysis will be reviewed internally and forwarded to the Developer's consultant to address any recommendations highlighted by the report. The subject property is not located on a District road, and is therefore not subject to a District access permit. The District has no concerns with the SWM and has no further comments pertaining to this issue.</td>
</tr>
</tbody>
</table>
**Department/Agency** | **Comment**
---|---
District of Muskoka | Foundation drains, roof leaders and sump pumps shall not be cross connected to the District sanitary system. Ensure these systems are incorporated into the design of the storm sewer and SWM facilities. As a business, the owner will be responsible for disposal of all garbage beyond the three bag weekly limit permitted in Bracebridge either through the purchase of a bag tag(s) or direct delivery to the landfill. Blue box disposal at curbside is limited to four blue boxes.

CN Rail | CN Rail has provided criteria for non-sensitive uses in proximity to a main line. Within CN’s criteria document, some of the criteria are required while others are recommendations. Any of the required criteria have been incorporated into the recommended conditions in Appendix ‘A’.

Lakeland Power | No concerns with the application.

Hydro One | No concerns with the application.

Other Agencies | No comments have been received from Canada Post, Ministry of Municipal Affairs and Housing, Ministry of Transportation, Infrastructure Ontario, Veridian Connections, Simcoe Muskoka Catholic District School Board, Trillium Lakelands District School Board, Bell Canada, TransCanada Pipeline Ltd. or MPAC.

**LINKAGE TO COMMUNITY BASED STRATEGIC PLAN**

46. The site plan approval is well aligned with the strategic theme(s):

<table>
<thead>
<tr>
<th>Theme</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODERN &amp; PROSPEROUS ECONOMY</td>
<td>Develop and engage in policies and initiatives to enhance Bracebridge as a service community for the surrounding areas. Recognize the importance of Town decisions in attracting and retaining talent. Work to diversify the local economy to create an open for business all year round environment.</td>
</tr>
<tr>
<td>ENVIRONMENTAL STEWARDSHIP</td>
<td>Ensure that environmental protection is a priority in the Town’s operations and plans. Encourage environmental stewardship and educational opportunities in the community. Promote the natural environment as a year-round destination for tourists and visitors.</td>
</tr>
<tr>
<td>CREATIVE &amp; CONSIDERATE PLANNING</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

Recognize the importance of the Town’s decisions in shaping the future of the community.

Ensure that the Town’s planning practices, policies and processes encourage responsible growth and development that aligns with the community’s identity and heritage.

Focus on specific areas highlighted as priorities, including, develop options to support the diversification and affordability of housing options to meet the needs of the entire community.

Ensure that the Town offers a welcoming and equitable environment for residents and visitors of all ages.

Promote a vibrant community that celebrates the critical role of arts, culture and heritage in promoting quality of life.

47. The site plan approval is well aligned with the strategic themes of the Community Based Strategic Plan by:

47.1. Supporting a Modern and Prosperous Economy through the expansion of a year round industrial business that will provide year round jobs;

47.2. Supporting Environmental Stewardship by ensuring that existing vegetation is maintained in all areas not to be development with buildings, parking areas or stormwater management facilities, which includes a significant buffer from the Muskoka River; and

47.3. Supporting Creative and Considerate Planning as the conditions outlined in Appendix “A” will ensure that the property is being development in a manner that represents responsible growth and development.

LINKAGE TO COUNCIL PRIORITIES

48. The site plan approval supports a Vibrant, Prosperous, and Economically Sustainable Community by facilitating the development of a new business to the Town and the creation of additional jobs. The site plan approval supports a Green, Mindful and Environmentally Sustainable Community through vegetation retention adjacent to the Muskoka River.

ALTERNATIVE

49. The following alternatives are available for Committee’s consideration:

Alternative #1

The Committee could not approve the site plan application.

This alternative is not recommended as the Site Plan complies with the Zoning By-law and conforms to the Town of Bracebridge Official Plan subject to the recommended conditions in Appendix “A”.

48
EXISTING POLICY


51. Town of Bracebridge Comprehensive Zoning By-law 2016-088.

52. Site Plan Control By-law 2013-042.

FINANCIAL IMPLICATIONS

53. Approval of the Site Plan Application will facilitate building permit and development charge revenue for the Town in the future.

COMMUNICATIONS

54. This staff report was distributed to Council, Media, and all Town Staff and was published on the Town’s website in accordance with the Town’s Procedural By-law.

55. Notice of the site plan application and a request for comments was circulated on August 14, 2018 to applicable municipal staff, the District of Muskoka Engineering, utilities, the Ministry of Transportation, CN Rail, MPAC and Canada Post.

56. The notice of the site plan application included a copy of the application form and Site Plan Drawing.

57. In accordance with Section 41 of the Planning Act R.S.O. 1990, which provides regulations for Site Plan Control, there are no provisions for input from members of the public on a site plan application. Despite this lack of provisions, the Town has made it a practice to circulate a site plan application to any member of the public, if they have requested such notice from the Clerk. No requests have been made by members of the public to date.
APPENDIX “A”

Conditions of Site Plan Approval

1. That the applicant provides evidence to the satisfaction of the Director of Planning and Development that the lot containing the existing cannabis growing operation and the subject lands have merged. If evidence of the merger is not completed then the following must occur:

   1.1. The commercial building is not used for accessory commercial uses until a principle use representing a minimum of 75% of the gross floor area of building space on the site is in operation; and

   1.2. That separate water and sewer connections be established in accordance with the District of Muskoka comments.

2. That the applicant provide a revised site plan drawing to the satisfaction of the Director of Planning and Developing showing the following:

   2.1. The limits of Phase 1 and Phase 2 of the development;

   2.2. A minimum of 112 parking spaces in Phase 1 and the appropriate number of parking spaces in Phase 2 based on the Comprehensive Zoning By-law requirement of 1 parking spaces per 70 square metres of floor area for an industrial use.

   2.3. Parking aisle widths and parking dimensions for standard and accessible parking spaces;

   2.4. A minimum of two (2) accessible parking spaces with an accessible access aisle for the commercial building as close to the main entrance of the commercial building as possible;

   2.5. A minimum of four (4) accessible parking spaces with accessible access aisles for industrial building 1 as close to the main entrance of the building as possible;

   2.6. An appropriate number of accessible parking spaces based on the number of parking spaces required for Phase 2 along with sufficient accessible access aisles;

   2.7. A minimum of one (1) loading space for the commercial building with the loading spaces to have a minimum size of 9 metres in length and 3.5 metres in width;

   2.8. A minimum of two (2) loading spaces for each of the three industrial buildings with each loading spaces to have a minimum size of 9 metres in length and 3.5 metres in width;

   2.9. Fire routes for each of the four (4) buildings and the location of the main entrance for each of the four (4) buildings;

   2.10. A chain link fence with a minimum height of 1.83 metres along the property line separating the subject lands from the CN Rail lines or provide written confirmation from CN Rail that an alternative solution is acceptable; and

   2.11. The location and details of any signage for the property.

3. That the Functional Servicing and Stormwater Management Report prepared by Capes Engineering be updated to address any technical comments provided by the Town to the satisfaction of the Director of Public Works.
4. That confirmation be received to the satisfaction of the Director of Planning and Development that CN Rail is satisfied with any proposed alterations to the existing drainage pattern affecting CN Rail lands.

5. That confirmation be received to the satisfaction of the Director of Public Works that a hydrological evaluation of subsoils and a slope stability analysis has been performed to assess the stability of the proposed permanent slopes for the stormwater management pond as outlined in the recommendations of the Geotechnical Investigation Report prepared by DST Consulting Engineers.

6. That confirmation be received to the satisfaction of the Director of Planning and Development that the District of Muskoka is satisfied that hydraulic capacity of the existing water and wastewater systems servicing the new development is appropriate.

7. That once all of the above matters are addressed, provisions in the Site Plan Agreement with the Town of Bracebridge to be registered on title should include, but not be limited to, the following:

7.1. That the retail store use is only permitted once the applicant provides evidence to the Town that a Retail Operators Licence has been received from the Alcohol and Gaming Commission of Ontario, which is subject to Council’s determination as to where to opt out of retail cannabis sales in Bracebridge;

7.2. That if a Retail Operators Licence is not received from the Alcohol and Gaming Commission of Ontario that the building identified as “commercial building” on the site plan be utilized for a legally permitted use in the General Industrial (M2) zone;

7.3. That the owner is responsible for snow clearing and regular snow removal from the property;

7.4. That the owner provides sufficient snow storage on the property and that snow storage shall not be permitted that would adversely affect driveways, parking areas, planted landscape areas or adjacent un-owned lands; and will not adversely affect the operation of the approved drainage plans for the lands or drainage on adjacent lands;

7.5. That the owner is responsible to ensure that drainage does not negatively impact neighbouring property owners or any other municipal infrastructure;

7.6. That all lighting is to be full cutoff Dark Sky Compliant;

7.7. That the owner is responsible for the provision of suitable garbage storage areas and the removal of all garbage from the site;

7.8. That the owner post regulatory signs as outlined in the Highway Traffic Act under Regulation 581 (Accessible Parking for Persons With Disabilities) in front of any accessible parking spaces;

7.9. That no vegetation removal occur in areas not identified for development of parking areas including access entrances and aisle, buildings or stormwater management facilities; and

7.10. That building construction occur in accordance with the recommendations of the Geotechnical Investigation Report prepared by DST Consulting Engineers;
8. That prior to entering into the Site Plan Agreement the owner provides cost estimates and securities in the amount of 100% of the cost estimates for the following to the satisfaction of the Director of Planning and Development and the Director of Public Works:

8.1. Construction of any new required parking areas and driveways including paving of all parking areas as required;

8.2. Any storm water management works:

8.3. Any required landscaping feature; and

8.4. Any construction mitigation works.
APPENDIX “B”

Site Plan
APPENDIX “C”

Location of Subject Property
APPENDIX “D”

Aerial Photograph
APPENDIX “E”

Other Lands Owned by Applicant
TO: Councillor A. Buie, Chair and Members of Planning and Development Committee

FROM: R. Mattice, Manager of Economic Development

K. Turchet, Economic Development Programmer (Culture)

SUBJECT: 2019 Ontario 55+ Winter Games/Event Tourism Grant Program – Pre-Budget Approval

RECOMMENDATION

1. That funding in the amount of $5,000 be approved for inclusion in the Draft 2019 Municipal Budget and Business Plan under the 2019 Event Tourism Grant Program for the Bracebridge BIA Fire and Ice Festival, taking place on January 26, 2019.

2. That funding in the amount of $2,500 be approved for inclusion in the Draft 2019 Municipal Budget and Business Plan under the 2019 Event Tourism Grant Program for the MUSAC (Muskoka Aquatic Club) Huronia Short Course Regional Championships taking place February 1 to February 3, 2019.


ORIGIN

4. On September 16, 2015, Council ratified Planning and Development Motion 15-PD-096 as follows:

   1. “That the Festival and Event Strategy attached as Appendix “A” to Staff Report PD040-15 be approved.

   2. That staff report back to the Planning and Development Committee annually in November with funding recommendations for those tourism and sporting events that occur in the first quarter of the upcoming year and that require funding approval prior to scheduled municipal budget and business plan deliberations.

   3. That staff from the Planning and Development Department and the Finance Department work together to coordinate the application submission process and Council reporting mechanism for the Event Tourism Grant Program and the Community Grant Program.

   4. That supporting documentation that outlines the rationale for each of the Event Tourism Grant recommendations be included in future municipal budget and business plan submissions for Council’s reference.”

5. Staff were directed to report back to the Planning and Development Committee annually in November with funding recommendations for those tourism and sporting events that occur in the first quarter of the upcoming year and that require funding approval prior to scheduled municipal budget and business plan deliberations.
6. Council has approved the following funding recommendations for festival and events occurring in the first quarter of their respective fiscal year:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Event Tourism Grant Application</th>
<th>Funding Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Bracebridge Fire and Ice Festival</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>Muskoka Limberettes Gymnastics Club Muskoka Classic Invitational</td>
<td>$1,500</td>
</tr>
<tr>
<td></td>
<td>and Provincial Qualifier</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>Bracebridge Fire and Ice Festival</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>Memorial Park Winter Village Country Day</td>
<td>$1,000</td>
</tr>
<tr>
<td>2018</td>
<td>Bracebridge Fire and Ice Festival</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>2018 Ontario Winter Games</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

7. In addition to collecting applications under the Event Tourism Grant Program, a request for sponsorship has been received from the Games Organizing Committee for the 2019 55+ Winter Games being hosted by the Town of Huntsville. Given that the sponsorship and grants would be funded from the Event Tourism Strategy budget line in the Economic Development Branch budget, staff have combined the recommendations into one staff report.

8. The purpose of this Staff Report is to make funding recommendations for the Fire and Ice Festival, the MUSAC Huronia Short Course Regional Championships and the Ontario 55+ Winter Games. All three of these events take place within the first quarter of the Town's 2019 fiscal year.

ANALYSIS

Event Tourism Grant Program

9. The Event Tourism Grant Program has assisted over 80 events through the past 11 years. These events range from festivals to sporting events and occur through the entire calendar year.

10. The call for applications for the 2019 Event Tourism Grant and Community Grant Programs took place from September 15, 2018 to November 9, 2018. In addition to announcing on the Town's website, notice was provided in the local newspaper during this time period. Over 35 event organizers and sport clubs were sent the application directly from a database maintained by the Department.

11. At the time of writing this staff report, the Town had received a total of three (3) grant applications; however, the application deadline is November 9, 2018. One application is for a sport tourism event and two are for a festival.

12. Staff anticipate that another 10 applications may be submitted by the November 9 deadline. However, none of the potential applications will occur in the first quarter of 2019.

13. Fire and Ice Festival hosted by Downtown Bracebridge BIA’s taking place on January 26, 2019 and MUSAC’s Huronia Short Course Regional Championships taking place February 1 to February 3, 2019 are the only applications occurring in the first-quarter of 2019.
14. Staff has undertaken a preliminary analysis of the potential applications and has considered this when recommending the funding levels for these first-quarter events. Further in-depth analysis of the applications received that occur in the remainder of 2019 is required to refine the exact amount to be considered as part of the draft 2019 Municipal Budget and Business Plan.

15. The chart below outlines a summary and analysis of the Fire and Ice Festival, and shows rationale for the recommended funding amount.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Fire and Ice Festival</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past Support from the Town</td>
<td>2018 - $5,000</td>
</tr>
<tr>
<td></td>
<td>2017 - $5,000</td>
</tr>
<tr>
<td></td>
<td>2016 - $5,000</td>
</tr>
<tr>
<td></td>
<td>The Town provides additional assistance to the BIA to produce Fire and Ice with significant staff time from the Planning and Development Department. This assistance includes pre-planning support as well as event-day participation. Additional support comes from both Public Works and Corporate Services by way of additional road maintenance and by-law enforcement.</td>
</tr>
<tr>
<td>Marketing Impact/Reach</td>
<td>The event has a marketing budget of over $13,000 with 53% of that being spent on targeting individuals outside of the local area.</td>
</tr>
<tr>
<td>Number of Expected Attendees</td>
<td>12,000</td>
</tr>
<tr>
<td>Potential Overnight Visitors</td>
<td>2,500</td>
</tr>
<tr>
<td></td>
<td>Includes visiting friends and family, cottagers and visitors. Hotel packages established.</td>
</tr>
<tr>
<td>Event Programming</td>
<td>Saturday from 9:00 am – 7:00 pm</td>
</tr>
<tr>
<td></td>
<td>This event takes on a unique approach to a traditional winter carnival. The Fire and Ice Festival is the BIA’s 6th event in its annual event line up.</td>
</tr>
<tr>
<td></td>
<td>The “fire” features include fire artists, fire pits surrounded by classic Muskoka chairs, and the “ice” features will be represented through Ice Sculptures, interactive ice displays, the downtown tube run and the skating trail in Memorial Park.</td>
</tr>
<tr>
<td></td>
<td>In addition, there will be a road hockey tournament, beer garden, live music and traditional carnival activities that complement the Fire and Ice theme. Downtown restaurants will also offer Fire and Ice themed menu items during the event that will entice visitors.</td>
</tr>
</tbody>
</table>
16. The chart below outlines a summary and analysis of the MUSAC Huronia Short Course Regional Championships and shows rationale for the recommended funding amount.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>MUSAC Huronia Short Course Regional Championships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past Support from the Town</td>
<td>N/A</td>
</tr>
<tr>
<td>Marketing Impact/Reach</td>
<td>This is an invitational meet that will attract swim clubs from 10 surrounding communities across the region. Many of the swim clubs participating will be travelling from over 2 hours away, and thus requiring overnight accommodation. This is high-caliber competition that requires all participants to qualify in order to compete.</td>
</tr>
<tr>
<td>Number of Expected Attendees</td>
<td>400 Athletes</td>
</tr>
<tr>
<td>Potential Overnight Visitors</td>
<td>1,000</td>
</tr>
<tr>
<td>Event Programming</td>
<td>Including athletes and their friends, families, and teammates</td>
</tr>
<tr>
<td>Funding Request</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Fire and Ice is a tourism event within the traditional ‘off-season’. Over the past 3 years, the event has been very successful in driving visitor spending during the traditionally slow time.

Fire and Ice aligns with grant criteria and goals of the strategy. Of the total 12,000 people in attendance in 2017 and 2018, over 5,000 visitors came from over 40 kms away.

The level of funding aligns with the score on the evaluation matrix. Town funds will be predominately spent on out-of-town marketing.
### Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>MUSAC Huronia Short Course Regional Championships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Funding Recommendation</td>
<td>$2,500</td>
</tr>
<tr>
<td>Ratio of Town Support to Overall Budget</td>
<td>12.6%</td>
</tr>
<tr>
<td>Score on Evaluation Matrix</td>
<td>13/20</td>
</tr>
</tbody>
</table>

**Overall Rationale**

The MUSAC Huronia Short Course Regional Championships is a sport tourism event that also falls within the traditional ‘off-season’. This competition will draw athletes and their families to town for three days during the shoulder season.

This competition aligns with the grant criteria and goals of the strategy by drawing many visitors to town from more than 40 km away.

The level of funding aligns with the score on the evaluation matrix.

Town funds will be spent on equipment that will allow MUSAC to continue to host competitions drawing visitors to town in future years.

17. The regional championship rotates around to various swim clubs in the Huronia region. This is the first time that MUSAC will be hosting this event in Bracebridge. MUSAC has hosted many smaller swim meets in the past and has assisted other swim clubs to host the regional championship (Trent in 2018, Orillia in 2013).

18. The Event Tourism Grant funds will be spent on equipment (e.g. starting platforms, upgraded timing system) to help host this caliber of event and to meet Swim Ontario sanctioning requirements. The new equipment will give MUSAC the ability to host higher caliber swim meets and potentially future regional championship events.

19. The purchasing of equipment is an eligible Event Tourism Grant expense for new events as long as the equipment can be used for future events.

### 2019 Ontario 55+ Winter Games

20. The Ontario 55+ Games are operated and funded under the Games Ontario program through the Ministry of Tourism, Culture and Sport. It supports amateur sport, physical activity and community development in Ontario. The 55+ Games are delivered in partnership with the Ontario Senior Games Association.

21. The Ontario 55+ Games are held annually to celebrate active living within the province. The Games alternate between winter and summer, with the winter games occurring through odd-numbered years, and summer games occurring during even-numbered years. The Ontario 55+ Winter Games, began in Collingwood in 2000, and have since moved through the province. Approximately 1,000 athletes participate in the games each time they occur.
22. The Town of Huntsville will be hosting the Ontario 55+ Winter Games in 2019 which take place March 5th to March 7th, 2019. Huntsville hosted the Ontario 55+ Winter Games in 2013 and was one of the Official Host Partners (along with Bracebridge) for the 2018 Ontario Winter Games.

23. The majority of the 2019 Ontario 55+ Winter Games events will be held in the Town of Huntsville, however neighboring municipalities including: the Town of Bracebridge, the Town of Gravenhurst, the Township of Lake of Bays and the Township of Armour will also host events.

24. The Town of Bracebridge will be hosting the Badminton competition at Bracebridge and Muskoka Lakes Secondary School.

25. The Town received a Regional Host Partner Sponsorship Package from the organizers of the 2019 Ontario 55+ Winter Games. The package outlines many sponsorship opportunities for the Town to be involved in the Games beyond participating as a venue host for Badminton.

   **Partnership Rights:**
   - 2 All Access Accreditation passes. Includes: 100 Day Out, VIP Reception, Games Opening Ceremony

   **Name/Logo Inclusion:**
   - Town of Bracebridge logo included with all sport schedules, print material and website page

   **Marketing Elements:**
   - ½ page advertisement in official event guide
   - Window Advertisement on all busses used as part of the Games within Bracebridge

   **Promotion:**
   - Premium logo exposure on all venue signage
   - Premium logo exposure on Badminton hotel signage

   **Other:**
   - Commemorative plaque to display at the Town’s venue to show your support to the community before, during and after the Games

26. The 2019 Ontario 55+ Winter Games will attract 968 participants with approximately 25% of the participants travelling with a spouse, family, friend or guest. The badminton venue will host 80 athletes for the duration of the games.

27. Being a venue host during the 55+ Winter Games is an excellent way to boost the shoulder/off-season tourism traffic as well as sport tourism in Bracebridge and the region. It is estimated that the 55+ Winter Games will help generate nearly $1.2 million for the District of Muskoka.

28. With more and more Ontarians choosing to remain in the job market longer, the purchasing power of our 55+ population continues to grow. Older adults currently outrank Millennials, representing the largest segment of our local population and are an economically and politically influential group. This demographic offers businesses a knowledgeable market for goods and services, before, during and after the games.

29. Sponsoring the Ontario 55+ Winter Games is an opportunity for the Town to demonstrate community support and to directly assist in the development of active older adults in Ontario.

30. Committee may recall that the Town sponsored the Ontario Winter Games in 2018. At that time, the Town hosted synchronized swimming and Wushu at the Bracebridge Sportsplex and contributed $5,000 as a sponsor.
31. The organizers of the Ontario 55+ Winter Games are requesting a sponsorship Level of $5,000. However, staff is recommending a sponsorship level of $2,500 because the Town is only hosting one sporting event in Bracebridge. This sponsorship amount is consistent with previous sponsorship and hosting levels for other Games hosted by other regional partners.

**LINKAGE TO COMMUNITY BASED STRATEGIC PLAN**

32. The Event Tourism grants and the Ontario 55+ Winter Games are well aligned with the strategic theme(s):

<table>
<thead>
<tr>
<th>MODERN &amp; PROSPEROUS ECONOMY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and engage in policies and initiatives to enhance Bracebridge as a service community for the surrounding areas.</td>
</tr>
<tr>
<td>Recognize the importance of Town decisions in attracting and retaining talent.</td>
</tr>
<tr>
<td>Work to diversify the local economy to create an open for business all year round environment.</td>
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</table>

<table>
<thead>
<tr>
<th>COMMUNITY WELLNESS &amp; CULTURAL VITALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure that the Town offers a welcoming and equitable environment for residents and visitors of all ages.</td>
</tr>
<tr>
<td>Promote a vibrant community that celebrates the critical role of arts, culture and heritage in promoting quality of life.</td>
</tr>
<tr>
<td>Promote health and wellness in the community through Town facilities, programs and partnerships.</td>
</tr>
</tbody>
</table>

33. The Event Tourism grants and the Ontario 55+ Winter Games are well aligned with the strategic themes of the Community Based Strategic Plan by:

33.1. Supporting a Modern and Prosperous Economy by creating increased economic activity during traditional slow period within Bracebridge’s economy; and

33.2. Supporting Community Wellness & Cultural Vitality by attracting visitors to our community to enjoy the Town’s facilities through recreation and sport.

**LINKAGE TO COUNCIL PRIORITIES**

34. The Event Tourism grants and the Ontario 55+ Winter Games support Arts and Culture which has been identified by Council as a 2014-2018 priority area. Specifically, Council’s priority was to continue to refine and implement the Festival and Event Strategy. These events help to support tourism that generates economic activity for the community.
ALTERNATIVE(S)

35. The following alternatives are available for Committee consideration:

**Alternative #1**

The Committee could recommend that the Bracebridge BIA Fire and Ice Festival receive less funding for 2019.

This alternative is not recommended because Fire and Ice Festival is well aligned with the Event Tourism Grant criteria.

**Alternative #2**

The Committee could recommend that The MUSAC Huronia Short Course Regional Championships receive less funding for 2019.

This alternative is not recommended because The MUSAC Huronia Short Course Regional Championships is well aligned with the Event Tourism Grant criteria.

**Alternative #3**

The Committee could recommend that the Town not sponsor the 2019 Ontario 55+ Winter Games.

This alternative is not recommended as the 55+ Winter Games provide an opportunity for the Town to boost tourism traffic in the shoulder/off-season. In addition, the 55+ Winter Games are well aligned with the Festival and Event Strategy and supports the Town’s efforts in working with partners in the region.

EXISTING POLICY

36. 2015 Festival and events Strategy

37. Previous host of the Ontario Winter Games (2010, 2014)

FINANCIAL IMPLICATIONS

38. Pre-budget approval of the recommendation contained in Staff Report PD049-18 would form part of the draft 2019 Event Tourism Grant Budget.

39. As part of the 2019 Municipal Budget and Business Plan deliberations, staff will be recommending an appropriate annual budget submission for the Festival and Events Strategy that is based on proposed activity expenses to support the strategy as well as financial support for the remainder of events received through the Event Tourism Grant application process.

40. Pre-budget approval of the recommendation would form part of the Event Strategy portion (GL 01-2-800000-39017) of the draft 2019 Municipal Budget and Business Plan.
COMMUNICATIONS

41. This staff report was distributed to Council, Media, and all Town staff and was published on the Town’s website in accordance with the Town’s Procedural By-law.

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