





Smiths Falls

ANNUAL REPORT

2022

www.smithsfalls.ca



SMITHS FALLS

RISE AT THE FALLS



Smiths Falls

FAST FACTS

LAND & LIVING

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

CULTURE & COMMUNITY

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





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2022 IN PICTURES





Message from the **MAYOR**



Decades from now, we will be able to look back at 2022 as a pivotal year in the history of our community. After years of very modest levels of residential development, it has been very encouraging to see major growth in the construction of new homes in recent years and hundreds of new people choosing Smiths Falls as their home.

Although our population went through a period of decline in recent decades, the 2021 Canadian Census indicated the town's population had grown from 8,780 to 9,254 residents since 2016. For the first time in decades, we have been experiencing growth in population and I love hearing from newcomers to our town and how passionate they are about their chosen community.

In 2020, the town issued building permits for 80 new apartments and 42 new single family homes. In 2021, in the heart of the pandemic, construction remained strong with the addition of 56 new apartments and 33 new single-family homes. With supply chain issues improving last year

and with burgeoning demand driving new and long-standing local developers to ramp up construction, the town's building and planning departments were busier than ever, issuing construction permits for 266 new apartments and 124 new single-family homes in 2022! This is by far, the highest level of residential development in the history of our community and will provide an abundance of housing options for both current residents and newcomers to our town.

This was made possible thanks to the approvals of the Bellamy Farm and Maple Ridge Estates Subdivisions, as well as multi-residential developments by The Saumure Group of Companies, Lépine Apartments, Hammer and Nails, Keith Kerfoot Developments and more. Collectively, these developments will be creating 390 new residential units, further enabling the growth of our local population and helping to support our business community and local economy. This equals a 9% increase in the total number of homes in Smiths Falls.

Each of these new units will contribute to our tax base and enable the town to better meet its budgetary needs each year, including the ongoing focus on the rehabilitation and replacement of our key infrastructure assets and continued effort to quality-of-life improvements.

Council enacted the recommendations of our Housing Advisory Committee in 2022, resulting in numerous new initiatives designed to stimulate housing development with an emphasis on the creation of affordable housing. Among these changes was the re-write of our Zoning By-law, including numerous changes that will better enable residential development, including an Additional Residential Unit policy and how-to guide.

Council also approved a new Community Improvement Plan that now includes incentives for the development of affordable and attainable housing as well as programs to assist businesses with making their locations universally accessible. I encourage our small business community to take advantage of this program to ensure that the barriers that currently prevent universal accessibility be removed.

Fortunately, new rent-geared-to-income housing units are being added to our community. Lanark County Housing's development at 188 Chambers Street has built five units, four of which are universally-accessible and the Carebridge Community Support project at 44 Chambers Street will bring 34 new affordable units to town. Additionally, the Town has entered into an agreement with Carebridge to commit town-owned land at 14-30 Robinson Avenue to a future, attainable housing project.

As encouraging and meaningful these new projects are, Town Council recognizes the needs for affordable homes in town remain high and is committed to continued efforts to create more deeply attainable housing.

Phase 2 of the Beckwith Street redevelopment was completed in the fall of 2022 and we will long fondly remember the Back on Beckwith celebration on October 1. It was also very exciting to learn in May that the Town was the winner of the Transportation Association of Canada Small Municipalities Achievement Award for applying best practices to improve transportation system performance in rural or small urban communities with a principal focus on road safety and traffic operations for phase one of the Beckwith Street redevelopment.

Phase 3 of the municipal complex renovation started in 2022. Driven by a need to create accessibility and energy-efficiency improvements, this project resulted in a demolition back to the stone walls in the original town hall building, with a complete rebuild continuing into 2023. The result, which includes an elevator and improved access to the second floor Council chambers, will serve our community for decades and will help the town meet its responsibilities under our commitment to Partners for Climate Protection. Thanks to funding from the Federal Government, work began on our new town square in 2022, with a planned completion in the spring of 2023. This area features a new band stand and will also be home to a pebble mosaic honouring victims and survivors of intimate partner violence.

Early in 2022, a group of volunteers came together to form the Smiths Falls Welcomes Ukraine committee to welcome and support Ukrainians displaced by war into our community. Today, numerous Ukrainians have settled into life in Smiths Falls and are enjoying everything our community has to offer.

In June, our fine town was highlighted in TVOs documentary Crossroads: Beyond Boom & Bust. It was a great feature on the progress of our community and if you haven't seen it, it is still available at tvo.org.

In October, Smiths Falls dominated annual awards handed out by the Eastern Ontario Business Journal for being among the ten fastest growing businesses in Eastern Ontario. Congratulations to Wonton Crunch, JPB Fabrication Services and Le Boat for your leadership!

No year in review would be complete without recognizing the achievements of two of our favourite athletes, Brooke Henderson and Bailey Andison.

With sister Brittany with her every step of the way, Brooke had another outstanding season on the LPGA Tour. Brooke was tied for fourth in the LPGA in 2022 with ten, Top Ten finishes out of the 22 tournaments she competed in. She also increased her career tournament wins to a Canadian all-time best twelve, with victories at the Shoprite LPGA Classic in June and the Amundi Evian Championship in July.

After being featured on the front cover of the December 2021 edition of the U.S. based "Swim-Swam" magazine as the "World Leader" in the 400M Individual Medley, Bailey started 2022 full of confidence. At the Swimming in Canadian Nationals in March 2022, she swam to a Gold in the 400 I.M., Bronze in the 200 I.M. and Bronze in the 200M breaststroke! She was then invited to participate in the Brazilian Nationals, primarily as a gauge for the Brazilian swimmers to measure up against. In the 5 days of competition, she swam in 18 events, landing Gold in the 400 I.M, Gold in the 200 I.M., Silver in the 100 I.M., Silver in the 200M Backstroke, and Bronze in the 200M Backstroke.

Bailey's FinaWorld Cup could best be summed up as "Threes are wild", with competition in three different countries, (Germany, Canada and U.S.A.), over three consecutive weeks, in three Fina Swimming World Cup events winning three Bronze medals as well as 4th, 6th and 7th place finishes.

Best wishes to continued success for Bailey, Brooke and Brittany in 2023. The sun shines brightly on Smiths Falls!

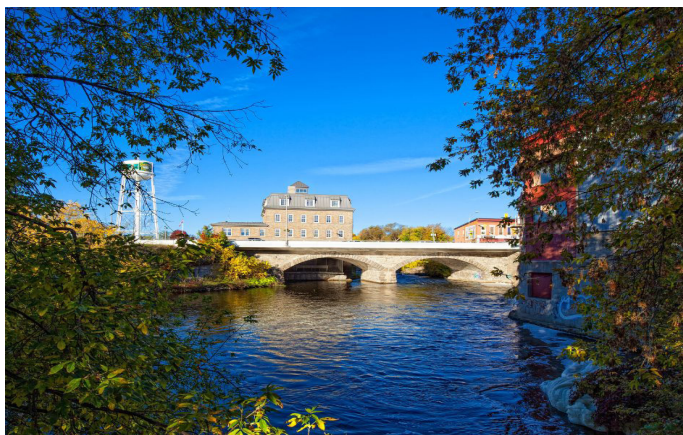
CAO Strategic Plan REPORT

Strategic planning is essentially the process of determining a long-term vision and for an organization and to develop an action plan for achieving defined goals. A strategic plan is a guiding resource that positions an organization to understand what the future may bring and to prepare for it. A solid strategic plan is an effective way to communicate municipal priorities to citizens, stakeholders and staff and becomes a guiding force for future decision making.

Smiths Falls Town Council's have embraced the principle of strategic planning for the past 8 years. The desire to imagine what the future will look like and begin planning for it has served the Town well. We have gained considerable traction by planning in a longer-range manner and focusing on larger items that will materially advance the attractiveness of Smiths Falls. Not only has the financial position of the Town improved measurably, a series of large scale projects have been tackled with great success.

In 2019, Council set ambitious targets for their term and it featured 6 priority areas supported by 41 strategic initiatives. Many were highly visible and tranformational projects, examples include the reconstruction of Beckwith Street, a complete renovation of Town Hall, creation of a Parks and Recreation Master Plan, and development of a Housing strategy.

Tremendous progress was achieved in 2022 with all 6 priority areas advancing toward completion.



Priority #1 – Housing

- The development charges (DC) by-law was adopted early in 2022 and became effective on June 1st. Development charges are an effective tool municipalities use to pay for future infrastructure and other capital costs required to support growth in a community.
- Work continues by the Housing Advisory Committee and staff on implementation of the 17 action items flowing from the Housing Strategy.
- By-laws and other housing related policies, including the Building By-law, are under review and will be considered for implementation in 2023.

Priority #2 – Quality of Life

- Most of the Quality of Life initiatives have been completed.
- The Parks & Recreation Master Plan crossed the finish line over the summer months and will guide future investments in our park assets and recreational facilities.
- New play structures have been ordered for Victoria Park and Hyland/Corbett Park with installation scheduled for the spring of 2023.
- The tree canopy expansion is an ongoing project and saw 40 large caliper deciduous trees planted on public property at various locations in 2022. A tree give away occurred in September to encourage expansion of the urban forest on private property. Smiths Falls residents responded with great enthusiasm as all available trees were scooped up within minutes.

Priority #3 – Transportation Networks

- The various Transportation Networks initiatives have either been completed or are in progress.
- Phase 2 of the Beckwith Street project came to a conclusion in late 2022. It has been one of the largest and most prolific civil projects in recent history and features a “complete streets” approach to providing space for all forms of transportation in the downtown core.
- The Confederation Bridge Municipal Class Environmental Assessment is complete and will be presented to the new Council for discussion and direction.
- Pedestrian improvement at Old Sly's Lock and on the Canopy Growth campus area are proceeding to the design stage for anticipated implementation in 2023.
- The Transportation Master Plan initiative will be a 2023 budget item for funding consideration.

Priority #4 - Waterfront Development & Placemaking

- A Request for Proposal process to develop the former water treatment plant closed in June. Guy Saumure and Sons Construction was chosen as the preferred proponent to enter exclusive negotiations to develop a plan to repurpose this key waterfront property.
- Fotenn Planning + Design consultants were engaged to lead a visioning exercise and produce design concepts for the Centre Street waterfront corridor lands. A design charette was held in November to glean input from the public as well as stakeholders, including property owners, in the study area. The visioning and design concept work will be considered by Council in 2023 and will ideally lead to the development of a master plan for this former industrial waterfront property in the downtown.

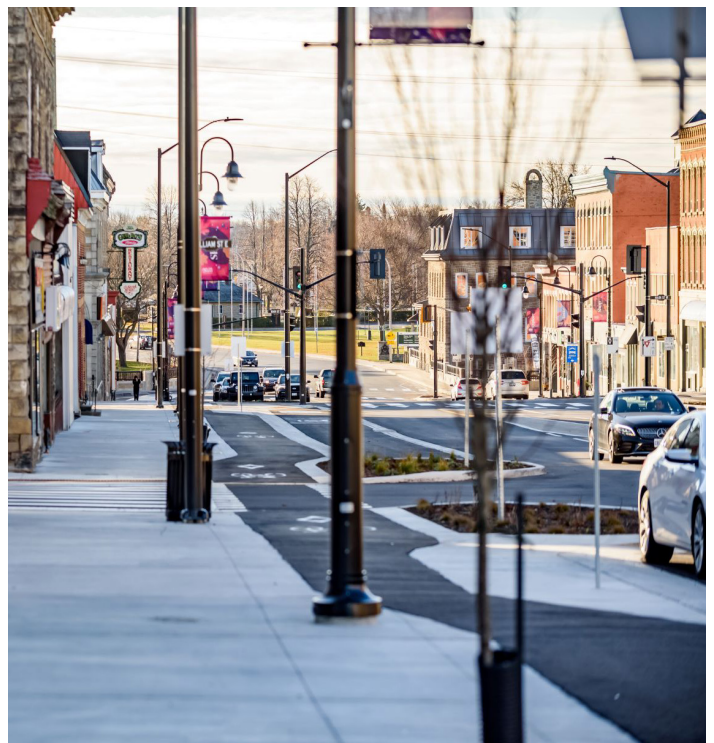
Priority #5 - Tourism

- The vast majority of the initiatives within the tourism priority are complete. Work continues on the creation of a central hub for the various trails that converge in Smiths Falls. Stakeholder engagement will be the next area of focus to identify the hub location and amenities.









Priority #6 - Town Hall Campus & Square

- Our historic Town Hall was under construction for most of 2022. This once in a generation project will lead to a fully accessible and more energy and space efficient centre of local government. Council and staff are excited to re-open the beautiful and heritage rich 1858 Town Hall to the public in 2023.
- The Town Square transformation project began in the autumn with construction of a reconfigured and expanded rear parking lot and new perimeter sidewalks. The base for the bandstand was placed before winter weather arrived. Construction of the bandstand structure along with hardscaped walkways, pedestrian level lighting, and landscaping work are slated for Spring 2023.
- The Library renovations project focussed on optimization of existing space and accessibility enhancements is expected to advance to the construction phase in 2023.

Council made significant progress on a wide spectrum of strategic priority projects in 2022. Several will carry over into the new year as we turn our thoughts to refreshing the strategic plan in 2023 to reflect the priorities of the new Council.



Public WORKS

| | |
|---|---|
|  | 31 full-time staff |
|  | Operated and maintained <ul style="list-style-type: none"> • 69 km of roadways • 58 km of sewer mains • 61.9 km of watermains • 6 bridges |
|  | Prepared 25 Council Reports |
|  | Treated <ul style="list-style-type: none"> • 1,742 ML of Drinking Water • 2,773 ML of Wastewater |
|  | Produced 358.8 tonnes of fertilizer from wastewater solids |
|  | Collected 2,709.39 tonnes of residential solid waste |
|  | Diverted 600.53 tonnes of recyclable material from landfill |
|  | Collected 355.66 tonnes of yard waste |



ACCOMPLISHMENTS IN 2022

Asset Management Plan (Core Assets)

Staff completed the Asset Management Plan for the Town's Core Assets. Some items included determining the average age, replacement costs and current lifecycle strategies the Town implements. It also included compiling information for both the community and technical levels of service. The next update of the Asset Management Plan will include all the Town's assets.

Transportation Association of Canada Award (Beckwith Street Phase 1)

The Town of Smiths Falls was awarded the Canadian Small Municipalities Technical Achievement Award in recognition of the hard work of residents, council, staff and consultants to create a revitalized, vibrant, functional, and safe Beckwith Street. The 600m stretch of roadway between Chambers Street and Russell Street was revitalized to provide new infrastructure, introduce stormwater management, wider sidewalks, a cycle track and parallel parking.

Beckwith Street Phase 2

Phase 2 of the project (Russell Street to Elmsley Street) was awarded to Thomas Cavanagh Construction Ltd. and commenced in April 2022. Works included the replacement of sanitary and storm sewers, watermain as well as roadway with the incorporation of accessible parking spaces and a separated cycle track as well as new pedestrian and street lighting. The Elmsley and Beckwith Street intersection was reconfigured with new traffic signals and a Pedestrian Crossover was installed at Church Street crossing Beckwith Street. The original underground infrastructure was Circa 1899. Beckwith Street has been fully open since October 2022 and some minor work is expected to finish off the project in the spring of 2023. The project will finish within budget.

Public Works Equipment

The Town has partnered with Enterprise Fleet Management to lease vehicles, primarily pickup trucks for Public Works, Utilities, Community Services, By-law Enforcement and Engineering in an effort to replace our aged fleet. The Public Works Department also received a new fully outfitted single axle plow truck that was ordered in late 2021.

2022 Wastewater Systems Capital Projects

- Programmable Logic Controller (PLC)
- Upgrade – Remove Old Outdated (non-supported) Bristol PLC's and install new PLC's.
- Administration building flooring upgrade

2022 Water Systems Capital Projects

- High lift piping upgrades for pump suction pipes.
- Reservoir and Backwash Equalization Tank (BET) cleaning.
- Free chlorine analyzer replacements.
- Water Distribution leak repairs.
- Water Tower and Trunk Main upgrades. This multiyear project received ICIP Green Stream funding valued at approximately \$3.6 million. The detailed design has been awarded to EVB Engineering and the tender document is anticipated to be completed late summer 2023, for which construction is anticipated to commence the fall of 2023. A new water tower will be designed and installed across from the Public Works garage on Air Care Drive. Approximately 1.6 km of 16" trunk water main will be installed from the site to Chambers Street at Empress Avenue. This project will afford capacity within the distribution system for the Town to grow for decades to come.



Smiths Falls FIRE DEPARTMENT

At a Glance...

The reopening and full return following the pandemic witnessed a 35% increase in emergency calls for service.

Fire Services

The fire department responded to 292 emergency calls in 2022 compared to 216 emergency responses in 2021.

Two (2) new fulltime firefighters were brought on board in 2022, returning our department to a full compliment of six (6) fulltime, and additional vacancies on the volunteer side were filled bringing us back to 18 volunteers.

The Office of the Fire Marshal mandated certification for all firefighters, requiring compliance by 2024. All firefighters in Ontario will be trained to the National Fire Protection Association (NFPA) standard.

Dispatch Centre

- 1996 calls were dispatched in 2022 compared to 1771 in 2021, which was an 11% increase.
- A provincial grant application was submitted for Next Generation 911 equipment.
- A Request for Proposal for a new radio system was prepared and distributed.
- The Lanark County dispatch agreement was awarded to Smiths Falls.



Emergency Responses

| INCIDENT TYPE | # | % |
|--------------------------------|-----|------|
| Activated Alarm | 88 | 41 |
| Structure Fire | 13 | 6 |
| Public Hazard | 3 | 1.4 |
| Burning Complaint | 17 | 7.9 |
| Chimney Fire | 1 | 0.46 |
| Diesel Spill | 2 | 0.46 |
| Mutal Aid | 4 | 1.85 |
| Boat Fire | 1 | 0.46 |
| Vehicle Fire | 2 | 0.93 |
| Natural Gas Leak | 7 | 3.2 |
| Misc Fire | 2 | 0.93 |
| Brush Fire | 4 | 1.85 |
| Powerline Incident | 5 | 2.3 |
| Ambulance Assist | 3 | 1.4 |
| CO Incident | 11 | 5.1 |
| Medical Response | 7 | 3.2 |
| MVC | 12 | 5.6 |
| Pot on Stove (no fire) | 14 | 6.5 |
| Other Cooking | 13 | 6 |
| Overheat (engines, mechanical) | 7 | 3.2 |
| | 216 | 100 |

Fire Dispatch

| MUNICIPALITY | EMERGENCY RESPONSES |
|---------------------------------------|---------------------|
| Algonquin Highlands | 261 |
| Almonte/Pakenham | 168 |
| Beckwith | 103 |
| Carleton Place | 177 |
| Drummond North Elmsley/ Tay Valley | 189 |
| French River | 82 |
| Highlands East | 289 |
| Lanark Highlands | 133 |
| Montague | 52 |
| Perth | 140 |
| Smiths Falls | 292 |
| St Charles | 16 |
| Markstay-Warren | 60 |
| Wharncliffe | 4 |
| Total | 1,966 |



Economic DEVELOPMENT + TOURISM

Programs and Initiatives

- Developed & Implemented the Special Events Policy and approved 14 event permits.
- Initiated New Town Website project.
- Developed and launched the Visitor Information and Collection Program.
- Created new Town Page to reach more of the community.
- Created new Downtown Artscape Parkette Space.
- Initiated the Public Arts Master Plan Project.
- Redeployed the Annual Business Survey.
- Completed the Centre Street Vision and Design project (Phase 1 of Master Planning Project).
- Completed RFP processed and secured a development proponent for the redevelopment of the Former Water Treatment Plant.



OPENED 24 NEW BUSINESSES

- On the Roll provided \$25,000 to support local arts and culture in the community.
- Planned and hosted Canada Day, Reconciliation, and Pow Wow (in partnership with SFDCI Indigenous Studies class).
- Raised \$3,995 for local charity through Celebration of Lights program.
- Hired two (2) full-time coordinator to support and grow business and communication programs and services.
- Continue to work with community partners on workforce and business retention and expansion initiatives.

**THREE BR&E PROGRAMS:
WINTERLICIOUS, PICNIC, MERRY & BRIGHT
GENERATED \$24,382 IN REVENUE
FOR LOCAL BUSINESSES**



ANNUAL BUSINESS SURVEY

**71
BUSINESSES
PARTICIPATED**

**99%
HAPPY DOING
BUSINESS IN
SMITHS FALLS**

Heritage House Museum

Programs & Special Events

- Paranormal Investigations
- Old Slys Rapids - Walking Tour
- Backyard History Summer Day Camps
- Movie Nights at Centennial Park
- Fall Fun Day
- Haunted Smiths Falls Ghost Walks
- Haunted Heritage House
- Community Pumpkin Carving Contest
- Smiths Falls Letters to Santa
- Photos with Santa
- Holiday Heritage House

Special Exhibitions

- Beckwith Street - A Photo retrospective
- Remarkable Women of Smiths Falls
- Local History (Lombardy Public School)
- Lights! Camera! Action! A History of Smiths Falls Movie Theatres
- Rideau Artist of the Year Art Showcase
- Annual Smiths Falls Art Show
- Holiday Heritage House - Christmas Traditions

Cultural Partnerships & Outreach

- Partnership with SFDACC
- Community Carrot Garden
- SF&D Horticultural Society Foodbank Garden
- Public Art Master Planning
- Paddlefest
- Trainfest
- Canada Day
- SF PRIDE - Night Market
- Chamber Xmas Market
- Back on Beckwith
- Doors Open Kingston

Small Business Advisory Centre

The Small Business Advisory Centre (SBAC) is in the process of moving the location of the base office effective spring 2023. The new base office will be located at the Town of Smiths Falls Municipal Complex. This will allow us to be on the road more often to conduct consultations in various municipalities and meet clients at their place of business.

Core Services SBAC

The Small Business Advisory Centre continues provide consultations via zoom, on the phone, and in person. Most of the training has been via webinars, with the exception of ongoing, How to Start A Business workshops that have been held in person in Elgin every 2 months, Smiths Falls, Perth and soon in Merrickville.

In 2022 SBAC achieved:

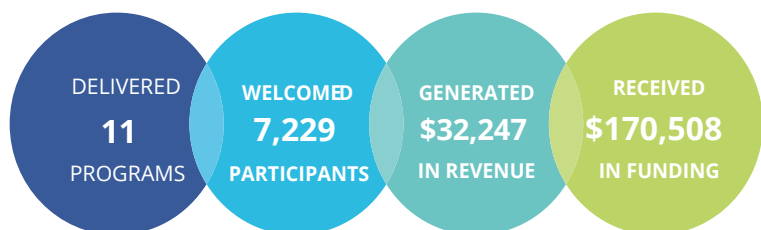
Over 1600 inquiries

- Over 350 consultations with businesses and potential businesses discussing start up, expansion, purchasing, hiring, and funding.
- Hosted /scheduled 35 webinars/in person workshops with over 1200 attendees.
- Conducted 1 intake of the Starter Company Plus program with 12 people participating and 9 of those participants were successful in obtaining the grant funding, they attended 20+ hours of in class training for business planning bootcamp followed by biweekly group coaching sessions.
- The 9 grants that were issued totaled \$45,000 and the participants come from all areas of Lanark, Leeds/Grenville and Smiths Falls. We had 1 grant recipient from 1 from Smiths Falls, 1 Lanark Highlands, 2 Mississippi Mills, 1 Rideau Lakes 1 from Carleton Place, 2 from Perth, 1 Drummond North Elmsley.

Partnerships and Outreach

SBAC participated in online/ in person events/ meetings that various organizations such as:

- Chamber of Commerce organizations
- Economic Development offices
- Rideau Lakes Business Awards 2022
- Co-hosted a Job Fair in Smiths Falls
- Partnered in a women's networking events
- Shared a booth at the IPM with the Leeds Grenville



Community SERVICES

The Community Services Department is responsible for enhancing quality of life through all municipal facilities, parks and parkland, the library, childcare centre, cemetery, building services, senior centre and County shared services.

Following the COVID-19 Pandemic the Community Services Department was able to successfully open up all regular winter and summer programming to full capacity.

The Town announced in December the retirement of Art Manhire, Director of Community Services. We would like to thank him for his tremendous contributions to the quality-of-life services he brought to the residents and visitors of Smiths Falls.

Programming in 2022

Big Brothers Big Sisters/Sens Camp

The free Big Brothers Big Sisters Camp ran again for its seventh (7th) consecutive year. This camp runs every year from June-August in an effort to keep youth active, build social interactions between all walks of life and provide subsidized childcare services for working residents in our community. Big Brothers Big Sisters also ran a successful after school program out of the Youth Arena a few days a week to enhance experiences for young youth. Big Brothers Big Sisters announced in November 2022 that they had found another location to reach even more young youth for their after school programming and we wish them all the best at their new location.

Summer Activities

The Town worked with user groups to offer soccer, baseball, basketball, pickleball and floor hockey programming throughout the summer. This year we welcomed a new youth competitive baseball user group and had an adult baseball tournament almost every weekend throughout the summer.

Winter Activities

The Town worked with user groups and partners to offer on-ice programming which included hockey and figure skating.

The ice surface saw the highest level of utilization from user groups and occasional users after our relaunch of the online booking platform. The Town also started to offer self regulated adult and youth programming during holidays and school closures that included, shinny, stick and puck and public skating.

Parks and Parkland

Parks and Parklands have continued to have a tremendous significance to the public following the COVID-19 pandemic. Citizens and visitors have continued to heavily utilize parklands, walking trails, and the waterfront for social visits, connecting and exercise.

The increase in use had a corresponding increase in the amount of maintenance required to meet all of the needs of residents and visitors. Staff worked tirelessly to ensure all of the areas were safe and well maintained at all times.

The Town completed the first ever Parks and Recreational Masterplan that will now guide the Community Services Department for future growth and development.

Parks and Recreation Update

- \$750,000 was awarded through the CCRF grant, which will allow the Town Square (Town Hall) to be updated to create more green space and build a bandstand for live performances.
- Installation of benches were installed within the parks.
- Installation of new solar powered lights installed within the dog park.
- New swimming raft installed at Murphy Park.
- Forty (40) new trees were planted throughout the parks.

Town Hall Renovations

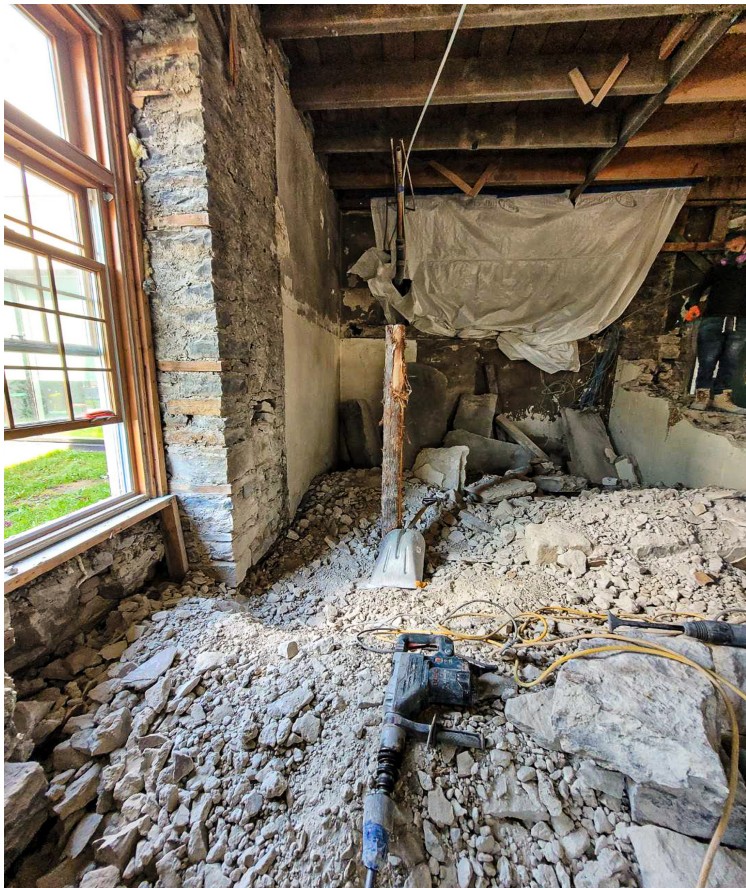
Town Hall Phase 3 renovations are underway which will renovate Council Chambers and Corporate Service offices. The new renovation will also include an elevator to make Council Chambers accessible and will maintain the heritage exterior to the building.

Childcare Development Centre

The Child Development Centre enrolled in the Canada Wide Early Learning and Child Care System. This program is funded by the Federal and Provincial governments and is designed to lower licensed childcare fees for eligible children over the next three years.

Our playground at Thurber Street saw the addition of a new playhouse and climbing structures. This will further enhance children's play and promote growth and development.

The year 2022 marked the 50th anniversary of the Child Development Centre. We look forward to many more years of providing childcare for families in Smiths Falls.



Corporate SERVICES

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

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

- Clerk's Office
- Human Resources
- Information Technology
- Planning Services
- Bylaw Enforcement

Clerk's Office

The Clerk's Office and staff provide corporate, customer and statutory services to the public, other departments and external agencies.

The following is a brief outline of the activities in 2022:

LICENCING

| | |
|-----------------------------|-----|
| Business Licences Issued | 33 |
| Animal Tags (cats and dogs) | 144 |
| Death Registrations | 240 |
| Marriage Licences | 92 |
| Break-Open Ticket Licences | 6 |
| Media Bingo | 1 |
| Raffle | 3 |
| Regular Bingo | 3 |

| | |
|---|-----|
| Freedom of Information Requests Completed | 15 |
| Reports Presented to Council | 163 |
| By-laws passed | 105 |
| Resolutions passed | 300 |
| Council Meetings Held | 27 |
| Committee of the Whole Meetings Held | 34 |

Major Accomplishments

- **Disconnecting from Work Policy**
Council adopted a Disconnecting from Work Policy to ensure compliance with Bill 27, Working for Workers Act 2021. This policy was established to support employee wellness, minimize excessive sources of stress, and ensure that employees have the right to disconnect from their work outside their regularly scheduled hours. Disconnecting from work is vital to help achieve a healthy and sustainable work-life balance.
- **Housing Advisory Committee Final Report**
The Final Report by the Housing Advisory Committee dated October 2022 was formally received by Council. On December 21, 2021, Council adopted the Housing Report that the Task Force prepared as well as the 17 recommendations that were contained in the report. The Housing Advisory Committee was established to oversee and assist in the coordinating, fulfillment, and implementation of the 17 recommendations set out in the Housing Report. To fulfill the deliverable established in the Terms of Reference for the Housing Advisory Committee to present a final report that provides Council with a consolidated document that addresses all 17 recommendations and how this committee, staff members and Council have implemented them.
- **Updated Procedural Bylaw Passed**
The last Council Procedural Bylaw was passed in 2004 and has had many amendments since that time. The Municipal Act, 2001, S.O. 2001, c. 25, section 238 (2) provides that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings. Staff undertook a comprehensive review and the final bylaw was passed in October, 2022.
- **Implementation of Automated Parking Enforcement System**
An automated parking enforcement system was implemented. This is a hosted integrated parking ticket and permit management system that has improved the efficiency and effectiveness of parking enforcement and permitting services

Successful Municipal Election

The 2022 Municipal Election took place on October 24th, 2022. The Inaugural Meeting of the new Council was held on November 15, 2022. Smiths Falls used an alternative voting method (Internet/Telephone) for this municipal election. There were 2 candidates for Mayor and 14 for Councillor. There was 1 Mayor and 6 Councillors elected. Voter Turnout was 39.4%.



Planning SERVICES

Planning Services is responsible for helping the community establish and implement its long-range community development plan and vision. Community planning promotes the goals of economic prosperity, community vitality, environmental responsibility and enriched cultural identity in a way that reflects the community while respecting provincial policy. It is based on a system that is open, accessible, timely, efficient, coordinated and accountable. Planning Services is responsible for development review and process under the Planning Act; the development and administration of land use related policies and by-laws; administration of the Community Improvement Plan and manage Heritage conservation programs and services. The planning process is governed by the Province's Planning Act and it is the Town's Official Plan and Zoning By-law which are the daily tools we use to promote attractive and sustainable development while limiting negative impacts on people, neighbors and the environment.

Major projects which obtained planning approval in 2022 include:

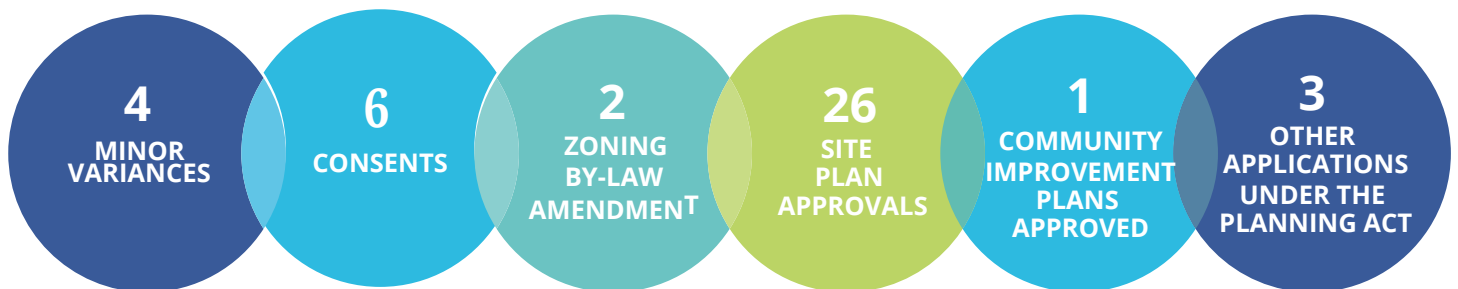
- Site Plan Control approval for a 20-unit apartment building at 40 McGill Street South (Lépine Corporation).
- Site Plan approval for 51-unit apartment complex for a three 17-unit rental building at 144 Ferrara Drive (Saumure Group).

- Site Plan Control approval for an upper storey addition to a commercial building in the Downtown Core which will contain 6 units (4012747 Canada Inc.).
- Hammer & Nails: Four (4) Storey apartment building containing thirty three (33) apartments and one (1) commercial space.
- Site plan approval for a new commercial development (gas station, convenience store and restaurant) at 96 Lombard Street (2320594 Ontario Inc.).
- Registration of Bellamy Farm Phase 2 subdivision, which created 37 townhouse and one parkland block with 164 new residential townhouse units. Construction is now underway (Parkview Homes).

Other Accomplishments:

- Council adoption of the new Comprehensive Zoning By-law 10375-2022 - the by-law modernizes our land use regulations, creates new flexibility for residential development and restructures our commercial zones.
- Preparation and Council adoption of the new Town-wide Smiths Falls Community Improvement Plan that offers incentive programs for community enhancing development and improvements that includes attainable housing, brownfield (contaminated site), accessibility and downtown revitalization.
- Land Needs Study commenced in March 2022 scheduled for completion in 2023 - foundation piece to official plan review and update.
- Preparation of an Additional Residential Unit (ARU) Guideline to support residents and contractors in creating new secondary dwelling units.
- Updates to 14 heritage designating by-laws to bring the By-laws up-to-date with the new heritage designation by-law criteria under the Ontario Heritage Act which came into effect July 2021.

Planning Applications



Building SERVICES

Building Department 2021 Highlights:

| | | |
|----------------|-----------------------|----------------|
| 227 | 75,697,300 | 1,043,422 |
| PERMITS ISSUED | IN CONSTRUCTION VALUE | IN PERMIT FEES |

Major Projects for 2021

- Hammer & Nails: Four (4) Storey apartment building containing thirty three (33) apartments and one (1) commercial space.
- Saumure Group: Three (3) storey apartment building on Ferrara Drive each one consisting of seventeen (17) units.
- Mills Community Support: Four (4) storey building with thirty (30) unit apartments and commercial space.
- Mackie Homes: Twenty seven (27) single family homes on Wood Avenue.
- Lepine: One hundred and twenty four (124) unit apartment building at 45 Elmsey.
- Lepine: Twenty (20) unit aptmnet building at 40 McGill
- Park View Homes: Nineteen (19) row houses totaling eighty six (86) units.

Building Reserve

The building Reserve account balance ending Decmber 31, 2022 is projected to be approximately \$1,160, 000.



Financial SERVICES

Taxation

| | |
|--|------------------|
| Tax Certificates Issued | 261 |
| Final Tax Bills Mailed and Uploaded | 3,528 |
| Interim Tax Bills Mailed | 3,521 |
| Total Final Taxes Billed | \$19, 501,010.70 |
| Total Omitted Assessments Billed | \$282, 584.18 |
| Total Supplementary Assessments Billed | \$56, 034.50 |
| Total Assessment Reductions Billed | (\$60,547.48) |
| Property Ownership Changes | 543 |
| Tax Extension Agreements | 0 |

Water Billing

| | |
|-----------------------------|----------------|
| Commercial | \$1,228,976.03 |
| Residential | \$3,823,889.34 |
| Montague | \$64,842.03 |
| Water Hold back Letters | 81 |
| Collection Notices sent out | 221 |

Accounting

| | |
|---------------------------|-------|
| Chequing | 732 |
| Electronic Funds Transfer | 2,857 |
| Pre-Authorized Payment | 1,491 |
| Total | 5,080 |





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Water Level
Indicator