



AGENDA
REGULAR MEETING OF THE TOWN OF CARLETON PLACE

Tuesday, September 24, 2019, 7:00 p.m.
Town Hall Council Chambers

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Recommended Motion:

THAT the Agenda be approved as presented.

3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

4. APPROVAL OF MINUTES

1. Council Minutes

3

Recommended Motion:

THAT the Council Minutes dated September 10, 2019 be approved as presented.

5. PRESENTATIONS

6. CONSENT REPORT

8

Recommended Motion:

THAT Council receive the Consent Report dated September 10, 2019.

7. MOTIONS

COMMUNITY SERVICES

1. New Office Assistant Position (Communication130169)

Recommended Motion:

THAT Council approve the hiring of a part-time (14 hours per week) Office Assistant position for the Childcare Services Department.

CORPORATE SERVICES

2. Development Charges Background Study andBy-law (Communication 130171)

Recommended Motion:

THAT Council authorize retaining Watson & Associates Economists Ltd. to undertake a Development Charges Background Study and By-law at a cost of \$33,140.00 plus HST with 90% of this cost being funded by the Development Charges Reserve Fund; and

THAT the remaining 10% or \$3,314.00 plus HST be paid from the Town's overall surplus position at year end or taken from reserves, if required.

3. Investing in Canada Infrastructure Program– Community, Culture and Recreation Stream (Communication130172)

Recommended Motion:

THAT Council authorize staff applying for the change room addition and entrance improvements to the Neelin Street Community Centre as the Town's priority under the Community, Culture and Recreation Stream of the Investing in Canada Infrastructure Program.

8. BY-LAWS

9. ANNOUNCEMENTS

10. CONFIRMATORY BY-LAW

1. By-law No. 92-2019

To Confirm the Council Proceedings

11. O CANADA

12. ADJOURNMENT

MINUTES
OF THE SEVENTEENTH REGULAR MEETING OF THE ONE HUNDRED
AND THIRTIETH COUNCIL OF THE TOWN OF CARLETON PLACE

The Seventeenth Regular Meeting of the One Hundred and Thirtieth Council of the Town of Carleton Place was held in the Town Hall Council Chambers on Tuesday, September 10, 2019.

PRESENT: Mayor Black Deputy Mayor Redmond
 Councillor Fritz Councillor Seccaspina
 Councillor Randell Councillor Tennant
 Councillor Atkinson

STAFF: Diane Smithson, Chief Administrative Officer, Stacey Blair, Clerk

I. CALL TO ORDER

Mayor Black called the meeting to order at 7:00 p.m.

II. APPROVAL OF AGENDA

Motion No. 17-130-01

Moved by Councillor Seccaspina, seconded by Councillor Randell

THAT the agenda be approved as presented.

CARRIED

**III. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST
AND GENERAL NATURE THEREOF**

None.

IV. APPROVAL OF MINUTES

Council Minutes

Motion No. 17-130-02

Moved by Councillor Randell, seconded by Councillor Fritz

THAT the Council Minutes dated August 27th, 2019 be approved as presented.

CARRIED

V. PRESENTATIONS

None.

VI. CONSENT REPORT

Motion No. 17-130-03

Moved by Councillor Fritz, seconded by Councillor Randell

THAT Council receive the Consent Report dated September 10th, 2019.

PHYSICAL ENVIRONMENT

- i. **Drinking Water Quality Management System – 2019 Second Quarter Report**

(Communication 130156)

THAT the Carleton Place Drinking Water Quality Management System 2019 Second Quarter Report be received as information.

PLANNING AND PROTECTION

- ii. **Bonussing By-law
(Communication 130161)**

THAT Council approve the report from the Manager of Development Services with respect to a bonussing by-law dated August 27, 2019 as information.

CORPORATE SERVICES

- iii. **Second Quarterly Digital Communications Report 2019
(Communication 130167)**

THAT the 2nd Quarterly Digital Communications Report for 2019 be received as information.

CARRIED

VII. MOTIONS

PHYSICAL ENVIRONMENT

- i. **7 Beckwith Street – Proposal for Monitoring Well Replacement and Groundwater Sampling Program
(Communication 130155)**

Motion No. 17-130-04

Moved by Councillor Atkinson, Seconded by Councillor Tennant

THAT Council authorize staff to engage SNC-Lavalin at a cost of \$44,993.25 plus HST to proceed with the installation of groundwater monitoring wells and sampling near the 7 Beckwith Street site and to develop a report which summarizes the results; and

THAT Council approve a budget deviation of \$785.13 for this project.

CARRIED

PLANNING AND PROTECTION

- ii. **Purchase of Additional Vehicle for Building Department Staff
(Communication 130158)**

Motion No. 17-130-05

Moved by Councillor Tennant, Seconded by Deputy Mayor Redmond

THAT Council approves the purchase of a new Building Department vehicle to be funded from Building Department reserves.

CARRIED

iii. **Shipping Containers
(Communication 130160)**

Motion No. 17-130-06

Moved by Deputy Mayor Redmond, seconded by Councillor Tennant

THAT all landowners with existing shipping containers within the Town of Carleton Place be required to obtain planning approvals and building permits; and

THAT the period to apply for approvals and permits be set from August 27, 2019 to December 31, 2019 or the date that the Housekeeping By-law is approved, whichever occurs first.

CARRIED

CORPORATE SERVICES

iv. **Salary Grid Increases - 2020 to 2023
(Communication 130163)**

Motion No. 17-130-07

Moved by Councillor Seccaspina, seconded by Councillor Randell

THAT Council approve a 2% increase for all compensation rates paid to staff and Council in each of the years 2020-2023.

CARRIED

v. **Employee Benefit Package
(Communication 130164)**

Motion No. 17-130-08

Moved by Councillor Randell, seconded by Councillor Fritz

THAT Council approve changes to the employee benefits program as outlined in the Treasurer's Report dated August 27, 2019; and

THAT benefits be reviewed every four years, with the next review to take place in 2023.

CARRIED

vi. **Contract By-law Administrative Clerk
(Communication 130165)**

Motion No. 17-130-09

Moved by Councillor Fritz, seconded by Councillor Randell

THAT Council approve the hiring of a By-Law Administrative Clerk on a one-year contract to review, revise and consolidate the Town's By-laws.

CARRIED

vii. **Electric Vehicle (EV) Charging Station Opportunity
(Communication 130166)**

Motion No. 17-130-10

Moved by Councillor Atkinson, seconded by Councillor Tennant

THAT Council authorize staff to provide a letter of intent to Ontario Power Generation (OPG) to partner with it to provide three (3) dual Level 2 Charging Stations to the Town which would be located at:

1. Fire / Police Station, 15 Coleman Street
2. Neelin Street Community Centre, 75 Neelin Street
3. Carleton Place Public Library, 101 Beckwith Street; and

THAT should OPG's application be successful, the Town would budget appropriately in its 2020 budget.

CARRIED

VIII. BY-LAWS

By-law 86-2019

Motion No. 17-130-11

Moved by Councillor Tennant, seconded by Deputy Mayor Redmond

THAT By-law 86-2019 (**Appoint By-law Enforcement Officer – Hornsby**) be read a first, second, and third time and finally passed.

CARRIED

By-law 87-2019

Motion No. 17-130-12

Moved by Deputy Mayor Redmond, seconded by Councillor Tennant

THAT By-law 87-2019 (**Pool and Pool Enclosures By-law**) be read a first, second, and third time and finally passed.

CARRIED

By-law 88-2019

Motion No. 17-130-13

Moved by Councillor Seccaspina, seconded by Councillor Randell

THAT By-law 88-2019 (**Childcare Fees for 2020**) be read a first, second, and third time and finally passed.

CARRIED

Motion No. 17-130-14

Moved by Councillor Randell, seconded by Councillor Fritz

THAT By-law 89-2019 (**Contribution Agreement – Rural and Northern Fund**) be read a first, second, and third time and finally passed.

CARRIED

Motion No. 17-130-15

Moved by Councillor Fritz, seconded by Councillor Randell

THAT By-law 90-2019 (**Part Lot Control – 81-91 Stokes Drive**) be read a first, second, and third time and finally passed.

CARRIED

IX. ANNOUNCEMENTS

1. Councillor Seccaspina announced that Big Brothers Big Sisters Day – Paint the Town Purple will be held on September 18th. She encouraged all the staff to wear purple on that day and the Town Hall to be illuminated in purple in honour of Big Brothers/Big Sisters.
2. The Mayor read an email from a local resident complementing the daycare staff on the excellent service provided to their children over the years.
3. Mayor Black proclaimed September 25th, 2019 as National Tree Day. There will be a formal tree planting at Carleton Junction on that day.

X. CLOSED SESSION

None.

XI. CONFIRMATORY BY-LAW

By-law 91-2019

Motion No. 17-130-16

Moved by Councillor Atkinson, seconded by Councillor Tennant

THAT By-law 91-2019 **(To Confirm the Council Proceedings)** be read a first, second, and third time and finally passed.

CARRIED

XII. O CANADA

All rose for the singing of O Canada.

XIII. ADJOURNMENT

Motion No. 17-130- 17

Moved by Councillor Tennant, seconded by Deputy Mayor Redmond

THAT the Seventeenth Meeting of the One Hundred and Thirtieth Council be hereby adjourned at 7:16 p.m.

CARRIED

Doug Black, Mayor

Stacey Blair, Clerk

Consent Report – September 24, 2019

REPORTS

COMMITTEE OF THE WHOLE – SEPTEMBER 10, 2019

CORPORATE SERVICES

- i. **Financial Report to July 31, 2019
(Communication 130170)**
Trisa McConkey, Treasurer

THAT Council receive the Financial Report from the Treasurer to July 31, 2019, as information.

BY-LAW NO. 92-2019

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE

WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9; shall be exercised by by-law;

AND WHEREAS the Council for The Corporation of the Town of Carleton Place deems it expedient that the proceedings of meetings of Council be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place enacts as follows:

1. That the actions of the Council of the Corporation of the Town of Carleton Place at its meeting held on **September 24, 2019**, in respect to each report, motion, resolution or other actions recorded and taken by the Council at its said meeting, except where the prior approval of the Ontario Municipal Board is required, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law;
2. That the Mayor and appropriate Manager of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of the Council of the Town of Carleton Place referred to in the proceeding section;
3. That the Mayor and Clerk, and their designates, are hereby authorized and directed to execute all documents necessary on behalf of the Council and to affix the corporate seal of the Corporation of the Town of Carleton Place to all such documents;
4. That the Treasurer, or designate, is hereby directed to execute any documents necessary on behalf of the Council of the Town of Carleton Place and to affix the corporate seal of the municipality to all such documents.
5. That this by-law shall come into effect upon final passage.
6. This by-law may be cited as the "**September 24, 2019 Confirmatory By-Law**"

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 24TH DAY OF SEPTEMBER 2019.

Doug Black, Mayor

Stacey Blair, Clerk