



AGENDA

EMERGENCY MEETING OF THE TOWN OF CARLETON PLACE

Wednesday, March 25, 2020, 4:00 p.m.
Town Hall Council Chambers

Pages

1. CALL TO ORDER

Call to order of the second Emergency Council Meeting of the 131st Council of the Town of Carleton Place.

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. MOTIONS

1. Electronic Meeting Participation During a Declared Emergency

5

Recommended Motion:

THAT Procedural By-law 117-2018 be amended to allow for Council, Local Boards and Committees to hold electronic meetings in the event of a municipal or provincially declared emergency.

2. Municipal Interest Penalties/Charges During COVID-19 Pandemic

6

Recommended Motion:

THAT Council pass a By-law to waive penalties for late payments incurred from the date of passing of the By-law until it is repealed.

3. Waste Collection During COVID-10 Pandemic

Recommended Motion:

THAT one (1) additional bag of garbage per week per household be permitted during the declared province wide state of emergency for the COVID-19 pandemic.

5. BY-LAWS

1. By-law No. 25-2020 Lifting of one Foot Reserves - Dunlop Road, Antonakos Drive and Hooper Street 8

Recommended Motion:

THAT By-law 25-2020 (To remove one foot reserves legally described as Block 267, Block 224 and Block 243 on Plan 27M-81 and to dedicate said reserves as a public highway) be read a first, second and third time, and finally passed.

2. By-law No. 26-2020 Part Lot Control - 26-28 Matthews Street 9

Recommended Motion:

THAT By-law 26-2020 (Part Lot Control for 26-28 Matthews St.) be read a first, second and third time and finally passed.

3. By-law No. 27-2020 Part Lot Control - 7-9 Berryman St. 10

Recommended Motion:

THAT By-law No. 27-2020 (Part Lot Control - 7-9 Berryman St.) be read a first, second and third time and finally passed.

4. By-law No. 28-2020 Part Lot Control - 13-15 Berryman St. 11

Recommended Motion:

THAT By-law No. 28-2020 (Part Lot Control - 13-15 Berryman St.) be read a first, second and third time and finally passed.

5. By-law No.29-2020 Part Lot Control - 19-21 Berryman St. 12

Recommended Motion:

THAT By-law No. 29-2020 (Part Lot Control - 19-21 Berryman St.) be read a first, second and third time and finally passed.

6. By-law No. 30-2020 Part Lot Control - 25-27 Berryman St. 13

Recommended Motion:

THAT By-law No. 30-2020 (**Part Lot Control - 25-27 Berryman St.**) be read a first, second and third time and finally passed.

7. By-law No. 31-2020 Amendment to Procedural By-law - Emergency Electronic Participation 14

Recommended Motion:

THAT By-law No. 31-2020 (**Electronic Participation During a Declared Emergency**) be read a first, second and third time and finally passed.

8. By-law No. 32-2020 Amend Fees and Charges, Water Rates and Interim Tax By-law 18

Recommended Motion:

THAT By-law No. 32-2020 (**Amends By-law Nos. 120-2019 Fees and Charges, 106-2019 Water Rates, and 115-2019 Interim Tax By-law**) be read a first, second and third time and finally passed.

6. CLOSED SESSION

Recommended Motion:

THAT the Council move into closed session at ____p.m. to discuss matters subject to:

(b) personal matters about an identifiable individual, including municipal or local board employees;

(d) labour relations or employee negotiations;

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

1. Terms and Conditions of Employment

2. Council/Staff Relations

AND THAT Diane Smithson, CAO and Stacey Blair, Clerk, remain in the room.

7. RISE AND REPORT

8. CONFIRMATORY BY-LAW

1. By-law No. 33-2020 Confirmation of Council Proceedings

20

Recommended Motion:

THAT By-law 33-2020 (To Confirm Council Proceedings) be read a first, second and third time, and finally passed.

9. ADJOURNMENT

Recommended Motion:

THAT the second Emergency Council Meeting of the Town of Carleton Place be adjourned at _____ p.m.

COMMUNICATION 131046

Received From: Stacey Blair, Clerk
Addressed To: Emergency Council Meeting
Date: March 25, 2020
Topic: Bill 187 - Amendment to Procedural By-law 117-2018
The Municipal Emergency Act

SUMMARY

Bill 187, *the Municipal Emergency Act* (the Act) provides municipalities more flexibility by providing electronic participation options for Council and Committee meetings during a declared emergency. Such an emergency would have to be declared under the *Emergency Management and Civil Protection Act*.

The Municipal Act states in Section 238, (3.4) that a municipality may hold a special meeting to amend their Procedural By-law for the purpose of making an amendment to allow electronic participation during a declared emergency

DISCUSSION

To participate in meetings electronically, Council is required to amend the Town's Procedural By-law 117-2018, to:

- Allow the use of electronic participation at meetings;
- State whether members can participate in both open and closed meetings; and
- State whether members participating electronically count towards quorum.

It is up to Council's discretion to choose the technology used for such meeting and ensure the meetings can be open to the public.

Meetings under the new provisions are still be required to follow existing meeting rules including:

- Providing of notice of meetings to the public;
- Maintaining meeting minutes; and
- Ensuring meetings will continue to be open to the public (subject to exceptions made in the *Municipal Act*).

Of note, some local boards, such as police services and library boards, are not covered under Bill 187.

STAFF RECOMMENDATION

THAT Procedural By-law 117-2018 be amended to allow for Council, Local Boards and Committees to hold electronic meetings in the event of a municipal or provincially declared emergency.

COMMUNICATION 131047

Received from Trisa McConkey, CPA, CGA, Treasurer
Addressed to Council
Date March 25, 2020
Topic Municipal Interest Penalties/Charges during COVID-19 Pandemic

SUMMARY:

For Council's discussion and direction on potentially deferring penalties on any outstanding payment with the Town, i.e. tax bills, utility bills, etc. during this period of uncertainty.

COMMENT:

The Municipal Act, 2001, as amended, provides for the imposition of interest charges and other collection costs for fees and charges that are due and unpaid. The Town of Carleton Place has the following by-laws outlining the applicable interest charges/penalties:

- By-law 120-2019 Fees & Charges for 2020 states in Sections 2 and 3:
 - That any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after thirty (30) days and each month thereafter until such fee or charge is paid in full.
 - That the Treasurer shall add unpaid fees and charges imposed by the municipality to the tax roll and collect them in the same manner as municipal taxes.
- By-law 106-2019 Regulating Water Rates states in Section 1.3:
 - Billings shall be issued quarterly in advance. The rates stated are net. A 10% penalty shall apply to all accounts remaining unpaid on the day following the "Due Date" shown on the billing. If the water and sewage service rates plus penalty are not paid within 90 days thereafter, the amount due shall be added to the Collector's Roll and collected in the same manner as municipal taxes.
- By-law 115-2019 Interim Tax By-Law states in Section 5:
 - If taxes are not paid on or before the due dates, a penalty of one and one-quarter percent (1.25%) of the unpaid taxes shall be levied immediately, and a further penalty of one and one-quarter percent (1.25%) calendar month thereafter for as long as the default continues.

During the COVID-19 emergency and the fact that a number of business have had to close and some people have been laid off from their employment as a result, staff recommends that interest on payments owing to the Town for water, taxes, and other invoices be waived until repealed by Council.

FINANCIAL IMPLICATIONS

In 2019, penalties on unpaid tax balances averaged \$15,000 per month and interest on unpaid utility balances averaged \$20,000 per quarter.

STAFF RECOMMENDATION

THAT Council pass a by-law to waive penalties for late payments incurred from the date of passing of the by-law until it is repealed.

BY-LAW NO. 25-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO REMOVE ONE FOOT RESERVES LEGALLY DESCRIBED AS BLOCK 267, BLOCK 224 AND BLOCK 243 ON PLAN 27M-81 AND TO DEDICATE SAID RESERVES AS A PUBLIC HIGHWAY, AS PART OF DUNLOP ROAD, ANTONAKOS DRIVE AND HOOPER STREET.

WHEREAS a one foot reserve was retained by the Corporation of the Town of Carleton Place at Block 267, Block 224 and Block 243 on Plan 27M-81 in the Town of Carleton Place.

AND WHEREAS the retention of the above-noted one foot reserves are deemed no longer necessary.

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

1. **That** the one foot reserves legally described as Block 267, Block 224 and Block 243 on Plan 27M-81 be hereby removed.
2. **That** Block 267 on Plan 27M-81 be hereby dedicated as a public highway, as part of Dunlop Road.
3. **That** Block 224 on Plan 27M-81 be hereby dedicated as a public highway, as part of Antonakos Drive.
4. **That** Block 243 on Plan 27M-81 be hereby dedicated as a public highway, as part of Hooper Street.
5. **That** a copy of this By-law be deposited on title in the Lanark Land Titles Division Office No. 27

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 31st DAY OF MARCH, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 26-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL, BEING PART OF BLOCK 67, REGISTERED PLAN 27M-73, PARTS 1 TO 3 INCLUSIVE ON PLAN 27R-11396, IN THE TOWN OF CARLETON PLACE, IN THE COUNTY OF LANARK.

WHEREAS Subsection 7 of Section 50 of *The Planning Act*, R.S.O. 1990 as amended, authorizes a Municipality to provide a by-law that part lot control does not apply to land that is within registered plans or plan of subdivision or parts thereof, subject to the approval of the County of Lanark;

AND WHEREAS it is deemed expedient to exempt certain lands located in an area designated Residential in Development Permit By-law 15-2015, and described as Part of Block 67, Registered Plan 27M-73, Parts 1 to 3 inclusive on Plan 27R-11396 in the Town of Carleton Place, in the County of Lanark;

AND WHEREAS *The Planning Act*, subsection 50 (7.1) does not come into effect until approved by the County of Lanark;

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

1. Subsection 5 of Section 50 of *The Planning Act*, R.S.O. 1990, as amended, does not apply to Part of Block 67, Registered Plan 27M-73, further described as Parts 1 to 3 inclusive on Plan 27R-11396 in the Town of Carleton Place, in the County of Lanark.
2. This by-law shall be effective only to the extent necessary to permit;
 - a) The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged
 - b) Individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser of each individual dwelling unit;
And this by-law shall not be construed as to permit the further severance or re-subdivision of any such parcel.
3. This by-law shall become effective upon the approval of the County of Lanark and registration of the by-law in the land titles office.
4. This by-law shall expire and be of no further force and effect as of March 31, 2022.
5. The property is locally known as 26 and 28 Matthews Street.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 31st DAY OF MARCH, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 27-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL, BEING PART OF LOT 7, REGISTERED PLAN 27M-73, PARTS 5 AND 6 ON PLAN 27R-11400, AND PART OF LOT 7 AND PART OF LOT 6, REGISTERED PLAN 27M-73, PARTS 7 TO 11 INCLUSIVE ON PLAN 27R-11400, IN THE TOWN OF CARLETON PLACE, IN THE COUNTY OF LANARK.

WHEREAS Subsection 7 of Section 50 of *The Planning Act*, R.S.O. 1990 as amended, authorizes a Municipality to provide a by-law that part lot control does not apply to land that is within registered plans or plan of subdivision or parts thereof, subject to the approval of the County of Lanark;

AND WHEREAS it is deemed expedient to exempt certain lands located in an area designated Residential in Development Permit By-law 15-2015, and described as Part of Lot 7, Registered Plan 27M-73, Parts 5 and 6 on Plan 27R-11400, and Part of Lot 7 and Part of Lot 6, Registered Plan 27M-73, Parts 7 to 11 inclusive on Plan 27R-11400, in the Town of Carleton Place, in the County of Lanark;

AND WHEREAS *The Planning Act*, subsection 50 (7.1) does not come into effect until approved by the County of Lanark;

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

1. Subsection 5 of Section 50 of *The Planning Act*, R.S.O. 1990, as amended, does not apply to Part of Lot 7, Registered Plan 27M-73, further described as Parts 5 and 6 on Plan 27R-11400, and Part of Lot 7 and Part of Lot 6, Registered Plan 27M-73, Parts 7 to 11 inclusive on Plan 27R-11400 in the Town of Carleton Place, in the County of Lanark.
2. This by-law shall be effective only to the extent necessary to permit;
 - a) The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged
 - b) Individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser of each individual dwelling unit;
And this by-law shall not be construed as to permit the further severance or re-subdivision of any such parcel.
3. This by-law shall become effective upon the approval of the County of Lanark and registration of the by-law in the land titles office.
4. This by-law shall expire and be of no further force and effect as of March 31, 2022.
5. The property is locally known as 7 and 9 Berryman Street.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 31st DAY OF MARCH, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 28-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL, BEING PART OF LOT 8, REGISTERED PLAN 27M-73, PART 1 ON PLAN 27R-11400, AND PART OF LOT 8 AND PART LOT 7 REGISTERED PLAN 27M-73, PARTS 2, 3 AND 4 ON PLAN 27R-11400, IN THE TOWN OF CARLETON PLACE, IN THE COUNTY OF LANARK.

WHEREAS Subsection 7 of Section 50 of *The Planning Act*, R.S.O. 1990 as amended, authorizes a Municipality to provide a by-law that part lot control does not apply to land that is within registered plans or plan of subdivision or parts thereof, subject to the approval of the County of Lanark;

AND WHEREAS it is deemed expedient to exempt certain lands located in an area designated Residential in Development Permit By-law 15-2015, and described as Part of Lot 8, Registered Plan 27M-73, Part 1 on Plan 27R-11400, and Part of Lot 8 and Part of Lot 7 Registered Plan 27M-73, Parts 2, 3 and 4 on Plan 27R-11400, in the Town of Carleton Place, in the County of Lanark;

AND WHEREAS *The Planning Act*, subsection 50 (7.1) does not come into effect until approved by the County of Lanark;

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

1. Subsection 5 of Section 50 of *The Planning Act*, R.S.O. 1990, as amended, does not apply to Part of Lot 8, Registered Plan 27M-73, further described as Part 1 on Plan 27R-11400, and Part of Lot 8 and Part of Lot 7 Registered Plan 27M-73, further described as Parts 2, 3 and 4 on Plan 27R-11400 in the Town of Carleton Place, in the County of Lanark.
2. This by-law shall be effective only to the extent necessary to permit;
 - a) The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged
 - b) Individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser of each individual dwelling unit;
And this by-law shall not be construed as to permit the further severance or re-subdivision of any such parcel.
3. This by-law shall become effective upon the approval of the County of Lanark and registration of the by-law in the land titles office.
4. This by-law shall expire and be of no further force and effect as of March 31, 2022.
5. The property is locally known as 13 and 15 Berryman Street.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 31st DAY OF MARCH, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 29-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL, BEING PART OF LOT 8, REGISTERED PLAN 27M-73, PART 8 ON PLAN 27R-11399, AND PART LOT 8 AND PART LOT 9, REGISTERED PLAN 27M-73, PARTS 5 TO 7 INCLUSIVE ON PLAN 27R-11399, THE TOWN OF CARLETON PLACE, IN THE COUNTY OF LANARK.

WHEREAS Subsection 7 of Section 50 of *The Planning Act*, R.S.O. 1990 as amended, authorizes a Municipality to provide a by-law that part lot control does not apply to land that is within registered plans or plan of subdivision or parts thereof, subject to the approval of the County of Lanark;

AND WHEREAS it is deemed expedient to exempt certain lands located in an area designated Residential in Development Permit By-law 15-2015, and described as Part of Lot 8, Registered Plan 27M-73, Part 8 on Plan 27R-11399, and Part of Lot 8 and Part of Lot 9, Registered Plan 27M-73, Parts 5 to 7 inclusive on Plan 27R-11399, in the Town of Carleton Place, in the County of Lanark;

AND WHEREAS *The Planning Act*, subsection 50 (7.1) does not come into effect until approved by the County of Lanark;

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

1. Subsection 5 of Section 50 of *The Planning Act*, R.S.O. 1990, as amended, does not apply to Part of Lot 8, Registered Plan 27M-73, further described as Part 8 on Plan 27R-11399, and Part of Lot 8 and Part Lot 9, Registered Plan 27M-73, further described as Parts 5 to 7 inclusive on Plan 27R-11399 in the Town of Carleton Place, in the County of Lanark.
2. This by-law shall be effective only to the extent necessary to permit;
 - a) The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged
 - b) Individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser of each individual dwelling unit;
And this by-law shall not be construed as to permit the further severance or re-subdivision of any such parcel.
3. This by-law shall become effective upon the approval of the County of Lanark and registration of the by-law in the land titles office.
4. This by-law shall expire and be of no further force and effect as of March 31, 2022.
5. The property is locally known as 19 and 21 Berryman Street.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 31st DAY OF MARCH, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 30-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL, BEING PART OF LOT 10 AND PART OF LOT 9, REGISTERED PLAN 27M-73, PARTS 1 AND 2 ON PLAN 27R-11399, AND PART OF LOT 9 REGISTERED PLAN 27M-73, PARTS 3 AND 4 ON PLAN 27R-11399, IN THE TOWN OF CARLETON PLACE, IN THE COUNTY OF LANARK.

WHEREAS Subsection 7 of Section 50 of *The Planning Act*, R.S.O. 1990 as amended, authorizes a Municipality to provide a by-law that part lot control does not apply to land that is within registered plans or plan of subdivision or parts thereof, subject to the approval of the County of Lanark;

AND WHEREAS it is deemed expedient to exempt certain lands located in an area designated Residential in Development Permit By-law 15-2015, and described as Part of Lot 10 and Part of Lot 9, Registered Plan 27M-73, Part 1 and 2 on Plan 27R-11399, and Part of Lot 9 Registered Plan 27M-73, Parts 3 and 4 on Plan 27R-11399, in the Town of Carleton Place, in the County of Lanark;

AND WHEREAS *The Planning Act*, subsection 50 (7.1) does not come into effect until approved by the County of Lanark;

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

1. Subsection 5 of Section 50 of *The Planning Act*, R.S.O. 1990, as amended, does not apply to Part of Lot 10 and Part of Lot 9, Registered Plan 27M-73, further described as Part 1 and 2 on Plan 27R-11399, and Part of Lot 9, Registered Plan 27M-73, further described as Parts 3 and 4 on Plan 27R-11399, in the Town of Carleton Place, in the County of Lanark.
2. This by-law shall be effective only to the extent necessary to permit;
 - a) The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged
 - b) Individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser of each individual dwelling unit;
And this by-law shall not be construed as to permit the further severance or re-subdivision of any such parcel.
3. This by-law shall become effective upon the approval of the County of Lanark and registration of the by-law in the land titles office.
4. This by-law shall expire and be of no further force and effect as of March 31, 2022.
5. The property is locally known as 25 and 27 Berryman Street.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 31st DAY OF MARCH, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 31-2020

A BY-LAW OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND PROCEDURAL BY-LAW 117-2018 TO ALLOW FOR COUNCIL, LOCAL BOARDS AND COMMITTEES TO HOLD ELECTRONIC MEETINGS IN THE EVENT OF AN MUNICIPAL OR PROVINCIALY DECLARED EMERGENCY;

WHEREAS, Section 238 (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS The Province passed Bill 187 and introduced the *Municipal Emergency Act, 2020* on March 19, 2020 in response to the COVID-19 emergency;

AND WHEREAS the legislation gives municipalities the ability to fully conduct Council, local board and committee meetings electronically when faced with local and province-wide emergencies, empowering the government's municipal partners to respond quickly when in-person meetings cannot be held;

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

1. That Procedure By-law 117-2018 is hereby amended by adding the following provisions to Section 5.12:

5.12 Electronic Meetings – Declared Emergency

5.12.1 During any period where an emergency has been declared to exist by the municipality in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, an electronic meeting may be held;

5.12.2 Despite Subsection (3.1) of Section 238 of the *Municipal Act*, S.O. 2001, c.25, a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and

5.12.3 Despite subsection (3.2) of Section 238 of the *Municipal Act*, S.O. 2001, c.25, a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public;

5.12.4 “Local Board” includes but is not limited to the Business Improvement Area Board of Management;

5.12.5 Notice of the meetings shall be provided and the public shall be entitled to be present at the meeting.

5.12.6 A Conference Call shall be set up and a number made available to the members and the public so that they may listen in live;

5.12.7 In the event that a conference call is not possible, a video-conference may be set up.

5.12.8 Members of Council, local Boards and Committees shall:

5.12.8.1 identify themselves at the beginning of the meeting for the purpose of determining quorum; and

5.12.8.2 upon the call of the vote of each motion and by-law to determine the vote.

5.12.9 Direction shall be given to the public by the Chairperson to place their phones on mute during the meeting so as not to interrupt the meeting.

5.12.10 The members and the public shall be made aware of the full contents of the virtual meeting.

5.12.11 The Clerk shall be responsible for the procedures associated with the conduct of the meeting.”

2. This By-law shall come into force and effect on the date it is passed by Council.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED
THIS 25TH DAY OF MARCH, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 31-2020

A BY-LAW OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND PROCEDURAL BY-LAW 117-2018 TO ALLOW FOR COUNCIL, LOCAL BOARDS AND COMMITTEES TO HOLD ELECTRONIC MEETINGS IN THE EVENT OF AN MUNICIPAL OR PROVINCIALY DECLARED EMERGENCY;

WHEREAS, Section 238 (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS The Province passed Bill 187 and introduced the *Municipal Emergency Act, 2020* on March 19, 2020 in response to the COVID-19 emergency;

AND WHEREAS the legislation gives municipalities the ability to fully conduct Council, local board and committee meetings electronically when faced with local and province-wide emergencies, empowering the government's municipal partners to respond quickly when in-person meetings cannot be held;

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

1. That Procedure By-law 117-2018 is hereby amended by adding the following provisions to Section 5.12:

5.12 Electronic Meetings – Declared Emergency

5.12.1 During any period where an emergency has been declared to exist by the municipality in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, an electronic meeting may be held;

5.12.2 Despite Subsection (3.1) of Section 238 of the *Municipal Act*, S.O. 2001, c.25, a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and

5.12.3 Despite subsection (3.2) of Section 238 of the *Municipal Act*, S.O. 2001, c.25, a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public;

5.12.4 “Local Board” includes but is not limited to the Business Improvement Area Board of Management;

5.12.5 Notice of the meetings shall be provided on the Town's website and the public shall be entitled to be present at the meeting through virtual attendance.

5.12.6 A Conference Call shall be set up and a number made available to the members and the public so that they may listen in live;

5.12.7 In the event that a conference call is not possible, a video-conference may be set up.

5.12.8 Members of Council, local Boards and Committees shall:

5.12.8.1 identify themselves at the beginning of the meeting for the purpose of determining quorum; and

5.12.8.2 upon the call of the vote of each motion and by-law to determine the vote.

5.12.9 Direction shall be given to the public by the Chairperson to place their phones on mute during the meeting so as not to interrupt the meeting.

5.12.10 The members and the public shall be made aware of the full contents of the virtual meeting via the video recordings of the meeting available on the Town's website.

5.12.11 The "presence" of the Clerk and any other staff may be virtual.

5.12.12 The meeting may be held virtually and no attendance in the normal place of a Council meeting will be required.

5.12.13 The Clerk shall be responsible for the procedures associated with the conduct of the meeting."

2. This By-law shall come into force and effect on the date it is passed by Council.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED
THIS 25TH DAY OF MARCH, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 32-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND BY-LAW NOS. 120-2019 TO ESTABLISH FEES AND CHARGES, 106-2019 REGULATING WATER RATES AND 115-2019 INTERIM TAX BY-LAW;

WHEREAS Section 391 of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property;

AND WHEREAS Section 398(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended stipulates that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively.

AND WHEREAS Section 398(2) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended provides authority to the treasurer of a local municipality who may, add fees and charges imposed by the municipality to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

1. In the case of fees and charges for the supply of a service or thing to a property, the property to which the service or thing was supplied.
2. In all other cases, any property for which all of the owners are responsible for paying the fees and charges.

AND WHEREAS Section 317 (1) of the *Municipal Act*, 2001 (S. (. 2001, c. 25) provides for the levying of an interim tax levy;

AND WHEREAS the *Planning Act*, being Chapter P. 13 R.S.O., 1990 as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

AND WHEREAS pursuant to the *Building Code Act*, 1992, S.O. 1992 c 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof; and

AND WHEREAS the Corporation of the Town of Carleton Place deems it expedient to amend the Town's various By-laws to waive the requirements for penalties at this time due to the COVID-19 emergency;

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

1. That the penalty provisions of the following by-laws be waived for late payments incurred after the due date:
 - a. Sections 2 and 3 of By-law 120-2019;
 - b. Section 1.3 of By-law 106-2019; and
 - c. Section 5. of By-law 115-2019

THAT this by-law shall come into force and take effect on the date of passing.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS
25TH DAY OF MARCH, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 34-2020

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 **March 25, 2020**, 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 "**March 25, 2020 Confirmatory By-Law**"

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 25th DAY OF MARCH 2020.

Doug Black, Mayor

Stacey Blair, Clerk