



**AGENDA**  
**REGULAR MEETING OF THE TOWN OF CARLETON PLACE**

Tuesday, April 21, 2020, 7:00 p.m.

**Pages**

VIRTUAL MEETING VIA ZOOM

**1. CALL TO ORDER**

Call to order of the 9th regular 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. APPROVAL OF MINUTES**

1. Council Minutes

4

**Recommended Motion:**

THAT the Council Minutes dated April 7 and 11, 2020 be approved as presented.

**5. PRESENTATIONS**

None.

**6. CONSENT REPORT**

10

**Recommended Motion:**

THAT Council receive the Consent Report dated April 21, 2020.

## 7. MOTIONS

### Corporate Services

1. Insurance Term and Joint RFP Opportunity (Communication 131049)

#### **Recommended Motion:**

THAT Council approves joining the County of Lanark in its joint insurance RFP process including hiring a consultant at a cost not to exceed \$10,000; and

THAT staff proceed with negotiating with Cowan for insurance coverage from June to December 2020.

2. Community Improvement Plan

#### **Recommended Motion:**

WHEREAS there are brownfield sites within the Town of Carleton Place;

AND WHEREAS redeveloping brownfield sites takes significant financial resources;

AND WHEREAS environmental rehabilitation and development of brownfield properties encourages investment and development on lands by making efficient use of existing infrastructure thereby improving Carleton Place's tax base;

AND WHEREAS in order to assist developers in rehabilitating brownfield sites, some financial incentives may need to be offered;

AND WHEREAS in order to determine these financial incentives a Community Improvement Plan needs to be developed for the Town of Carleton Place;

AND WHEREAS the Town has the necessary Community Improvement Plan provisions within its Official Plan;

NOW THEREFORE BE IT RESOLVED THAT Council authorizes proceeding with a Community Improvement Plan (CIP) for the Town of Carleton Place as a whole; and

THAT staff be directed to submit an application to the Federation of Canadian Municipalities Green Municipal Fund to pay for up to 50% of the cost of the CIP; and

THAT the balance of the CIP cost be paid through Development Charges and from the Town's overall 2020 surplus if any, and if not through reserves.

**8. BY-LAWS**

1. By-law No. 39-2020 Official Plan Amendment 01-2020

11

**Recommended Motion:**

THAT By-law 39-2020 (to approve Official Plan Amendment 01-2020 Secondary Plan for Highway 7/15 Area)) be read a first, second and third time, and finally passed.

**9. ANNOUNCEMENTS**

**10. CONFIRMATORY BY-LAW**

1. By-law No. 40-2020 Confirmation of Council Proceedings

23

**Recommended Motion:**

THAT By-law 40-2020 (to confirm Council proceedings) be read a first, second and third time, and finally passed.

**11. O CANADA**

**12. ADJOURNMENT**

**Recommended Motion:**

THAT the meeting be adjourned at \_\_\_\_\_ p.m.

## MINUTES

### REGULAR MEETING OF COUNCIL OF THE TOWN OF CARLETON PLACE

Tuesday, April 7, 2020, 7:00 p.m.  
Town Hall Council Chambers

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

STAFF PRESENT: Diane Smithson, CAO  
Stacey Blair, Clerk

#### 1. CALL TO ORDER

Mayor Black called the meeting to order at 7:05 p.m. He then announced that Deputy Mayor Sean Redmond will be assuming his role as Chair of Committee of the Whole in accordance with the rotation which is prescribed by the Town's Procedural By-law.

#### 2. APPROVAL OF AGENDA

**Motion No. 8-131-01**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Fritz

THAT the Agenda be approved as presented.

**CARRIED**

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

#### 4. APPROVAL OF MINUTES

1. Council Minutes

**Motion No. 8-131-02**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Seccaspina

THAT the Council Minutes dated March 10, 13 and 25, be approved as presented.

**CARRIED**

**5. PRESENTATIONS**

**6. CONSENT REPORT**

**Motion No. 8-131-03**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Fritz

THAT the Council receive the Consent Report dated April 7, 2020.

**CARRIED**

**7. MOTIONS**

Planning and Protection - March 10, 2020

1. Fire Master Plan (Communication 131041)

**Motion No. 8-131-04**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Randell

THAT Council receive the 2019-2024 Master Fire Plan.

**CARRIED**

**8. BY-LAWS**

1. By-law No. 34-2020 Removal of One Foot Reserve Fanning and Rathwell Streets

**Motion No. 8-131-05**

**Moved by:** Councillor Fritz

**Seconded by:** Deputy Mayor Redmond

THAT By-law 34-2020 **(To remove one foot reserves legally described as Blocks 137-143 on Plan 27M-77 and to dedicate said reserves as a**

**public highway as part of Fanning St. and Rathwell St.)** be read a first, second and third time, and finally passed.

**CARRIED**

2. By-law No. 35-2020 Sale of Land (Roe Street)

**Motion No. 8-131-06**

**Moved by:** Councillor Seccaspina

**Seconded by:** Councillor Randell

THAT By-law 35-2020 **(to confirm the sale of lands known as Parts 3 and 8 on RP27R-11243 Roe Street)** be read a first, second and third time, and finally passed.

**CARRIED**

3. By-law No. 36-2020 Amends Fees and Charges By-law No. 120-2019

**Motion No. 8-131-07**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Fritz

THAT By-law 36-2020 **(to amend By-law No. 120-2019, specifically for the Building Department)** be read a first, second and third time, and finally passed.

**CARRIED**

4. By-law No. 37-2020 Closure of a Portion of Begley Street

**Motion No. 8-131-08**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Randell

THAT By-law 37-2020 **(to close a portion of Begley Street)** be read a first, second and third time, and finally passed

**CARRIED**

**9. ANNOUNCEMENTS**

**10. CONFIRMATORY BY-LAW**

1. By-law No. 38-2020 Confirm Council Proceedings

**Moved by:** Councillor Seccaspina

**Seconded by:** Councillor Fritz

THAT By-law 38-2020 **(to confirm Council proceedings)** be read a first, second and third time, and finally passed

**CARRIED**

11. **O CANADA**

12. **ADJOURNMENT**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Fritz

THAT the meeting be adjourned at 7:20 p.m.

**CARRIED**

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Doug Black, Mayor

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Stacey Blair, Clerk

# MINUTES

## EMERGENCY MEETING OF COUNCIL OF THE TOWN OF CARLETON PLACE

Saturday, April 11, 2020, 7:00 p.m.  
Town Hall Council Chambers

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

STAFF PRESENT: Diane Smithson, CAO  
Stacey Blair, Clerk  
Pascal Meunier, Director of Protective Services

### Tele-Conference Meeting

#### 1. **CALL TO ORDER**

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

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

None.

#### 3. **BUSINESS**

##### 1. Communications

The Mayor introduced this topic with an update regarding Stoneridge Manor and his discussions with local health officials and at the County level. Council then discussed various ways in which communications with the public can be improved upon for the duration of this emergency. Items discussed included Facebook boosts, paper flyers distributed by the post office and more videos.

##### 2. Declaration of an Emergency



The Mayor discussed with Council the pros and cons of potentially declaring a state of emergency within the Town of Carleton Place in response to the pandemic. Members of Council were generally not in support of declaring a state of emergency at this time.

**4. ADJOURNMENT**

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Randell

THAT meeting be adjourned at 7:43 p.m.

**CARRIED**

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Doug Black, Mayor

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Stacey Blair, Clerk

## **Consent Report from Committee of the Whole**

**April 7, 2020 – Regular Meeting**

Corporate Services

**1. 2019 Council Remuneration Report (Communication 131050)**

THAT Council accept the 2019 Council Remuneration Report as information.

**APPENDIX A –**  
**OFFICIAL PLAN AMENDMENT**  
**BY-LAW 39-2020**

## **INDEX**

### STATEMENT OF COMPONENTS

#### PART A – THE PREAMBLE

PURPOSE

LOCATION

BASIS

EFFECT

#### PART B – THE AMENDMENT

INTRODUCTORY STATEMENT

DETAILS OF THE AMENDMENT

IMPLEMENTATION AND INTERPRETATION

## **STATEMENT OF COMPONENTS**

PART A – THE PREAMBLE does not constitute part of this Amendment.

PART B – THE AMENDMENT constitutes Amendment No. OPA-01-2020 to the Official Plan for the Town of Carleton Place, Council Adoption: July 23, 2013, Ministerial Approval: April 23, 2014 (By-law No. 34-2013, consisting of the text in Schedule “B” and map in Schedule “C”, attached hereto and forming part of this By-law.

## **PART A – THE PREAMBLE**

### **PURPOSE**

The purpose of Official Plan Amendment No. OPA-01-2020 is to address necessary changes to the Town's policies and mapping to reflect the proposed Secondary Plan.

Through the Highway District Secondary Plan, the Town and the Ministry of Transportation of Ontario (MTO) intend to provide safe and accessible areas for all modes of regional and local travel within the Highway District in the Town of Carleton Place, while ensuring opportunities for businesses to grow and expand. The proposed Secondary Plan will guide development, redevelopment, and design of properties within the Secondary Plan Study Area through the Development Permit System (zoning), Site Plan, and Draft Plan of Subdivision application processes, as well as related Cost Sharing Agreements.

### **LOCATION**

The lands affected by By-law 39-2020 include the boundary of the Secondary Plan Study Area outlined in Schedule "A".

### **BASIS**

The Town of Carleton Place is proposing a Town-initiated amendment to the Official Plan for the Town of Carleton Place. The amendment is to add a new Section 8 within the Official Plan to adopt the Secondary Plan, as the Official Plan currently does not include policy direction for Secondary Plans. The amendment will also add a new subsection 8.1 to include reference to the Highway District Secondary Plan to ensure proposed development and redevelopment in the Secondary Plan Study Area conforms to the Secondary Plan policies.

The amendment will also amend Section 2.4 of the Official Plan as it pertains to gateways, to reflect the proposed gateway locations outlined in Schedule E of the Highway District Secondary Plan. The amendment will include policy direction and guidelines for gateway and wayfinding signage to ensure signage along the Highway corridor is developed in conjunction with future works and MTO standards.

It will also amend the Highway District and Industrial Campus designations to correct the boundary in Schedule A of the Official Plan. This is to ensure accuracy and consistency with the proposed schedules of the Highway District Secondary Plan.

In parallel with the Highway District Secondary Plan, MTO and WSP are working on a Preliminary Design and Environmental Assessment (EA) Study for lands surrounding the Highway 7 & 15 intersections. As part of the consultation process, three landowner meeting sessions were held in 2018 and 2019 to discuss the vision of the Secondary Plan, review alternative options for the Secondary Plan Study Area, and discuss the Draft Secondary Plan. Two Public Information Centres as part of the Preliminary Design and EA Study were also held as part of the Integrated Planning Act and EA approach in 2018 and 2020. Individual landowner meetings and numerous discussions were also held throughout the process. A Statutory Public Open House was held on January 30, 2020 and Statutory Public Meeting at a Special Committee of the Whole was held on March 3, 2020, adjourned and held again April 21, 2020.

## **EFFECT**

The effect of the proposed Official Plan Amendment is to:

- Add a new Section 8 to reference Secondary Plans in general, and add a new subsection 8.1 to reference the Highway District Secondary Plan;
- Amend Section 2.4 to add policies pertaining to gateways and wayfinding signage; and
- Amend Schedule A to correct the boundary of the Highway District and Industrial Campus designations to follow the new property lines west of Highway 15, as per Schedule "C" of the proposed Official Plan Amendment.

The proposed Official Plan Amendment is consistent with the 2014 Provincial Policy Statement (PPS). The proposed Official Plan Amendment also conforms to the Town's Official Plan. The proposed Official Plan Amendment represents good planning and is in the public interest.

## **PART B – THE AMENDMENT**

### **Introductory Statement**

All of this part of the document entitled Part B – The Amendment, consisting of the text in Schedule “B” and Official Plan Schedule corrections in Schedule “C” attached hereto, constitutes Amendment No. OPA-01-2020 to the Official Plan for the Town of Carleton Place, Council Adoption: July 23, 2013, Ministerial Approval: April 23, 2014 (By-law No. 34-2013 as amended).

### **Details of the Amendment**

It is recommended that Section 8 entitled ‘Secondary Plans’ and a subsection 8.1 entitled ‘Highway District Secondary Plan’ be added to the Town of Carleton Place Official Plan as provided in the attached text in Schedule “B”.

It is recommended that Section 2.4 of the Town of Carleton Place Official Plan be amended by adding the attached text provided for Section 2.4 in Schedule “B”.

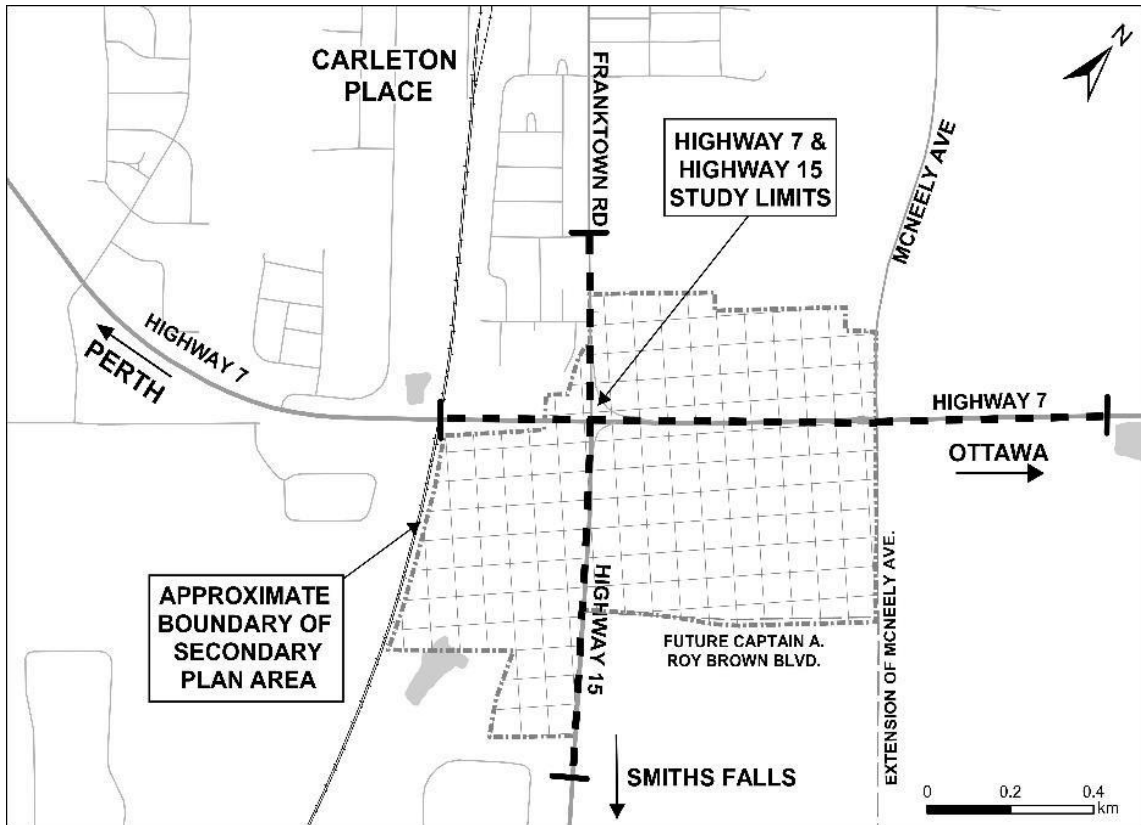
It is recommended that Schedule A of the Town of Carleton Place Official Plan be amended to have the Highway District and Industrial Campus designations follow the new property lines west of Highway 15 as provided in the attached Schedule “C”.

### **Implementation and Interpretation**

The implementation and interpretation of this Amendment shall be in accordance with all other relevant policies of the Official Plan for the Town of Carleton Place.



Schedule "A" – Key Map of lands affected by By-law 39-2020



## **Schedule “B” – Proposed Official Plan Amendment Text**

### **Proposed Official Plan Text to New Section 8**

#### **8.0 Secondary Plans**

A Secondary Plan is a planning document illustrating a vision and guiding principles for development and redevelopment in the Secondary Plan Area.

Development Applications for Draft Plan of Subdivision, Site Plan and Development Permit Approval within the Secondary Plan Area shall include a description and/or illustration as to how the development proposal conforms with the Town’s Secondary Plans, where applicable.

Any amendment to the text or Schedules of the Secondary Plans constitutes an amendment to the Town of Carleton Place Official Plan and requires approval from Lanark County. Further, any applications to amend the Secondary Plans shall be subject to all of the applicable policies of the Secondary Plans, as well as all the applicable policies of the Town of Carleton Place Official Plan Amendment and approval from Lanark County.

#### **8.1 Highway District Secondary Plan**

This Highway District Secondary Plan is a Council adopted planning document and therefore forms policy. Any development and/or redevelopment shall be subject to the policies of the Highway District Secondary Plan.

The Highway District Secondary Plan Study Area includes Highway 7, Highway 15, local municipal roads (including McNeely Avenue, and the Franktown Road and Findlay Avenue intersections), and the right-of-way for the future Captain A. Roy Brown Boulevard. It also includes existing commercial properties to the north and south of Highway 7, and lands intended for commercial development to the north of the proposed Captain A. Roy Brown Boulevard, between Highway 15 and McNeely Avenue.

This Secondary Plan was based on the existing land use designations from the Town’s Official Plan. Any changes to the land use designations would be contemplated at the time of a municipal comprehensive review.

#### **Proposed Official Plan Text to be Added to Section 2.4**

The municipality shall promote gateways as per Schedule E of the Highway District Secondary Plan. The following policies shall also apply:

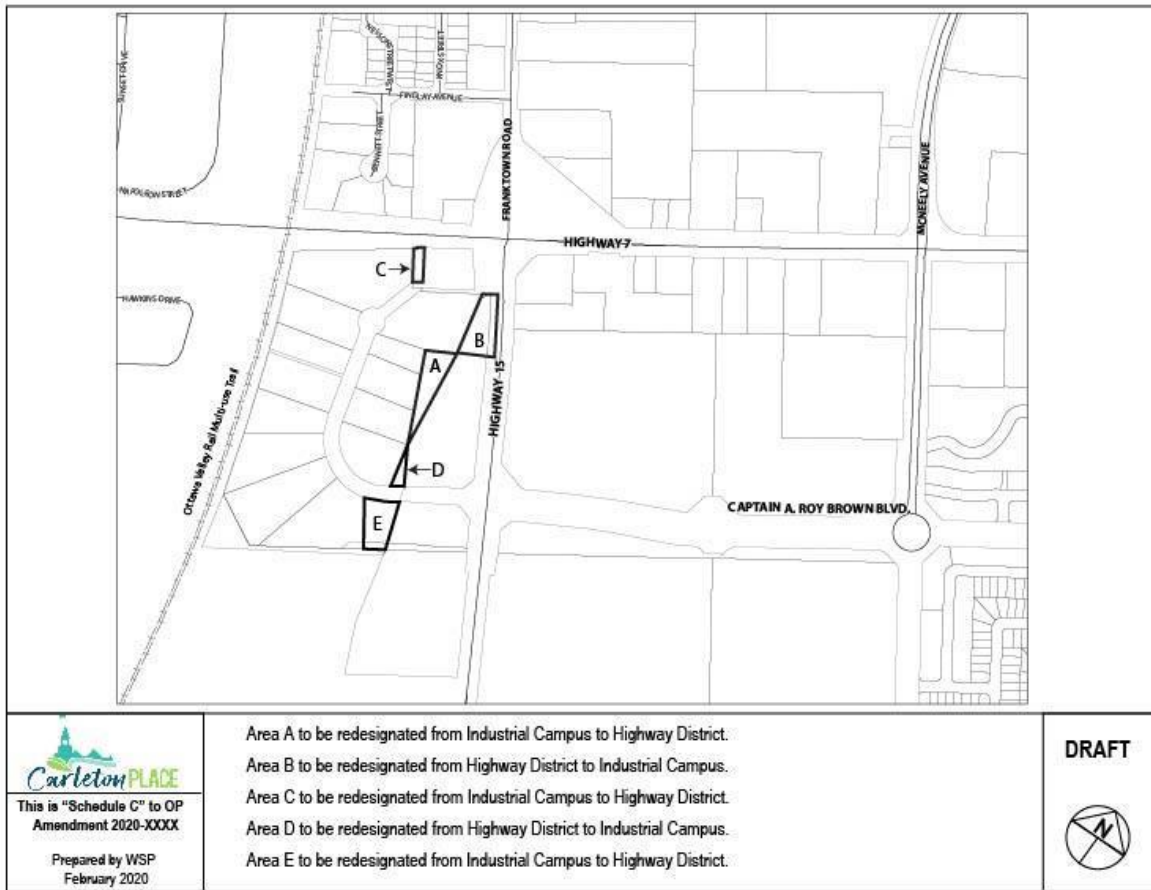
1. Gateway and wayfinding signage should be in high visibility areas.
2. Signage shall be context sensitive and minimize adverse impacts to adjacent land uses.

Gateway signage shall:

1. Be developed in conjunction with future works and MTO standards.
2. Be designed to meet Context Sensitive Design Objectives, complementary to the local context.
3. Contribute to a positive ‘Sense of Arrival’ to the Town through a unified style and look.
4. Adhere to the Town’s brand colours, fonts and logo while conforming with MTO requirements.
5. Be scaled appropriately to cater to both pedestrian and vehicular traffic in terms of its visibility, legibility and destination points.
6. Adhere to relevant MTO requirements, with appropriate relationship to the MTO right-of way along Highway 7 and Highway 15.

7. Be located outside clear zones at intersections while being sited to provide clear wayfinding to the community.
8. Be enhanced by landscape planting that is salt tolerant and hardy to the site conditions in keeping with MTO safety and maintenance requirements.
9. Be planted in a manner such that the height of plant groupings do not exceed three (3) metres from the surrounding grade to its highest element, and not exceed six (6) metres in length.

Schedule "C" – Proposed Updates to Schedule A of the Town of Carleton Place Official Plan



**CORPORATION OF THE TOWN OF CARLETON PLACE**

**By-law No. 39-2020**

**Being a By-law to adopt Amendment No. OPA-01-2020 to amend the Official Plan for the Town of Carleton Place, By-law No. 34-2013, as amended**

**WHEREAS** the Council of the Corporation of the Town of Carleton Place has initiated an application to amend the Official Plan for the Town of Carleton Place;

**WHEREAS** the Council of the Corporation of the Town of Carleton Place held a public meeting on the 3<sup>rd</sup> day of March 2020 and the 21<sup>ST</sup> day of April, 2020 respecting a Town-initiated proposal to amend the Town of Carleton Place Official Plan by adding a new Section 8 entitled 'Secondary Plans', adding a new subsection 8.1 entitled 'Highway District Secondary Plan', amending Section 2.4 regarding gateways, and amending Schedule A to correct specific boundaries and designations; and

**WHEREAS** the Council has determined that the proposed amendment to the Official Plan, as finally prepared, is suitable for adoption, and is appropriate and desirable to encourage the development, redevelopment and enhancement of the Town of Carleton Place's Highway District through the preparation of a Secondary Plan;

**NOW THEREFORE** the Council of the Corporation of the Town of Carleton, in accordance with the provisions of Section 17 and 21 of the *Planning Act, R.S.O., 1990*, as amended, hereby enacts as follows:

1. That Amendment No. OPA-01-2020), respecting the addition of a new Section 8 'Secondary Plans', the addition of a new subsection 8.1 'Highway District Secondary Plan', an amendment to Section 2.4 'Gateways', and an amendment to Schedule A in the Official Plan for the Town of Carleton Place, Council Adoption: July 23, 2013, Ministerial Approval: April 23, 2014 (By-law No. 34-2013, consisting of the text in Schedule "B" and the map in Schedule "C" attached hereto and forming part of this By-law, is hereby adopted.
2. The Mayor and Clerk are authorized to execute such certificates and other documents and to take or cause to be taken such action as may be required to evidence and confirm the adoption of the said Amendment.
3. That the Town is hereby authorized and directed to make an application to the County of Lanark for the approval of the aforementioned Official Plan Amendment No. OPA-01-2020 for the Town of Carleton Place.
4. That this By-law shall come into force and take effect on the date of the final passing thereof, subject to the provisions of the *Planning Act*.

**ENACTED AND PASSED THIS 21<sup>ST</sup> DAY OF April 2020** as witnessed by the Corporate Seal of The Corporation of The Town of Carleton Place and the hands of its proper Officers duly authorized in that behalf.

THE CORPORATION OF THE TOWN OF CARLETON PLACE

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Mayor, Mr. Doug Black

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Clerk, Stacey Blair

**READ A FIRST AND SECOND TIME THIS 21<sup>ST</sup> DAY OF APRIL 2020.**

**READ A THIRD TIME AND FINALLY PASSED THIS 21<sup>ST</sup> DAY OF APRIL 2020.**

**BY-LAW NO. 40-2020**

**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 **April 7, 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 "**April 21, 2020 Confirmatory By-Law**"

**READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 21<sup>ST</sup> DAY OF APRIL 2020.**

\_\_\_\_\_  
Doug Black, Mayor

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Stacey Blair, Clerk