



Committee of the Whole Agenda

Tuesday, May 26, 2020

Immediately Following Council
Virtual meeting via Zoom

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Suggested Motion:

THAT the agenda be accepted as presented.

3. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

4. MINUTES TO BE APPROVED AND RECEIVED

a. Committee of the Whole Minutes

7

Suggested Motion:

THAT the Committee of the Whole Minutes dated May 12, 2020 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

None.

6. REPORTS

Physical Environment

a. Drinking Water Quality Management System - 2020 1st Quarterly Report
(Communication 131067)

12

Dave Young, Director of Public Works

Suggested Motion:

THAT the Carleton Place Drinking Water Quality Management System 2020 First Quarter Report be received as information.

**b. Transition to Full Producer Responsibility for Blue Box Services
(Communication 131068)**

14

Dave Young, Director of Public Works

Suggested Motion:

WHEREAS the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern;

AND WHEREAS reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly;

AND WHEREAS the transition to full producer responsibility for packaging, paper and paper products is critical to reducing waste, improving recycling and driving better economic and environmental outcomes;

AND WHEREAS the move to a circular economy is a global movement, and the transition of Blue Box programs would go a long way towards this outcome;

AND WHEREAS the Town of Carleton Place is supportive of a timely, seamless and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products;

AND WHEREAS the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility;

NOW THEREFORE BE IT RESOLVED THAT the Town of Carleton Place would like to transition their Blue Box program to full producer responsibility on January 1, 2023;

AND this decision is based on the following rationale:

The Town of Carleton Place recently entered into a contract for recyclable material collection and processing with the term of the contract expiring on January 1, 2023. The new contract incorporated a significant increase in cost for these services which should not be the burden of the Town's residents but of producers;

AND the Town of Carleton Place would be interested in providing collection services to Producers should we be able to arrive at mutually agreeable commercial terms;

AND FURTHER THAT any questions regarding this resolution can be directed to Dave Young, Director of Public Works, at dyoung@carletonplace.ca;

AND THAT this Resolution be forwarded to the Honorable Jeff Yurek, Minister of Environment, Conservation, and Parks, and to Jamie McGarvey, President of the Association of Municipalities of Ontario.

Planning and Protection

- c. **Extension of Deadlines for Development Permit Applications Approved During COVID Emergency (Communication 131069)** 16

Joanna Bowes, Manager of Development Services

Suggested Motion:

THAT Committee provide an extension to Development Permit Agreements approved in 2020 equivalent to the length of the declared provincial COVID-19 emergency.

- d. **Proposed Changes to the Fee By-law 120-2019 for Consultations (Communication 131070)** 17

Joanna Bowes, Manager of Development Services

Suggested Motion:

THAT By-law 120-2019 be amended to include provisions for consultations at various stages of the Development Permit Application process as follows:

“Additional consultation meetings (in person, by phone or email) as follows at a cost of \$50.00/per hour, min ½ hour fee for recovery of costs:

Pre-consult Stage: two (2) pre-consults; charges begin after second pre-consult

Application/Circulation Stage: four (4) consultations; charges begin after fourth consult

Drafting of Agreement Stage: two (2) consultations; charges begin after second consult”

- e. **New Lawn Watering By-law and Repeal of By-law 19-2002 (Communication 131071)** 19
- Jennifer Hughes, By-law Administrative Clerk
- Suggested Motion:**
THAT the Council approve the draft Lawn Watering By-law and that By-law 19-2002 be repealed.
- f. **Highways 7 & 15 - Sidewalk Construction (Communication 131072)** 32
- Diane Smithson, CAO
- Suggested Motion:**
THAT Council supports the construction of sidewalks along Highway 7 as outlined on Schedule D of the Secondary Plan for the Highway 7 / 15 area of Town; and
- THAT the necessary financial planning be undertaken to ensure the Town's share of sidewalk construction is included in the Town's long-term financial plan and Development Charges Background Study to ensure they can be completed when appropriate.
- Corporate Services
- g. **Request for Downtown BIA Signs on Town Property (Communication 131073)** 35
- Diane Smithson, CAO
- Suggested Motion:**
THAT the Downtown Carleton Place Business Improvement Area (BIA) be authorized to install their entrance signs on the following Town properties:
1. The green space boulevard approaching the intersection of Franktown Road and Coleman
 2. Green space outside of the Carleton Place Train Station closer to the Subway restaurant; and
- THAT all costs of this project be borne by the BIA.
- h. **CAO's Report - Delegated Authority (Communication 131074)** 43
- Diane Smithson, CAO

Suggested Motion:

THAT Council accept the CAO's Delegated Authority Report dated May 26, 2020 as information.

i. Federation of Canadian Municipalities Asset Management Grant (Communication 131075)

45

Trisa McConkey, Treasurer

Suggested Motion:

THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for training in developing a compliant Asset Management Plan, software implementation and training to maintain the plan, and assistance with improving data for the plan; and

THAT the Municipality commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Training staff to be able to complete future compliant Asset Management Plans
- Acquisition, training, and implementation of CityWide Asset Manager software; and,
- Assistance with improving data for use in both the software and the Asset Management Plan; and

THAT the Town of Carleton Place commits up to \$100,000 from its budget plus any required staff time towards the costs of this initiative.

7. NEW/OTHER BUSINESS

None.

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

None.

9. INFORMATION LISTING

None.

10. NOTICE OF MOTIONS

11. CLOSED SESSION

Suggested Motion:

THAT the Committee move into closed session at _____ p.m. to discuss matters subject to:

Section 239 (2)

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

(c) a proposed or pending acquisition or disposition of land by the municipality or local board; and

(d) labour relations or employee negotiations;

1. Terms of Employment
2. Personnel matter
3. Purchase of Land

AND THAT Diane Smithson, CAO, Stacey Blair, Clerk and Trisa McConkey, Treasurer (item 1), remain in the room.

Suggested Motion:

THAT the Committee return to regular session and report progress at _____ p.m.

12. RISE AND REPORT

13. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at _____p.m.

Committee of the Whole Minutes

Tuesday, May 12, 2020
Immediately Following the Council Meeting

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, Trisa McConkey,
Treasurer, Joanna Bowes, Manager of Development Services

1. CALL TO ORDER

The Chair called the meeting to order at 7:18 p.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Fritz

Seconded by: Mayor Black

THAT the agenda be accepted as presented.

CARRIED

3. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

1. Deputy Mayor Redmond - DP3-02-2020, 7 Arthur Street, Lanark County Housing Corporation (Communication 131061)

On the advice of the Town's Integrity Commissioner, the Deputy Mayor declared a conflict of interest for this matter due to an ongoing legal matter.

4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

Moved by: Councillor Randell

Seconded by: Councillor Atkinson

THAT the Committee of the Whole Minutes dated April 21, 2020 be accepted as presented.

CARRIED

5. DELEGATIONS/PRESENTATIONS

1. Howard Allan, Accountant, Howard Allan and Associates

The Town's Auditor, Howard Allan, Allan & Partners, LLP provided a report on the Town's 2019 financial year end. Mr. Allan noted that the rates of taxation in Carleton Place are very competitive compared to other towns within the County and even Eastern Ontario as a whole. Mr. Allan commended the Town on a great year in 2019 and he attributed that success to strong financial management by staff and Council.

The Town's financial statements will be posted on the Town's website for public viewing on Wednesday, May 13, 2020.

2. Audited Financial Statements for 2019

Moved by: Councillor Tennant

Seconded by: Councillor Atkinson

THAT Council approve the 2019 Audited Consolidated Financial Statements; and

THAT the statements be posted on the Town's website.

CARRIED, CONSENT

6. REPORTS

Corporate Services

1. 2020 Public Sector Accounting Board (PSAB) Budget (Communication 131065)

Moved by: Mayor Black

Seconded by: Councillor Seccaspina

THAT Council approve the 2020 Public Sector Accounting Board (PSAB) Budget prepared by the Treasurer as required by the Municipal Act, 2001 O. Reg. 284/09.

Planning and Protection

2. DP3-02-2020, 7 Arthur Street, Lanark County Housing Corporation
(Communication 131061)

Deputy Mayor Redmond declared a conflict on this item. (On the advice of the Town's Integrity Commissioner, the Deputy Mayor declared a conflict of interest for this matter due to an ongoing legal matter.)

The Deputy Mayor was placed on hold due to his declared conflict of interest and did not participate or vote on this item.

Joanna Bowes, the Manager of Development Services, made a presentation which summarized the proposed 24-unit social-housing development and the relief from the Development Permit By-law being sought by this application.

Emily Hollington, Director of Social Services of Lanark County, spoke about the proposed development and provided some background information on the project, including that 75% of the units will be rent geared to income and 25% will be affordable units. Every unit will be accessible for visitors while 4 units will be fully accessible. She emphasized the need for the project to remain affordable and noted that the project is over-budget.

Paul Robinson, Planning Consultant representing Lanark County, also provided a summary of the application and clarified various points.

Moved by: Councillor Seccaspina

Seconded by: Councillor Randell

THAT the Committee authorizes application DP3-02-2020 for the construction of a 20-unit apartment building at 7 Arthur Street and directs staff to move forward with the drafting of the Development Permit Agreement with the following conditions:

1. That both garbage and recycling are stored within the building and that both garbage and recycling are removed from the site weekly;
2. That snow be removed from site after each significant snow fall;

3. That, subject to County approval, a masonry product (stamped concrete) 4 feet high will be applied on the Lansdowne and Arthur Street sides of the building and enhanced landscaping will be provided; and

THAT the Committee authorizes staff to issue a Development Permit upon receipt of all required information, fees and securities.

CARRIED

3. Interim Control By-law Timelines (Communication 131062)

Moved by: Councillor Fritz

Seconded by: Councillor Atkinson

THAT the staff report outlining a timeframe for completion of the Interim Control By-law Study be accepted as information.

CARRIED, CONSENT

4. Development Services Activity Report to April 30, 2020 (Communication 131063)

Moved by: Councillor Tennant

Seconded by: Councillor Randell

THAT the Development Services Planning Activity Report to April 30, 2020 be received as information.

CARRIED, CONSENT

5. New Refreshment Vehicle By-law to Repeal By-law 16-2016 (Communication 131064)

Moved by: Councillor Fritz

Seconded by: Councillor Randell

THAT Council approve the 2020 Refreshment Vehicle By-law, and that By-laws 16-2016 and 33-2017 be repealed.

CARRIED, BY LAW PREPARED

7. NEW/OTHER BUSINESS

None.

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

1. Advisory Committee and Board Minutes

Moved by: Councillor Atkinson

Seconded by: Councillor Randell

THAT the following minutes be received:

- Urban Forest/River Corridor Advisory Committee - April 22, 2020

CARRIED

9. INFORMATION LISTING

Moved by: Councillor Randell

Seconded by: Councillor Seccaspina

THAT the Information Listing dated May 12, 2020 be received as information.

CARRIED

10. NOTICE OF MOTIONS

None.

11. ADJOURNMENT

Moved by: Councillor Tennant

Seconded by: Councillor Atkinson

THAT the meeting be adjourned at 8:40 p.m.

CARRIED

Deputy Mayor Sean Redmond

Stacey Blair, Clerk

COMMUNICATION 131067

Received From: Dave Young, Director of Public Works
Addressed to: Committee of the Whole
Date: May 26, 2020
Subject: Drinking Water Quality Management System – 2020 1st Quarterly Report

SUMMARY

The attached report describes the activities and issues relating to the operation of the Town's Drinking Water System from January 2020 through to March 2020.

COMMENT

Noteworthy items from the report include:

- A Drinking Water Inspection was undertaken by Ministry of the Environment, Conservation and Parks (MOECP) in February. The inspection report has now been received and staff are reviewing the content and an agenda report will be forthcoming to Council.
- Oversight of development related activities continued throughout this time period.
- There were only four (4) calls relating to water quality during these months.
- System demand was down slightly (-4.7%) from the same timeframe last year.

STAFF RECOMMENDATION

THAT the Carleton Place Drinking Water Quality Management System 2020 First Quarter Report be received as information.

2020 1st Quarter DWQMS Report to Council

The purpose of this report is to summarize the activities of the Public Works – **Water Distribution System** for the period January 2020 through March 2020 for Town Council.

Ministry Inspection

The Ministry of Environment conducted their annual inspection of the Carleton Place Drinking Water System on February 20th and February 28th. The final outcomes of the inspection have yet to be finalized and once the final report is completed, it will be presented to Council at that time.

Operational Plan Revisions

There have been no revisions to the Operational Plan during this quarter.

Drinking Water Quality

To date in 2020 there have been four (4) calls by residents concerning water quality. They are summarized as follows:

- 0 – Taste / Odour
- 2 – Visual
- 2 - Noise / Service Issues
- 0 - Other

Operational Activities

From January through March, the following activities were completed by the Waterworks Staff:

- Regular monthly hydrant flushing
- Oversaw significant water and sewer works activities on Stokes Drive – change from high density to townhomes – commission and reconnect to distribution system
- Numerous new home occupancy service activations
- Oversaw outstanding hydrant repairs within the Cardel Subdivision
- Assisted with private service leak on Patterson Crescent
- Oversaw the remainder of water servicing works within the NuGlobe Subdivision
- Remove winter hydrant markers
- New water meters were supplied to 6 Costello Drive, Saumure's Beckwith Street development, and the Findlay Condos

Consumption Statistics - System Demand

	<u>January 2020</u>	<u>February 2020</u>	<u>March 2020</u>
Avg.	3896.41	3974.46	3992.27
# of Days	31	29	31
Max.	4270.8	4226.32	4360.8
Min.	<u>3607.88</u>	<u>3740.57</u>	<u>3790.64</u>
Summary	120789	115259.4	123760.4

Total # of Days: 91

Total to Date 2020: 359,809 m³ (which is a 4.7% decrease over the same period in 2019)

COMMUNICATION 131068

Received From: Dave Young, Director of Public Works
Addressed To: Committee of the Whole
Date: May 26, 2020
Topic: Transition to Full Producer Responsibility for Blue Box Services

SUMMARY

As previously discussed, the Province continues to develop a Draft Regulation that will provide the framework for the transition to Full Producer Responsibility of the Blue Box Program under the *Resource Recovery and Circular Economy Act*.

AMO has been representing Ontario Municipalities as they work with the Ministry of Environment, Conservation and Parks, and other industry stakeholders, and has requested that all municipalities provide a resolution outlining each municipality's preferred date to transition to full producer responsibility between the proposed start date of January 1, 2023, and the anticipated December 31, 2025 completion date of transition. It is anticipated that there will be three (3) phases province wide during this transition process timeframe.

BACKGROUND

The recently awarded contract for the provision of Blue Box Collection Services and Processing was structured to allow the Town to be prepared for the first phase of the transition, and had an expiration of January 1, 2023. Based on the significant cost increase in these services, it reinforces the benefit to the Town of Carleton Place to transition as soon as possible. There is no guarantee that this will in fact occur, but there is a financial incentive to communicate that the Town is well positioned to be in the first phase.

STAFF RECOMMENDATION

WHEREAS the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern;

AND WHEREAS reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly;

AND WHEREAS the transition to full producer responsibility for packaging, paper and paper products is critical to reducing waste, improving recycling and driving better economic and environmental outcomes;

AND WHEREAS the move to a circular economy is a global movement, and the transition of Blue Box programs would go a long way towards this outcome;

AND WHEREAS the Town of Carleton Place is supportive of a timely, seamless and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products;

AND WHEREAS the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility;

NOW THEREFORE BE IT RESOLVED THAT the Town of Carleton Place would like to transition their Blue Box program to full producer responsibility on January 1, 2023;

AND this decision is based on the following rationale:

The Town of Carleton Place recently entered into a contract for recyclable material collection and processing with the term of the contract expiring on January 1, 2023. The new contract incorporated a significant increase in cost for these services which should not be the burden of the Town's residents but of producers;

AND the Town of Carleton Place would be interested in providing collection services to Producers should we be able to arrive at mutually agreeable commercial terms;

AND FURTHER THAT any questions regarding this resolution can be directed to Dave Young, Director of Public Works, at dyoung@carletonplace.ca;

AND THAT this Resolution be forwarded to the Honorable Jeff Yurek, Minister of Environment, Conservation, and Parks, and to Jamie McGarvey, President of the Association of Municipalities of Ontario.

COMMUNICATION 131069

Received from Joanna Bowes, Manager of Development Services
Addressed to Committee of the Whole
Date May 26, 2020
Topic Extension of Deadlines for Development Permit Applications
Approved During COVID Emergency

SUMMARY

A variety of planning approvals have been granted either immediately before, or during the State of Emergency declared due to COVID-19. Under Section 2.25 of the Development Permit By-law "Decision of the Committee" it notes "The decision of the Committee is valid for the period of 6 months after the date of the decision. If the Development Permit Agreement is not signed within that time period the lands will revert to the uses permitted prior to the Committee decision".

COMMENT

At the time the Development Permit Agreement is signed, securities, often substantial, are required as part of the completion of the agreement. In speaking to several developers who have been approved at Committee recently, they are concerned about providing securities at this time due to the economic situation. Other developers are unable to find a lawyer to review their agreement in a timely fashion. Given these and other concerns provided, the Planning Department believes that at this time it is best to provide an extension to each of these developments equivalent to the length of the provincial COVID-19 emergency. The emergency was initially declared by the Province on March 17, 2020 and at this time it is unclear when the emergency will be lifted.

For those who are willing to sign the agreement and post securities, the Development Permit Agreements have been amended to recognize a similar timeframe for building permit application. This was important as a result of many construction sites being shut down due to the emergency.

STAFF RECOMMENDATION

THAT Committee provide an extension to Development Permit Agreements approved in 2020 equivalent to the length of the declared provincial COVID-19 emergency.

COMMUNICATION 131070

Received From Joanna Bowes, Manager of Development Services
Addressed To Committee of the Whole
Date May 26, 2020
Topic Proposed Changes to the Fee By-law 120-2019 For Consultations

SUMMARY

As seen in the January -April 2020 pre-consultation and application figures presented at the May 12, 2020 meeting, growth and development continues to increase for the Town of Carleton Place. These numbers presented do not accurately reflect work being completed by the current two (2) person department. We have assigned one (1) pre-consultation per address when in fact, in many cases there are more often than not, 2-3 pre-consultation meetings (often for clarifications of sections of the by-law, or small to large modifications of the original plan presented). All these meetings are reflected as one (1) pre-consultation in the chart.

COMMENTS

The Planning Department has a fee for any additional **pre-consultation** meetings (in person, by email or phone) after the first two (2) meetings. The fee is set at \$50/hour to offset administrative costs. Often, this charge has not been used in an effort to provide the public and developers with access to information because the Planning Department is a public service. Unfortunately, it has been noted that in many cases Staff is repeating information or being brought into debates as to how the developer should move forward. This compromises Staff because they should not be the planner on the file they are approving.

Substantial time is also spent once the Planning Department receives an application and circulates it for two (2) rounds of comments. Again, in some cases the file goes smoothly, and no substantial effort is required by the Planning Department. Other times, there are back and forth consultations between Staff and the developer on the comments themselves, questions regarding how comments can be dealt with, multiple reviews of drawings to name a few. There is no fee in place for excess time spent during the **application circulation** period. Some complex files that come to mind include McArthur Island Development, Subdivisions, and some smaller more politically contentious files.

Lastly, in rare cases, there is significant disagreement over what clauses should be included in a development permit agreement, or ultimately the approval of "final" drawings. The Planning Department can spend significant time sorting through the details at the **drafting of the agreement** stage. There is also no fee associated with this stage in the process.

Staff recommends a revision to the wording of the Fee By-law to be changed from “Additional pre-consultation meetings (additional meetings after the second in person, email, or phone meetings), \$50.00 per hour, min ½ hour fee, recovery of administrative costs” to

“Additional consultation meetings (in person, by phone or email) fee schedule as follows at a cost of \$50.00/per hour, min ½ hour fee for recovery of costs.

*Pre-consult Stage: two (2) pre-consult; charges begin after second pre-consult
Application/Circulation Stage: four (4) consultations; charges begin after fourth consult
Drafting of Agreement Stage: two (2) consultations; charges begin after second consult”*

The Planning Department has reviewed files that have gone smoothly and believe that the above number of Planning Department consultations that are required even for a reasonably complex file. It should be noted that the hope is that this will ensure that the developers are driven to use their own experts’ knowledge rather than rely too heavily on Staff.

It should also be noted that the City of Ottawa charges \$637.00 for the first pre-consultation on any development project. This pre-consultation does provide significantly more detail than the Carleton Place Planning Department can provide given time constraints and includes information from Conservation Authorities, Engineering Department and others. While we do our best to hold pre-consultation meetings with the Engineering Department to ensure the applicant has all the information required, a detailed report is not provided due to the time and effort this would require with minimal staff. In addition, this level of detail is provided during the first and second round of circulation prior to the application being deemed complete.

STAFF RECOMMENDATION

THAT By-law 120-2019 be amended to include provisions for consultations at various stages of the Development Permit Application process as follows:

“Additional consultation meetings (in person, by phone or email) as follows at a cost of \$50.00/per hour, min ½ hour fee for recovery of costs:

*Pre-consult Stage: two (2) pre-consults; charges begin after second pre-consult
Application/Circulation Stage: four (4) consultations; charges begin after fourth consult
Drafting of Agreement Stage: two (2) consultations; charges begin after second consult”*

COMMUNICATION 131071

Received From: Jennifer Hughes, By-law Administrative Clerk
Addressed To: Committee of the Whole
Date: May 26, 2020
Topic: New Lawn Watering By-law to Repeal By-law 19-2002

BACKGROUND

This By-law was selected for review by staff based on issues raised by the By-law Enforcement Officers, who report that the previous by-law was outdated in a number of areas.

SUMMARY

The Town's Lawn Watering By-law has been reviewed by staff, which has resulted in a number of suggested updates in the proposed draft by-law.

Recommended changes include:

- Added provisions that detail the different levels of water ban, and restrictions for each one;
- New schedule that lists exempted properties that are on the Town's tax roster but not on Town water supply;
- Shortened watering times from four (4) hours each morning and evening to three (3) hours in the morning and evening, keeping water conservation in mind;
- An increase in the number of days (from 7 to 21) of watering allowed for new seed or sod; and
- New provisions allowing an Officer to enter onto property, and preventing the obstruction of an Officer.

DISCUSSION

In the interest of water conservation, watering times have been shortened by a total of two (2) hours each day (an hour shorter in the morning, and an hour shorter in the evening). Detailed provisions for each level of water ban ensures that the by-law provisions can be enforced and leaves no room for interpretation about what is permitted under each stage of the water ban. The new by-law also allows Officers to enter onto property, if required to ensure its provisions can be enforced.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this by-law.

STAFF RECOMMENDATION

THAT the Council approve the Lawn Watering By-law and that By-law 19-2002 be repealed.

BY-LAW NO. XX-2020**A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO REGULATE THE TIME, MANNER, EXTENT AND NATURE OF THE SUPPLY OF WATER WITHIN THE SERVICED AREA OF THE TOWN OF CARLETON PLACE, AND TO REPEAL BY-LAW 19-2002.**

WHEREAS Sections 8, 9 and 10 of the *Municipal Act, 2001* (S.O. 2001, c.25), authorize a municipality to pass by-laws that are necessary or desirable for municipal purposes and, in particular, respecting economic, social and environmental well-being of the municipality; health, well-being and safety of persons; services and things that the municipality is authorized to provide; and protection of persons and property, including consumer protection; and

WHEREAS Section 5(3) of the *Municipal Act, 2001* (S.O. 2001, c.25) authorizes that municipal powers, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

WHEREAS Section 11(1) of the *Municipal Act, 2001* (S.O. 2001, c.25) provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4); and

WHEREAS Section 11(2) of the *Municipal Act, 2001* (S.O. 2001, c.25) provides that a lower-tier municipality may pass by-laws respecting the health, safety and well-being of persons; and

WHEREAS Section 128 of the *Municipal Act, 2001* (S.O. 2001, c.25) provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that in the opinion of Council is or could become or cause public nuisances; and

WHEREAS Section 436 of the *Municipal Act, 2001* (S.O. 2001, c.25) states that a municipality has the power to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not a by-law of the municipality is being contravened; and

WHEREAS Section 444 of the *Municipal Act, 2001* (S.O. 2001, c.25) provides that where a municipality is satisfied that a contravention of a by-law of the municipality passed under this Act has occurred, the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity. 2006, c. 32, Sched. A, s. 184; and

WHEREAS Section 445 of the *Municipal Act, 2001* (S.O. 2001, c.25) provides that where a municipality is satisfied that a contravention of a by-law of the municipality passed under this Act has occurred, the municipality may make an order requiring the

person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention. 2006, c. 32, Sched. A, s. 184; 2009, c. 33, Sched. 21, s. 6 (38).

WHEREAS Section 446 of the *Municipal Act, 2001* (S.O. 2001, c.25) permits a municipality to enact a by-law to require that a matter or thing be done by a person and in default, the matter or thing may be done by the municipality at the person's expense and further that the costs of doing so may be added to the tax rolls and collected in the same manner as taxes; and

WHEREAS the Corporation of the Town of Carleton Place deems it necessary and desirable to regulate the consumption and use of water in order to promote water conservation and to ensure a continued and abundant supply of water within the serviced area of the Corporation of the Town of Carleton Place;

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

1 DEFINITIONS

- 1.1 **Calendar Day** means one day commencing at 12:00 a.m. and ending at 11:59 p.m. local time.
- 1.2 **Clerk** means the Clerk for the Town of Carleton Place.
- 1.3 **Corporation** means the Corporation of the Town of Carleton Place.
- 1.4 **Council** means the elected Council for the Town of Carleton Place.
- 1.5 **Director** means the Director of Public Works for the Town of Carleton Place or his/her designate.
- 1.6 **Hose** means a device used for conveying water.
- 1.7 **Landscaping** shall mean new installation of garden plants, grass, sod, and trees which would require water to ensure survival of the newly installed items.
- 1.8 **Municipal Address** means the numbered address designated for that location by the Clerk.
- 1.9 **Municipality** means the Corporation of the Town of Carleton Place.
- 1.10 **Officer** means By-law Enforcement Officer appointed by the Corporation of the Town of Carleton Place, or an Ontario Provincial Police officer.

- 1.11 **Owner** includes; the person for the time being, managing or receiving the rent of/or as shown on the assessment roll, on the land or premises in connection with which the word is used, whether on his/her own account or as agent or trustee of any person, or who would so receive the rent if such land and premises were let.
- 1.12 **Person** means an individual, association, partnership, corporation, municipality, provincial or federal agency or any agent or employee thereof.
- 1.13 **Pipe** means any long tube used to convey liquids.
- 1.14 **Property** means any house, building, structure, dwelling unit, or place.
- 1.15 **Public Works Employee** means someone employed by the Public Works Department to carry out assigned duties within the municipality.
- 1.16 **Spray and sprinkle** means to scatter drops of water.
- 1.17 **Sprinkler** means a device that scatters drops of water.
- 1.18 **Town** means the Corporation of the Town of Carleton Place.
- 1.19 **Yard** means lawn, gardens, grass, plots, boulevards, grounds or lands of any description.
- 1.20 **Water or watering** means the act of wetting or soaking with water, by means of sprinklers, hoses, pipes, etc. (this includes methods like irrigating, sprinkling, spraying). The examples listed are included in the definition, but the definition is not limited to the examples listed above.

2 **INTERPRETATION**

- 2.1 In this by-law “may” shall be construed as permissive.
- 2.2 In this by-law “shall” shall be construed as imperative.

3 **STANDARD WATERING RESTRICTIONS**

- 3.1 No person shall water a yard using water from the Town’s water supply system between May 1st each year and September 30th of the same year, unless otherwise specified in this by-law.

- 3.2 No person shall use water originating from any property with an even-numbered municipal address to water a yard, except on even-numbered calendar days when the water is supplied by the Town's water supply system.
- 3.3 No person shall use water originating from any property with an odd-numbered municipal address to water a yard, except on odd-numbered calendar days, when the water is supplied by the Town's water supply system.
- 3.4 Each property not designated by a municipal address and served by the Town's water supply system, shall receive a designation of either an even-numbered or odd-numbered municipal address from the Clerk.

4 PERMITTED HOURS OF WATERING

- 4.1 No person shall water a yard, except between the hours of 5:00 a.m. and 8:00 a.m. and between the hours of 8:00 p.m. and 11:00 p.m. on their permitted days, as specified in Section 3, when the water is supplied by the Town's water supply system.

5 EXEMPTIONS

- 5.1 Any person installing a significant amount of new landscaping shall be entitled to use water for the newly installed landscaping each calendar day during any part of the day for a period of 21 days from the initial date of installation of the landscaping.
- 5.2 Significant amounts of landscaping shall be determined at the discretion of the By-law Enforcement Officer on duty at the time of the occurrence or inquiry.
- 5.3 Municipal staff, or contractors directed by municipal staff shall be exempt from the restrictions provided in this by-law while watering municipal property.
- 5.4 Those properties that are not on the Town's water supply system and that are listed on Appendix A shall be exempt from any of the restrictions in this by-law.

6 WATERING BAN

- 6.1 The Director of Public Works or his/her designate, when deemed appropriate, may further restrict or place a complete ban prohibiting the watering of yards which shall remain in effect until otherwise directed by the Municipality.

- 6.2 No person shall water a yard with water supplied by the Town's water supply system that would be in contravention of further restrictions or a ban imposed by the Municipality.

7 STAGED RESTRICTIONS

- 7.1 Notwithstanding Sections 5 and 6 of this by-law, in the event the Director of Public Works or his/her designate gives notice to the Town that a reduction in water use is necessary, the following staged restrictions shall apply:

7.1.1 Stage 1 Outdoor Water Use Advisory

All persons or owners or occupants of property within the Town are requested to voluntarily refrain from using municipal water from a hose, pipe, sprinkler or permanent irrigation system for the purpose of:

- i) Watering lawns and gardens.
- ii) Washing vehicles, recreational vehicles, sidewalks, patios, decks, windows or driveways.
- iii) Filling swimming pools.

7.1.2 Stage 2 Outdoor Water Use Ban

No person or owner or occupant of property within the Town shall use municipal water from a hose, pipe, sprinkler, or permanent irrigation system for the purpose of:

- i) Watering lawns and gardens
- ii) Washing vehicles, recreational vehicles, sidewalks, patios, decks, windows or driveways.
- iii) Filling of swimming pools

7.1.3 Stage 3 Outdoor Water Use Ban

No person, or owner or occupant of property within the Town shall use municipal water from a hose, pipe, sprinkler, or permanent irrigation system for any purpose whatsoever.

8 GENERAL EXEMPTIONS UNDER STAGED RESTRICTIONS

8.1 Notwithstanding Section 7 of this by-law, the following exemptions apply to a Stage 1 Outdoor Water Use Advisory or a Stage 2 Outdoor Water Use Ban:

8.1.1 A person may water flowers, shrubs, trees or vegetables on days other than and including their designated water day provided the watering is done using a hand-held container during the hours of 5:00 a.m. and 8:00 a.m. and 8:00 p.m. and 11:00 p.m.

8.1.2 A person may water new trees or shrubs during installation and for 24 hours following planting. Any subsequent watering must comply with the provisions of this by-law.

8.1.3 A person may water new sod or seed for up to 21 days following planting and sodding during the hours of 5:00 a.m. and 8:00 a.m. and 8:00 p.m. and 11:00 p.m.

8.1.4 A person may fill a backyard residential pool strictly for maintaining the integrity of the filtering system during the hours of 5:00 a.m. and 8:00 a.m. and 8:00 p.m. and 11:00 p.m.

9 EXEMPTED OPERATIONS UNDER STAGED RESTRICTIONS

9.1 Notwithstanding Sections 7 and 8 of this by-law, the provisions related to a Stage 2 Outdoor Water Use Ban do not apply to persons, owners or operations of property in the Town who own, operate or carry on the following operations, which rely on the steady supply and use of water:

9.1.1 Nurseries;

9.1.2 Outdoor playing fields, if failure to water will result in a permanent loss of plant material or adversely affect public safety;

9.1.3 Washing exterior building surface, including windows, parking lots, driveways or sidewalks prior to the application of a product such as paint, preservative, stucco, or the preparation of a surface prior to paving or rejoining of bricks, or if required by law to comply with health and safety regulations;

9.1.4 Commercial car washes and vehicle dealerships;

9.1.5 Town-operated recreational facilities and municipality-maintained vegetation;

9.1.6 Commercial or industrial facilities utilizing timed irrigation systems will be

permitted to operate between 12:00 a.m. and 6:00 a.m. on a once per week basis of no longer than a two-hour span;

9.1.7 Other users as identified by the Town from time to time.

10 CONNECTIONS

- 10.1 No person shall water from more than one (1) connection supplied by the Town's water supply system at any one time.

11 ENTRY ONTO PRIVATE PROPERTY

- 11.1 A By-law Enforcement Officer, employee of the Public Works Department or any person acting under the Officer's instructions may without a warrant enter onto any property to investigate and or correct a violation of this by-law during the hours of one-half hour before sunrise to one-half hour after sunset on any day to determine whether the property conforms to the standards prescribed in this by-law.
- 11.2 The Officer, Public Works employee or any other person acting under his or her instructions shall not enter any room or place used as a dwelling without the consent of the occupant.
- 11.3 An Officer shall, upon request, show proper identification to the owner or occupier of the property being inspected.

12 NOTICE OF VIOLATION

- 12.1 The Officer shall issue a notice of violation to the owner(s) or occupants responsible for said property that does not conform to the standards of this by-law.
- 12.2 The Officer shall cause a notice of violation to be placed in the mailbox, left in or on the door or given to an occupant of the property which does not conform to the standards prescribed by this by-law. The placard shall state the particulars of the non-conformity.
- 12.3 When it cannot be determined who caused the violation of this by-law, any person who appears over the age of 18 years residing on the property may be issued a provincial offence notice for any violations observed at a property where the violation has taken place.

13 PENALTIES AND ENFORCEMENT

- 13.1 The Corporation of the Town of Carleton Place may appoint By-law Enforcement Officers and such other staff to carry out the administration and enforcement of this by-law.
- 13.2 Interpretation and application of the terms and definitions of this by-law shall be determined at the discretion of the By-law Enforcement Officer.
- 13.3 No person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer, any Public Works employee in the performance of their duties or anyone acting under the Officer's instructions while in the exercise of a power or the performance of a duty under this by-law.
- 13.4 No one shall give false information to an Officer.
- 13.5 Any second or greater violation of any section of this by-law may have a set water usage fee and an administration fee added to the water bill or tax roll of the property whether the owner of the property resides at the property where the violation occurred.
- 13.6 Any person who contravenes any of the provisions of this by-law and the procedures with respect thereto is guilty of an offence and the enforcement and the penalty imposed thereunder shall be subject to the provisions of the *Provincial Offences Act*, R. S.O. 1990, Chapter P .53 and amendments thereto, and the penalty for the commission of any such offence shall be provided for in the said *Provincial Offences Act*.
- 13.7 This by-law shall be enforced by a By-law Enforcement Officer and/or an Officer with the Ontario Provincial Police force having jurisdiction within the Town and a member of on-duty Town Public Works staff.

14 VALIDITY

- 14.1 Where a provision of this by-law conflicts with the provisions of another by-law in force in the municipality, the provisions that establish the higher standards to protect the health, safety and welfare of the general public prevails.
- 14.2 Should any section, subsection, clause or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the part so declared to be invalid.
- 14.3 This by-law shall not take effect until an order regarding set fines has been approved by the appropriate Judge of the Ontario Court of Justice.

15 SHORT TITLE

15.1 This By-law may be referred to as the *Watering By-law*.

16 REPEAL OF BY-LAW

16.1 By-law 19-2002 and amendments thereto regulating the consumption of water during certain times of the year shall be hereby repealed.

READ A FIRST TIME, SECOND TIME, THIRD TIME AND FINALLY PASSED
THIS ____ DAY OF _____, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

APPENDIX A

RESIDENTIAL PROPERTIES ON TAX ROLL NOT ON SEWER AND WATER IN THE TOWN OF CARLETON PLACE

CIVIC NUMBER	STREET
72	Albert Street
142	Arthur Street
19	Boundary Road
29	Boundary Road
49	Boundary Road
59	Boundary Road
166	Boyd Street
355	Bridge Street
437	Bridge Street
447	Bridge Street
455	Bridge Street
489	Bridge Street
503	Bridge Street
507	Bridge Street
515	Bridge Street
516	Bridge Street
349	Carleton Street
354	Carleton Street
359	Carleton Street
357	Edmund Street
361	Edmund Street
269	Franktown Road
285	Franktown Road
293	Franktown Road
301	Franktown Road
307-309	Franktown Road
325	Franktown Road
347	Franktown Road
349	Franktown Road
359	Franktown Road
385	Franktown Road
400	Franktown Road
223	Henry Street
374	High Street
377	High Street

386	High Street
400	High Street
190	Joseph Street
198	Joseph Street
254	Lake Ave. West
292	Lake Ave. West
308	Lake Ave. West
366	Lake Ave. West
384	Lake Ave. West
388	Lake Ave. West
252	Lansdowne Avenue
71	Lisgar Street
225	Napoleon Street
230	Napoleon Street
234	Napoleon Street
240	Napoleon Street
252	Napoleon Street
260	Napoleon Street
265	Napoleon Street
266	Napoleon Street
276	Napoleon Street
280	Napoleon Street
295	Napoleon Street
298	Napoleon Street
315	Napoleon Street
342	Napoleon Street
345	Napoleon Street
346	Napoleon Street
350	Napoleon Street
352	Napoleon Street
354	Napoleon Street
356	Napoleon Street
194	Sarah Street
200	Sarah Street
204	Sarah Street
228	Sarah Street
414	Thomas Street
442	Thomas Street
458	Thomas Street
467	Thomas Street
473	Thomas Street
494	Thomas Street
495	Thomas Street
504	Thomas Street
505	Thomas Street
156	Townline West

265	Townline West
302	Townline West
314	William Street
318-322	William Street
320	William Street
395	William Street

DRAFT

COMMUNICATION 131072

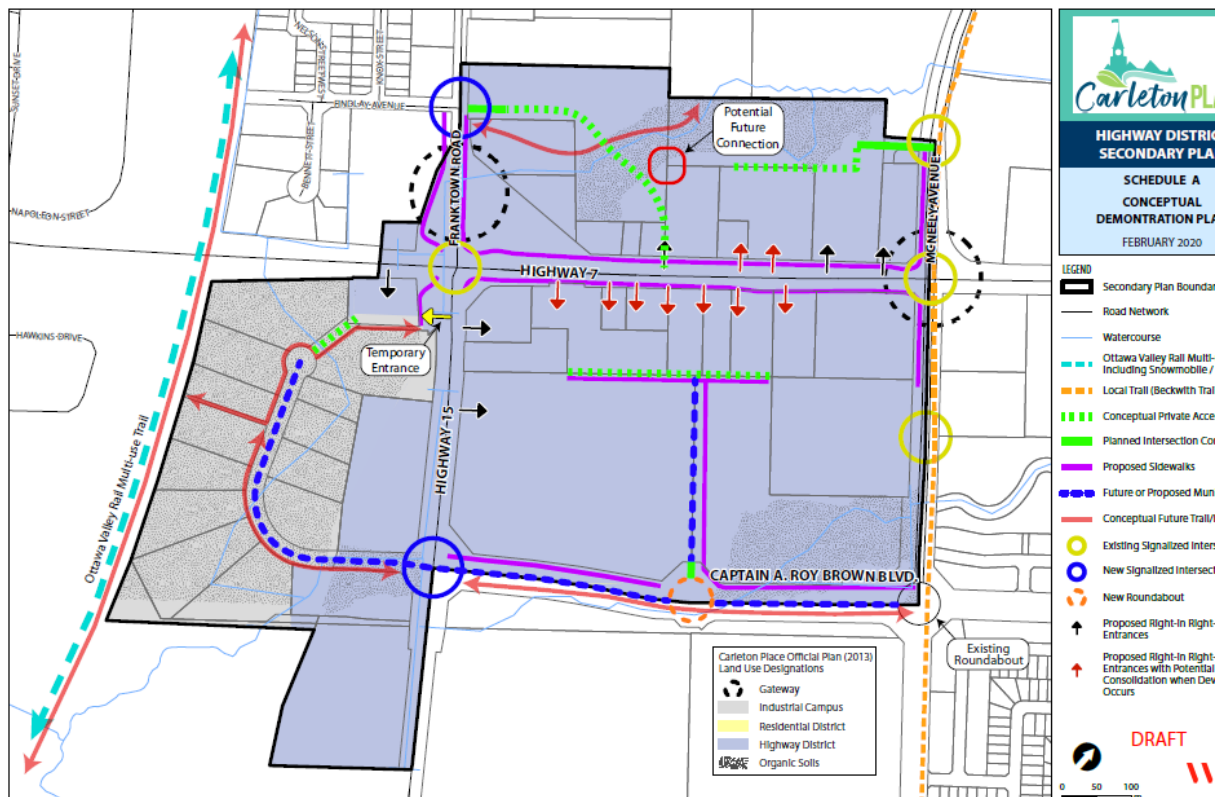
Received From: Diane Smithson, Chief Administrative Officer
Addressed To: Committee of the Whole
Date: May 26, 2020
Topic: Highways 7 & 15 – Sidewalk Construction

SUMMARY

The Ministry of Transportation of Ontario (MTO) will be upgrading the Hwy 15/Hwy 7 intersection and making improvements to the intersection at McNeely and Highway 7. As part of this project, it intends to add turning lanes and install islands along the centerline of both highways for established distances to improve traffic safety by eliminating left turns for entrances. As part of the Secondary Plan component of the project, the installation of sidewalks is shown as purple lines as part of Schedule D attached to this report.

BACKGROUND

MTO and the Town have been working together for the past two (2) years completing the Environmental Assessment (EA) for the highway improvements and a complementary Secondary Plan that conceptually describes the access roads that will provide full access to businesses, shows proposed sidewalks in the area both along and approaching Highway 7 as shown in purple lines on the diagram below and sets out how redevelopment of the area will proceed. The Secondary Plan was presented to Committee of the Whole on March 3, 2020 with final approval granted by Council on April 21, 2020 as an amendment to the Town's Official Plan. The Secondary Plan is now being considered by the County of Lanark Council who is the approval authority of changes to the Town's Official Plan.



DISCUSSION

The upgrades to Hwy7/Hwy 15 are a provincial project and to date, MTO has funded all costs associated with both the EA and the Secondary Plan.

When the final project is constructed, as this is a provincial highway, MTO will pay for the costs of the improvements. The one area that MTO will not contribute to is the construction of sidewalks except for the crossing sidewalk located within the intersections of Highway 7 and McNeely Avenue and Highway 7 and Highway 15 as it is not their practice to pay for and install sidewalks unless they have to replace existing sidewalks as part of a construction project. As these are new sidewalks and not replacement ones, MTO will not fund them. The areas where sidewalks are proposed according to the Secondary Plan Schedule D include:

1. along both sides of Highway 7 between McNeely Avenue and Franktown Road;
2. on both sides of Franktown Road between Findlay Avenue and Highway 7;
3. along the west side of McNeely Avenue between the lights leading into the Independent Grocer/Tim Horton's/McDonalds and Highway 7;
4. along the west side of Highway 15 between Highway 7 and the Town's future employment lands; and
5. on the west side of McNeely Avenue between Highway 7 and the entrance to the Home Depot property;

6. Along Captain A Roy Brown Boulevard and the areas servicing the rear of businesses fronting on Highway 7.

In addition to construction of the sidewalks, the Town would be responsible for ongoing maintenance and liability of them.

FINANCIAL IMPLICATIONS

Engineering staff have completed an estimate of \$350,000 to install the approximate 1.8km of sidewalk along the sections of road noted above except for areas 4, 5 and 6 noted above which will be constructed as these areas are further developed . As an argument could be made that these sidewalks will be used by new and existing residents, it is anticipated that at least a portion of them can be paid by Development Charges.

STAFF RECOMMENDATION

THAT Council supports the construction of sidewalks along Highway 7 as outlined on Schedule D of the Secondary Plan for the Highway 7 / 15 area of Town; and

THAT the necessary financial planning be undertaken to ensure the Town's share of sidewalk construction is included in the Town's long-term financial plan and Development Charges Background Study to ensure they can be completed when appropriate.

COMMUNICATION 131073

Received From: Diane Smithson, Chief Administrative Officer
Addressed To: Committee of the Whole
Date: May 26, 2020
Topic: Request for Downtown BIA Signs on Town Property

SUMMARY

This report will provide an update to information provided in Communication 130207 discussed at the Committee of the Whole meeting on November 12, 2019. The Town has received a new request from the Downtown Carleton Place Business Improvement Area (BIA) to install two (2) entry signs on Town property at two different entrances to the BIA District to signify to travelers that they are entering the BIA area. These signs will be used as part of the organization's communications strategy.

BACKGROUND

As noted above, a previous request was received last November requesting permission from the Town to locate signs at the following two (2) locations:

1. The green space adjacent to the Carleton Place Veterinary Hospital on Franktown Road – requested install date before winter 2019
2. Lolly's Park area with the intent to collaborate and work with the Roy Brown Society and the Recreation and Culture Department so as to complement the project – potential requested install date – after Central Bridge construction

Council passed the following resolution at its November 26, 2019 meeting in response to the request only permitting the sign location 1. above:

Motion No. 22-130-07

Moved by: Councillor Tennant

Seconded by: Councillor Atkinson

THAT the Downtown Carleton Place Business Improvement Area (BIA) be authorized to install their entrance signs on the following Town property:

1. The green space adjacent to the Carleton Place Veterinary Hospital on Franktown Road – requested install date before winter 2019; and

THAT all costs of this project be borne by the BIA.

CARRIED

DISCUSSION

The Town has received a new request by the Downtown Carleton Place BIA to locate BIA signs on Town property at the following two (2) locations:

1. The green space boulevard approaching the intersection of Franktown Road and Coleman Street.
2. Green space outside of the Carleton Place Train Station closer to the Subway restaurant.

A rendering of the proposed sign is attached to this report. The signs welcome people to downtown Carleton Place and will include a section under the main sign to include messaging on upcoming events and initiatives.

BIA staff has been working closely with Dave Young, Director of Public Works to ensure there are no issues with the proposed new sign locations.

FINANCIAL IMPLICATIONS

There will be no financial implications to the Town associated with this request. All costs related to the signs will be borne by the Downtown Carleton Place BIA.

STAFF RECOMMENDATION

THAT the Downtown Carleton Place Business Improvement Area (BIA) be authorized to install their entrance signs on the following Town properties:

1. The green space boulevard approaching the intersection of Franktown Road and Coleman Street.
2. Green space outside of the Carleton Place Train Station closer to the Subway restaurant; and

THAT all costs of this project be borne by the BIA.

ATTACHMENTS

Letter from Downtown Carleton Place BIA with locations and image attached



Kate Murray
BIA Coordinator
C/O: Directors of Downtown Carleton Place BIA

136 Bridge Street
Carleton Place ON
K7C2V5
613-257-8049
info@downtowncarletonplace.com

To:

Mayor Doug Black
Deputy Mayor Sean Redmond
Councillor Theresa Fritz
Councillor Linda Seccaspina
Councillor Andrew Tennant
Councillor Toby Randal
Councillor Jeff Atkinson
Chief Administrative Officer, Diane Smithson

Town of Carleton Place
175 Bridge Street
Carleton Place ON
K7C 2V8

Wednesday May 20, 2020

Dear Mayor Doug Black, Members of Town Council, and Diane Smithson CAO,

Re: BIA Entry signs

Downtown Carleton Place would like to once again seek your approval to erect two entry signs on town property. As before, these signs are not just a 'label' as to where you are, these signs will be a part of our overall communication strategy. As you can see

from renderings, these signs have a marketing component. Each sign will include an interchangeable message portion to allow us to share our events and downtown initiatives with visitors and people who pass by.

I was advised by the Town of Carleton Place CBO, Lennox Smith to seek approvals from the Director of Public Works, Dave Young, ahead of writing this letter for location, safety of sight lights, snow removal and to ensure no encumbrances on the Town. Dave Young deemed that the two spots below are acceptable locations. Dave Young has also asked Joanne Henderson and she also has given her approval. Once we are able to gain the proper permits we will begin to build the signs.

- 1) The green space boulevard approaching the intersection of Franktown Road and Coleman Street.
- 2) Green space outside of the Carleton Place Train Station closer to the Subway restaurant.

Thank you very much in

advanced, Sincerely,

Kate Murray

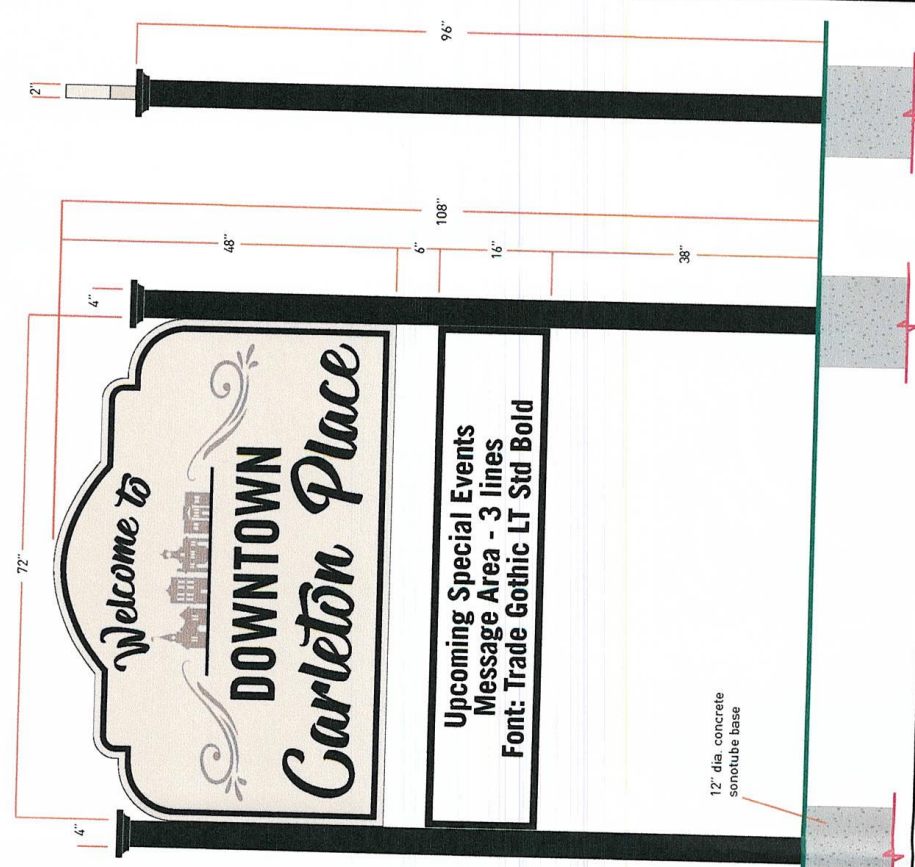
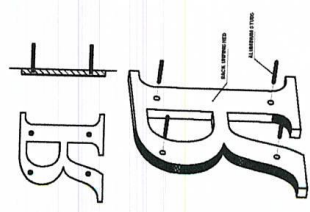
Downtown Carleton
Place BIA Coordinator





**DOWNTOWN CARLETON PLACE BIA
WELCOME FREESTANDING SIGNAGE - SIDE A**

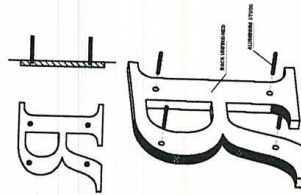
- Qty: 2
- 80" x 108" overall size
 - 48" x 72" overall sign panel size
 - 16" x 72" interchangeable message panel
 - 4" x 4" aluminum posts painted with an automotive grade satin finish black paint
 - posts mounted into 12" dia. concrete bases and adhered back-to-back
 - PVC panels painted with an automotive grade satin finish paint in "Heritage Cream"
 - exact colour to be confirmed
 - anti-graffiti coating applied to signfaces
 - logo detail and swooshes to be a printed vinyl overlay onto the painted PVC panel
 - 1/4" thick acrylic lettering to be pin-mounted to PVC back panel
 - EX12 aluminum extruded frame for interchangeable message portion to allow for removable 4mm coroplast inserts
 - print on matte vinyl with matte laminate for removable coroplast inserts



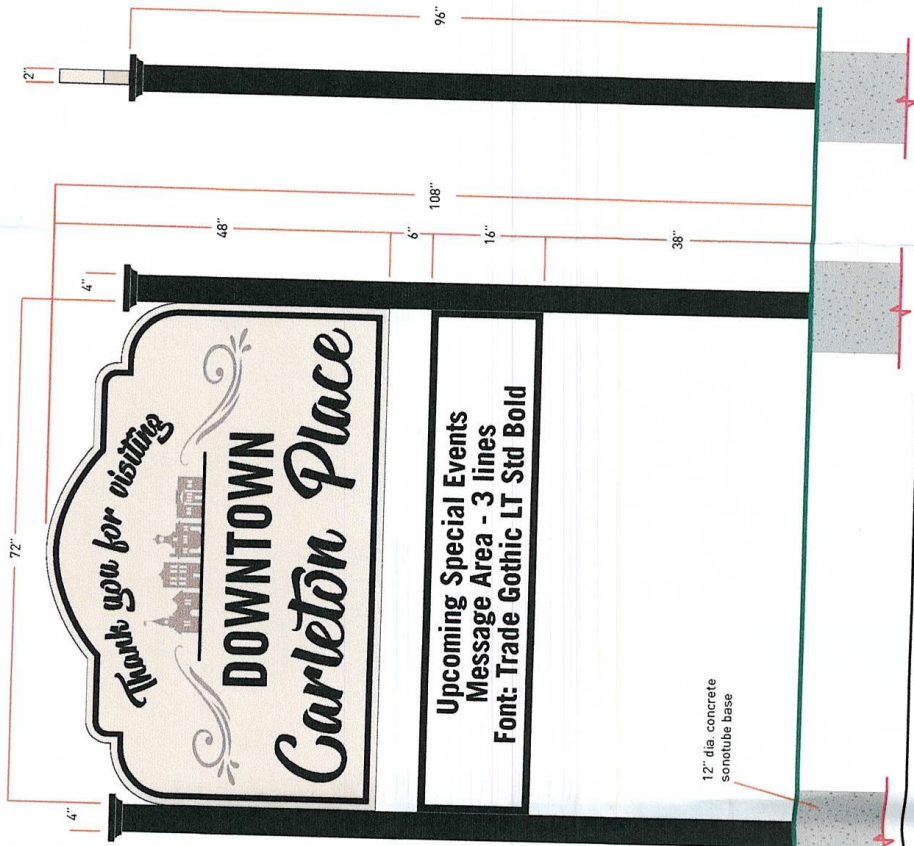
		105 Tinsley Drive Ottawa, Ontario K0A 1L0 Tel: 613.831.9622 Fax: 613.831.3542 graphics@signfx.ca	
The designs and details shown on this drawing are the property of Sign FX Inc. and are not to be reproduced or used by third parties without prior written consent of Sign FX Inc.		DRAWN BY R. TARLE	
DATE JUNE 13, 2019		CUSTOMER DOWNTOWN CARLETON PLACE BIA KATE MUREAY 613-257-8049	
JOB LOCATION 2 LOCATIONS DOWNTOWN CARLETON PLACE		WORK ORDER NUMBER	
SIGN TYPE WELCOME FREESTANDING SIGNAGE SIDE A		QUANTITY 2	
DWG NO. 01 OF 02			

**DOWNTOWN CARLETON PLACE BIA
WELCOME FREESTANDING SIGNAGE - SIDE B**

- Qty. 2
- 80" x 108" overall size
 - 48" x 72" overall sign panel size
 - 16" x 72" interchangeable message panel
 - 4" x 4" aluminum posts painted with an automotive grade satin finish black paint
 - posts mounted into 12" dia. concrete bases and adhered back-to-back
 - 12" 1" thick PVC panels routed to shape
 - PVC panels painted with an automotive grade satin finish paint in "Heritage Cream" lexact colour to be confirmed
 - anti-graffiti coating applied to signfaces
 - logo detail and swooshes to be a printed vinyl overlay onto the painted PVC panel
 - 1/4" thick acrylic lettering to be pin-mounted to PVC back panel
 - EX12 aluminum extruded frame for interchangeable message portion to allow for removable 4mm coroplast inserts
 - print on matte vinyl with matte laminate for removable coroplast inserts



FLAT CUT FLUSH PIN MOUNT



		108 Tansley Drive, Ottawa, Ontario K0A 1L0 Tel. 613.831.8822 Fax. 613.831.3542 graphics@signfx.ca
The designs and details shown on this drawing are the property of Sign Fx Inc. and are not to be reproduced or used by any other party without prior written consent of Sign Fx Inc.		DRAWN BY R. TARLE
DATE JUNE 13, 2019		CUSTOMER DOWNTOWN CARLETON PLACE BIA KATE MURRAY 613-257-8049
JOB LOCATION 2 LOCATIONS DOWNTOWN CARLETON PLACE		WORK ORDER NUMBER
SIGN TYPE WELCOME FREESTANDING SIGNAGE SIDE B		QUANTITY 2
DWG NO. 02 OF 02		

COMMUNICATION 131074

Received from Diane Smithson, Chief Administrative Officer
Addressed to Committee of the Whole
Date May 20, 2020
Topic CAO's Report – Delegated Authority

SUMMARY

The intent of the Delegated Authority By-law is to allow items of a more routine, operational nature to be delegated to Staff to allow for timely decision making and to free up time on Council agendas for more important matters.

BACKGROUND

In May 2018, Council passed its first by-law to delegate authority for some matters to staff in order to eliminate work of a more operational matter at the Council table, free up time at Council and Committee meetings for more important matters and improve timing of decisions. Under Section 23.1 of the Municipal Act, Council is authorized to delegate its powers and duties to a person. As new items are recommended for inclusion on the list, they will be tracked and brought forward about once a year for consideration by Council.

At the time the Delegated Authority By-law was recommended by Staff, it was suggested that a monthly report be made by the CAO to update them on any delegated authority items that had been approved, particularly in the areas of tenders, requests for proposal approvals, and staff hiring.

COMMENT

The following matters received approval under Delegated Approval since the last report:

STAFFING:

1. Matt Anderson was hired as the Assistant Chief of Fire Prevention.
2. Bob Hewitt and Cale Rowan were hired as Fire Prevention Officers to replace Matt Anderson who was promoted internally to the position of Assistant Chief of Fire Prevention and Rick Jackson who retired from the position.

PROCUREMENT:

1. Tender No. ENG1-2020 was awarded for the close-cut clearing of 1.60 hectares of land for future roadways and servicing easements of the Town's Employment Lands located to the south of Highway 7 and the west side of Highway 15. Five (5) bids were received at tender closing. The project was awarded to the low bidder, Crains' Construction Limited in the amount of \$15,990.00 plus HST. The 2020 budget included \$67,000.00 for work pertaining to the Highway 7 and 15 Employment Lands with the budget for the clearing works making up \$18,000 of this amount.

2. The following project was approved as a sole sourced contract under the Town's Procurement By-law:
 - a. A contract with Public Sector Digest (PSD) for the provision of the Asset Management module of their CityWide software package as well as their proposal to assist staff with completing an Asset Management Plan compliant with phases 2 and 3 of the provincial regulations and ensuring that staff can update and maintain a robust Asset Management Plan into the future. This project was supported as a sole-sourced contract as the goods and services are in short supply as they are unique and there is not effective price competition as competitors are limited. PSD is a well-known and reputable provider of secure, cloud-based asset management software. Over 375 municipalities use CityWide software and PSB has completed more than 275 asset management plans. PSD's team includes Institute of Asset Managers certified consultants who provide subject matter expertise in asset management to several organizations including the Association of Municipalities of Ontario (AMO), Federation of Canadian Municipalities (FCM), Municipal Asset Management Program (MAMP) and Canadian Network of Asset Manager (CNAM). The Town's Asset Management Steering Committee supports the acceptance of this proposal. The Town's budget includes \$100,000 for Asset Management Software. The Town's cost to complete this project is \$94,290 plus HST. A grant funding program was recently announced by FCM (see separate staff report recommending applying) which will help to pay for \$41,600 plus HST of this amount if we are successful.

OTHER

None

FINANCIAL IMPACT

There are no additional budget implications associated with these matters other than what is included in Departmental budgets.

RECOMMENDATION

THAT Council accept the CAO's Delegated Authority Report dated May 26, 2020 as information.

COMMUNICATION 131075

Received from Trisa McConkey, CPA, CGA, Treasurer
Addressed to Committee of the Whole
Date May 26, 2020
Topic Federation of Canadian Municipalities Asset Management Grant

SUMMARY:

As part of the 2020 approved budget, the Town committed \$100,000 to purchasing Asset Management software to enable staff to complete and maintain an Asset Management Plan that is compliant with O. Reg 588/17. The budget included \$50,000 from taxation and \$50,000 from a potential grant or from the Administration Reserve if no grant was available.

COMMENT:

The Town's Asset Management Steering Committee researched available software and chose CityWide's Asset Manager as communicated in the CAO's May Delegated Authority Report. As mentioned in that report, staff were waiting for a grant opportunity from the Federation of Canadian Municipalities (FCM) that may provide funding up to \$50,000 for this project. That grant program has now been released for applications. Part of the application process is to obtain a resolution from Council committing to the project and to funding a portion thereof.

FINANCIAL IMPLICATIONS

Receipt of this grant will reduce the need to spend up to \$50,000 from the Administration Reserve as approved in the 2020 Capital Budget.

STAFF RECOMMENDATION

THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for training in developing a compliant Asset Management Plan, software implementation and training to maintain the plan, and assistance with improving data for the plan; and

THAT the Municipality commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Training staff to be able to complete future compliant Asset Management Plans
- Acquisition, training, and implementation of CityWide Asset Manager software; and,
- Assistance with improving data for use in both the software and the Asset Management Plan; and

THAT the Town of Carleton Place commits up to \$100,000 from its budget plus any required staff time towards the costs of this initiative.