



AGENDA
REGULAR MEETING OF THE TOWN OF CARLETON PLACE

Tuesday, June 9, 2020, 6:00 p.m.

Pages

1. CALL TO ORDER

Call to order of the 12th 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

6

Recommended Motion:

THAT the Council Minutes dated May 26th, 2020 be accepted as presented.

5. PRESENTATIONS

6. CONSENT REPORT

10

Recommended Motion:

THAT Council receive the Consent Report dated June 9, 2020.

7. MOTIONS

Physical Environment

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

Recommended 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.

2. Highways 7 and 15 - Sidewalk Construction (Communication 131072)

Recommended 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

3. Request for Downtown BIA Signs on Town Property (131073)

Recommended 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.

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

Recommended 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.

8. BY-LAWS

1. By-law No. 53-2020 - Contribution Agreement, Rural Economic Development Grant - Downtown Revitalization

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Recommended Motion:

THAT By-law 53-2020 (Contribution Agreement Under the Rural Economic Development Program for Downtown Revitalization) be read a first, second and third time, and finally passed.

2. By-law No. 54-2020 - Amendment to Fees and Charges By-law, Development Permit Consultations

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Recommended Motion:

THAT By-law 54-2020 (Amendment of By-law 120-2019 Fees and Charges - Development Permit Consultations) be read a first, second and third time, and finally passed.

3. By-law No. 55-2020 - Remove One-Foot Reserves (Phases 4 and 5 of Plan 27M-77) 14

Recommended Motion:

THAT By-law 55-2020 (Removal of One-Foot Reserves Plan for Phase 4&5 27M-77) be read a first, second and third time, and finally passed.

4. By-law No. 56-2020 - Repeal of By-law 35-2019, Application for Expropriation of Lands at Coleman St. and Lansdowne Ave. 15

Recommended Motion:

THAT By-law No. 56-2020 (Repeal of By-law 35-2019, Application for Expropriation of Lands at Coleman St. and Lansdowne Ave.) be read a first, second, and third time, and finally passed.

9. ANNOUNCEMENTS

10. CONFIRMATORY BY-LAW

1. By-law No. 57-2020 - Confirmation of Council Proceedings 18

Recommended Motion:

THAT By-law 57-2020 (To Confirm Council Proceedings) be read a first, second and third time, and finally passed.

11. ADJOURNMENT

Recommended Motion:

THAT the 12th meeting of the 131st Council be hereby adjourned at _____ p.m.

MINUTES

REGULAR MEETING OF COUNCIL OF THE TOWN OF CARLETON PLACE

**Tuesday, May 26, 2020, 6:00 p.m.
Virtual Zoom 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

VIRTUAL MEETING VIA ZOOM

1. CALL TO ORDER

The 11th regular meeting of the 131st Council of the Town of Carleton Place was called to order by Mayor Black at 6:00 p.m.

2. APPROVAL OF AGENDA

Motion No. 11-131-01

Moved by: Councillor Tennant

Seconded by: Councillor Seccaspina

THAT the Agenda be approved as presented.

CARRIED

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

None.

4. APPROVAL OF MINUTES

1. Council Minutes

Motion No. 11-131-02

Moved by: Councillor Fritz

Seconded by: Councillor Randell

THAT the Council Minutes dated May 12th, 2020 be accepted as presented.

CARRIED

5. PRESENTATIONS

None.

6. CONSENT REPORT

Motion No. 11-131-03

Moved by: Councillor Seccaspina

Seconded by: Councillor Fritz

THAT Council receive the Consent Report dated May 26, 2020.

Corporate Services

1. Audited Financial Statements for 2019 THAT Council approve the 2019 Audited Consolidated Financial Statements; and THAT the statements be posted on the Town's website.
2. 2020 Public Sector Accounting Board (PSAB) Budget (Communication 131065) 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

1. Interim Control By-law Timelines (Communication 131062) THAT the staff report outlining a time frame for completion of the Interim Control By-law Study be accepted as information.
2. Development Services Activity Report to April 30, 2020 (Communication 131063) THAT the Development Services Planning Activity Report to April 30, 2020 be received as information.

CARRIED

7. MOTIONS

None.

8. BY-LAWS

1. By-law No. 50-2020 - Regulation of Refreshment Vehicles

Motion No. 11-131-04

Moved by: Councillor Atkinson

Seconded by: Councillor Tennant

THAT By-law 50-2020 (**to regulate Refreshment Vehicles**) be read a first, second and third time, and finally passed.

CARRIED

2. By-law No. 51-2020 - Part Lot Control - 60-68 Stokes Drive

Motion No. 11-131-05

Moved by: Councillor Tennant

Seconded by: Councillor Randell

THAT By-law 51-2020 (**Part Lot Control 60-68 Stokes Drive**) be read a first, second and third time, and finally passed.

CARRIED

9. ANNOUNCEMENTS

None.

10. CONFIRMATORY BY-LAW

1. By-law No. 52-2020 - Confirmation of Council Proceedings

Motion No. 11-131-06

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Fritz

THAT By-law 52-2020 (To Confirm Council Proceedings) be read a first, second and third time, and finally passed.

CARRIED

11. ADJOURNMENT

Motion No. 11-131-07

Moved by: Councillor Atkinson

Seconded by: Councillor Seccaspina

THAT the 11th meeting of the 131st Council be hereby adjourned at 6:05 p.m.

CARRIED

Doug Black, Mayor

Stacey Blair, Clerk

Consent Report

Consent Motions from Committee of the Whole, May 26, 2020

Physical Environment

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

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

Corporate Services

2. CAO's Report - Delegated Authority (Communication 131074)

The CAO provided an update to Council on the hiring of the Director of of Public Works, Director Development Services and Property and Project Manager positions.

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

BY-LAW NO. 53-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AUTHORIZE THE SIGNING OF A CONTRIBUTION AGREEMENT BETWEEN HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF AGRICULTURE FOOD AND RURAL AFFAIRS AND THE CORPORATION OF THE TOWN OF CARLETON PLACE FOR RECEIPT OF FUNDING UNDER THE RURAL ECONOMIC DEVELOPMENT (RED) PROGRAM TOWARDS DOWNTOWN REVITALIZATION LANDSCAPING AND STREETSCAPING ELEMENTS.

WHEREAS Section 5.3 of the Municipal Act, 2001 (S.O. 2001, c.25) authorizes that municipal powers, including 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 9 of the Municipal Act, 2001 (S.O. 2001, c.25), provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

WHEREAS Section 22 of the Municipal Act, 2001 (S.O. 2001, c.25), authorizes a municipality to provide a system that it would otherwise not have power to provide within a municipality, if it does so in accordance with an agreement with the Province of Ontario under a program established and administered by the Province of Ontario;

AND WHEREAS the Council of the Town of Carleton Place deems it expedient to enter into an agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs to provide \$83,340.00 towards downtown revitalization landscaping and streetscaping elements;

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

1. **SHORT TITLE**
This By-Law is short titled "Rural Economic Development Grant – Downtown Revitalization".
2. **AGREEMENT**
 - (a) **THAT** the Mayor and Clerk shall be and are hereby authorized on behalf of the Corporation of the Town of Carleton Place to enter into a contribution agreement between the Corporation of the Town of Carleton Place and Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs to provide \$83,340.00 in funding under Rural Economic Development Program.
 - (b) **THAT** the Clerk shall be and is hereby authorized to affix the corporate seal of the Corporation of the Town of Carleton Place to the said agreement.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS
9TH DAY OF JUNE, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 54-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND BY-LAW NO. 120-2019 TO ESTABLISH FEES AND CHARGES FOR SERVICES PROVIDED BY THE TOWN AND SPECIFICALLY FOR THE PLANNING DEPARTMENT.

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 69 (1) of 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

WHEREAS the Corporation of the Town of Carleton Place deems it expedient to update the fees and charges to be collected by the various departments of the Corporation of the Town of Carleton Place by adding a provision for the recovery of costs incurred by the Town for the provision of consultations at various stages of the Development Permit Application process;

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

1. That Schedule "A" to By-law 120-2019 be amended by adding the following provision under the General Heading of the Planning Development-Related Fees and Charges Section:
 - 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"
2. That this by-law shall come into force and take effect on the date of passing of this By-law.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 9TH DAY OF JUNE, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 55-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO REMOVE ONE-FOOT RESERVES LEGALLY DESCRIBED AS BLOCK 128, BLOCK 129, BLOCK 130 AND BLOCK 131 ON PLAN 27M-77 AND TO DEDICATE SAID RESERVES AS A PUBLIC HIGHWAY, AS PART OF FANNING STREET, STANZEL DRIVE AND RATHWELL STREET

WHEREAS a one-foot reserve was retained by the Corporation of the Town of Carleton Place at Block 128, at Block 129, at Block 130 and at Block 131 on Plan 27M-77 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** Block 128 on Plan 27M-77 be hereby dedicated as a public highway, as part of Fanning Street.
2. **THAT** Block 129 on Plan 27M-77 be hereby dedicated as a public highway, as part of Stanzel Drive.
3. **THAT** Block 130 on Plan 27M-77 be hereby dedicated as a public highway, as part of Stanzel Drive.
4. **THAT** Block 131 on Plan 27M-77 be hereby dedicated as a public highway, as part of Rathwell 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 A THIRD TIME AND FINALLY PASSED THIS 9th DAY OF JUNE, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 56-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO REPEAL BY-LAW 35-2019 BEING A BY-LAW TO PROVIDE FOR THE MAKING OF AN APPLICATION FOR APPROVAL TO EXPROPRIATE LANDS AT COLEMAN STREET AND LANSDOWNE AVENUE IN THE TOWN OF CARLETON PLACE.

WHEREAS the Town of Carleton Place has determined that it no longer requires all right title and interest (fee simple) in the lands described in Schedules “A” and “B” attached hereto (the “Lands”) for municipal purposes;

AND WHEREAS pursuant to Section 6(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, the power of a municipality to acquire land under this or any other Act includes the power to expropriate in accordance with the *Expropriations Act, R.S.O. 1990, c.E.26*, as amended (hereinafter referred to as the “*Expropriations Act*”);

AND WHEREAS pursuant to Section 4 of the *Expropriations Act*, an expropriating authority, in this case, the Town of Carleton Place, shall not expropriate land without the approval of the approving authority, in this case, the Council of the Town of Carleton Place;

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

1. The Council of the Town of Carleton Place hereby repeals By-law 35-2019 which approved the making of an application for approval to expropriate land in the Town of Carleton Place as described in Schedule “A” and Schedule “B”, appended hereto.
2. This By-law shall take effect on its passing.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED
THIS 9th DAY OF JUNE 2020.

Doug Black, Mayor

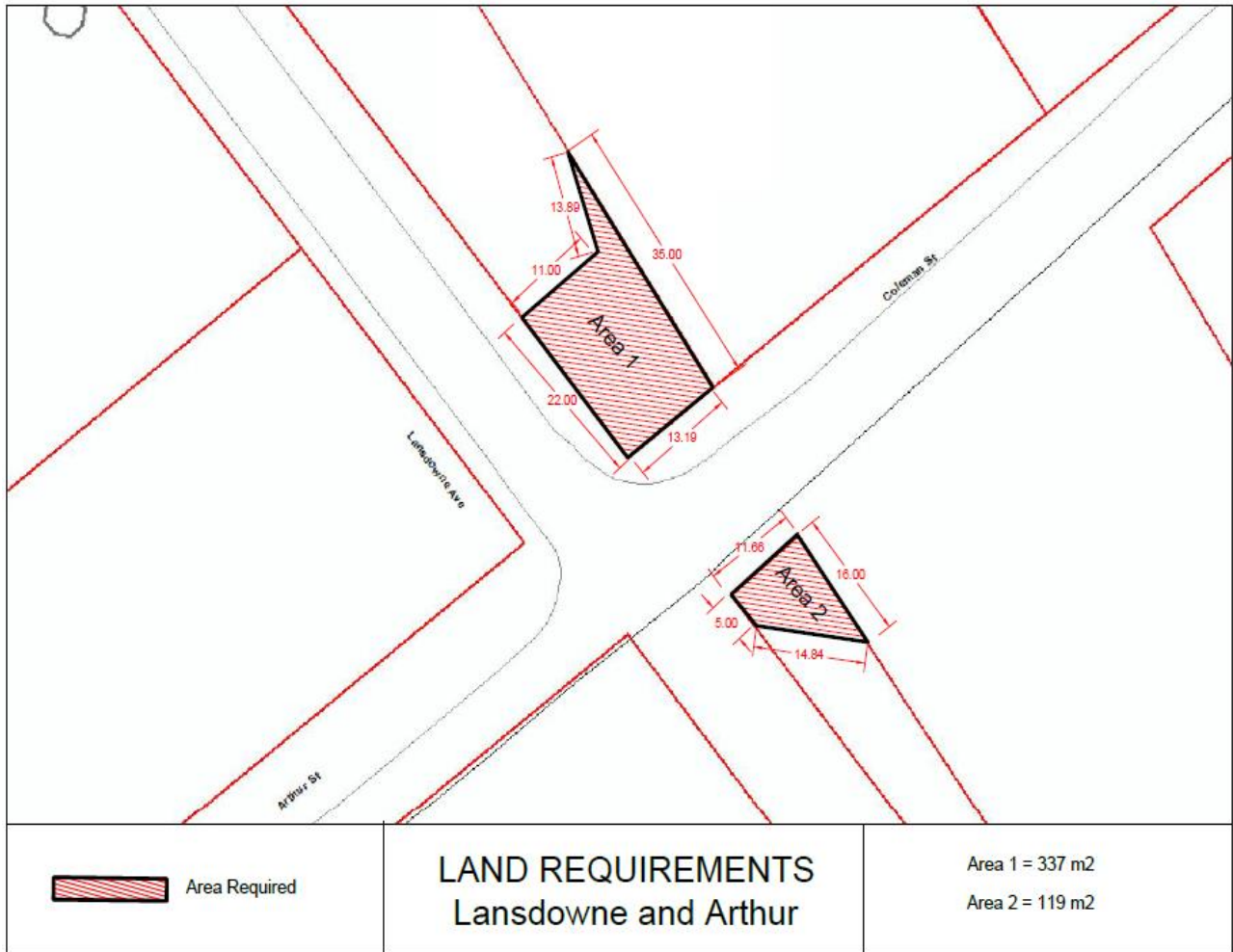
Stacey Blair, Clerk

SCHEDULE "A" - DESCRIPTION OF PROPERTY

All right, title and interest (fee simple) in lands described as:

1. Part of PIN 05126-0069(LT) PT LT 14 CON 11 BECKWITH PT 2, 27R7272; TOWN OF CARLETON PLACE designated as Area 1 on the Land Requirements Drawing contained in Schedule B;
2. Part of PIN 05125-0012(LT) PT LT 14 CON 11 BECKWITH PT 1 27R7272; TOWN OF CARLETON PLACE designated as Area 2 on the Land Requirements Drawing contained in Schedule B.

SCHEDULE "B"



BY-LAW NO. 57-2020

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 **June 9, 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 "**June 9, 2020 Confirmatory By-Law**"

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 9th DAY OF JUNE 2020.

Doug Black, Mayor

Stacey Blair, Clerk