



## Committee of the Whole Agenda

Tuesday, June 9, 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

4

**Suggested Motion:**

THAT the Committee of the Whole Minutes dated May 26, 2020 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

None.

6. REPORTS

Planning and Protection

a. DP3-01-2020, 35 Roe Street, Matrix Investment Group Ltd.  
(Communication 131076)

13

Joanna Bowes, Manager of Development Services

**Suggested Motion:**

THAT the Committee defer the decision on application DP3-01-2020 for the construction of three (3) office condominium buildings containing 16 units each and being 2-storeys in height at 35 Roe Street;

AND THAT the proposal be brought forward to Council once an acceptable solution has been reached between the Conservation Authority, developer, and staff.

Policy Review

**b. Annual Integrity Commissioner Report (Communication 131077)**

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Stacey Blair, Clerk

**Suggested Motion:**

THAT Council receive the 2019 annual report of the Town's Integrity Commissioner as information.

**7. NEW/OTHER BUSINESS**

None.

**8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES**

**a. Advisory Committee Minutes**

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**Suggested Motion:**

THAT the following advisory committee minutes be approved:

- Urban Forest / River Corridor 2020 05 27

**9. INFORMATION LISTING**

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- Board of Health Meeting Summary - May 21, 2020
- Essential Workers Day - Motion from the City of Brantford, May 28, 2020

**Suggested Motion:**

THAT the Information Listing dated June 9, 2020 be received as information

**10. NOTICE OF MOTIONS**

**11. CLOSED SESSION**

**Suggested Motion:**

THAT the Committee move into closed session at \_\_\_\_ p.m. to discuss a matter subject to:

Section 239 (2)

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

1. Acquisition of Land

THAT Diane Smithson, CAO and Stacey Blair, Clerk, be permitted to participate in the teleconference.

**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 26, 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, Dave Young, Director of Public Works, Joanna Bowes, Manager of Development Services

#### Virtual Meeting via Zoom

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

Chair Sean Redmond called the meeting to order at 6:06 p.m.

#### **2. APPROVAL OF AGENDA**

The CAO advised the Committee that Mr. Mikulasik had approached staff prior to the Procedural By-law's deadline to speak regarding an extension of his Development Permit for McArthur Island. As there was an agenda item regarding development permit extensions already on the agenda, staff advised him that there was no need to speak. As he had applied to speak prior to the deadline, staff requested that the Committee consider allowing him to speak.

**Moved by:** Mayor Black

**Seconded by:** Councillor Fritz

THAT the agenda be accepted as amended as follows:

- THAT Communication 131071 be deferred to a future meeting to allow for an education session with members of Council; and
- That an item be added to the Closed Session - Extension of Development Permit for McArthur Island under Section 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

**CARRIED**

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Randell

THAT Mr. Mikulasik be permitted to speak regarding the extension of his development permit for McArthur Island.

**CARRIED**

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

1. Councillor Seccaspina - Highways 7 & 15 - Sidewalk Construction (Communication 131072)

Councillor Seccaspina's family owns property in this area that could be impacted by this decision.

**4. MINUTES TO BE APPROVED AND RECEIVED**

1. Committee of the Whole Minutes

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Tennant

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

**CARRIED**

**5. DELEGATIONS/PRESENTATIONS**

None.

**6. REPORTS**

Physical Environment

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

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Seccaspina

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

## CARRIED, CONSENT

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

The Council resolution for this item will also be forwarded to the Environmental Advisory Committee, the BIA, the Chamber of Commerce and MPP Randy Hillier.

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Tennant

**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](mailto: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.

**CARRIED, MOTION PREPARED**

#### Planning and Protection

3. Extension of Deadlines for Development Permit Applications Approved During COVID Emergency (Communication 131069)

This item was moved to the end of the agenda so that the Committee could receive legal advice from the Town's solicitor regarding a potential legal matter in relation to a request for an extension of development permit timelines for the McArthur Island project.

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

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Seccaspina

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”*

**CARRIED, BY LAW PREPARED**

5. New Lawn Watering By-law and Repeal of By-law 19-2002  
(Communication 131071)

This item will be brought back at a future meeting following a Special Committee of the Whole session on June 4th, 2020 to provide members with training on By-law matters.

6. Highways 7 & 15 - Sidewalk Construction (Communication 131072)

Councillor Seccaspina declared a conflict on this item. (Councillor Seccaspina's family owns property in this area that could be impacted by this decision.)

Councillor Seccaspina was placed on hold for this portion of the meeting and did not participate or vote on this matter.

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Fritz

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.

**CARRIED, MOTION PREPARED**

Corporate Services

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

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Randell

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.

**CARRIED, MOTION PREPARED**

8. 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.

**Moved by:** Mayor Black

**Seconded by:** Councillor Atkinson

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

**CARRIED, CONSENT**

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

**Moved by:** Councillor Randell

**Seconded by:** Councillor Atkinson

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.

**CARRIED, MOTION PREPARED**

**7. NEW/OTHER BUSINESS**

None.

**8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES**

None.

**9. INFORMATION LISTING**

None.

**10. NOTICE OF MOTIONS**

None.

**11. CLOSED SESSION**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Fritz

THAT the Committee move into closed session at 7:17 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;

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and

(d) labour relations or employee negotiations;

1. Terms of Employment
2. Personnel Matter
3. Purchase of Land
4. Discussion of the Extension of a Development Permit

AND THAT Diane Smithson, CAO, Stacey Blair, Clerk, Trisa McConkey, Treasurer (item 1), and Joanna Bowes, Manager of Development Services (item 4), and Emma Blanchard, Solicitor (item 4) be permitted to participate in the teleconference.

**CARRIED**

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Atkinson

THAT the Committee return to regular session and report progress at 9:32 p.m.

**CARRIED**

## **12. RISE AND REPORT**

With regard to items discussed in Closed Session:

1. Terms of Employment - Staff direction was provided;
2. Personnel Matter - Staff direction was provided;
3. Purchase of Land - Staff direction was provided and staff is to report back;
4. McArthur Island, Request for Extension of Timelines - the Committee has directed that they will have an emergency Committee of the Whole meeting on May 28th, 2020 at 6:00 p.m. to continue discussions on this matter. There will be an in camera portion as the Committee will be receiving further information from the Town's lawyer.

**Moved by:** Councillor Seccaspina

**Seconded by:** Councillor Tennant

THAT Committee provide an extension to Development Permit Agreements that would have expired within the period of the provincial COVID-19 emergency equivalent to the length of the declared provincial COVID-19 emergency; and

THAT DP3-04-2019 McArthur Island be excluded from this approval.

**CARRIED**

**13. ADJOURNMENT**

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Randell

THAT the meeting be adjourned at 9:33 p.m.

**CARRIED**

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Deputy Mayor Sean Redmond

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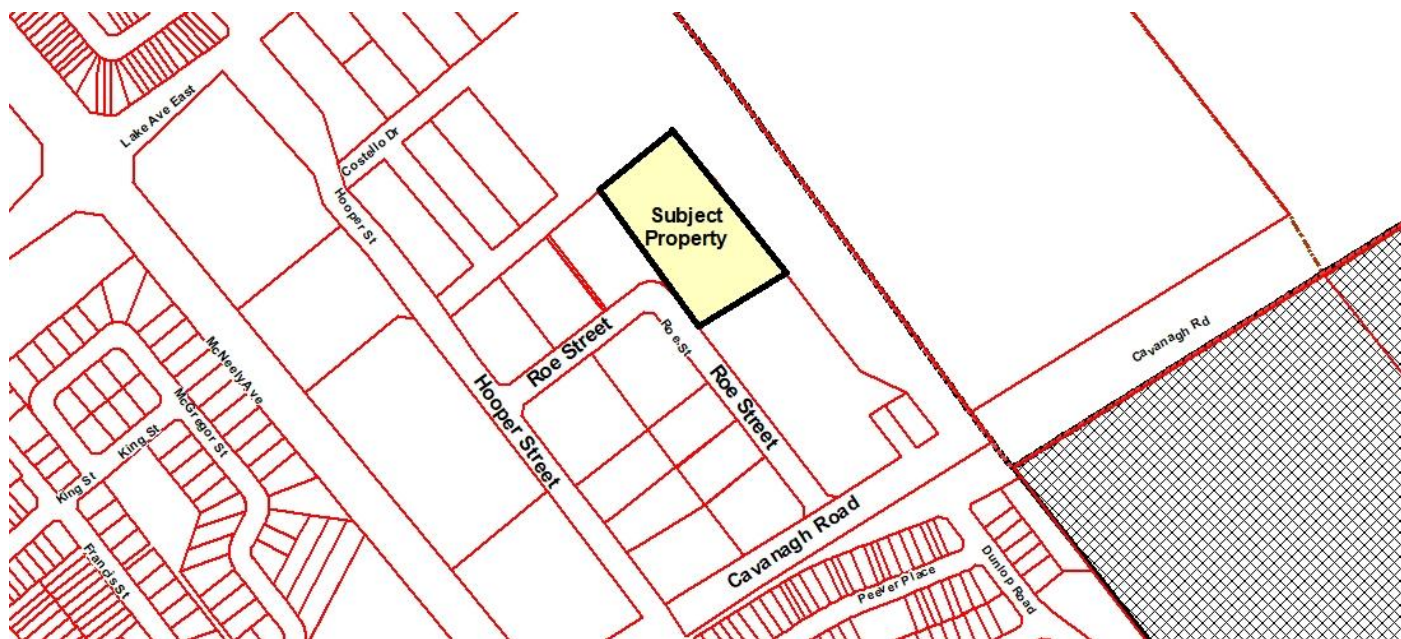
Stacey Blair, Clerk

## COMMUNICATION 131076

Received from: Joanna Bowes, Manager of Development Services  
Addressed to: Committee of the Whole  
Date: June 9, 2020  
Topic: DP3-01-2020, 35 Roe Street, Matrix Investment Group Ltd.

### SUMMARY

An application has been submitted for a Class 3 Development Permit for a vacant property currently owned by Matrix Investment Group Ltd. The property is located in the Business Park Campus, locally known as 35 Roe Street, and legally described as Part of Lot 16, Concession 11, Beckwith, Parts 1, 2 and 3 27R10635 except Parts 1 and 2 27R-10965, Parts 1 and 2, 27R11243 and except Parts 1,2,5,6,7,9,12,13 and 15 27R11033 subject to an easement over Part 14 27R11033 as in BK6557, subject to an easement in gross over Part 4 27R11153 as in LC196169 subject to and easement in gross over Part Lot 16, Concession 11 Beckwith, Parts 3 and 7 27R11243 as in LC196971 Town of Carleton Place. The property is designated as Employment District - Business Park Campus in both the Official Plan and Development Permit By-Law. The applicant proposes to construct three (3) office condominium buildings, each containing 16 units and being two stories in height. The total leasable floor area proposed is 5,321.28m<sup>2</sup>. The site will include 220 parking spaces, electric vehicle parking spaces, loading spaces, bicycle parking, outdoor amenity space and garbage enclosures. The development will be phased with one (1) building being built at a time. Variations requested include a reduction in the required parking spaces from 324 to 220 spaces and a variation to the location of the buildings which are oriented away from the street due to the shape and frontage of the lot in question. Offices are a permitted use in the Business Park Campus. The below drawings indicate both the location of the site and the site layout proposed.



[illegible]

## **COMMENT**

The review of this application is subject to the policy framework set out by the Provincial Policy Statement 2014, Lanark County Sustainable Communities Official Plan, and the Town of Carleton Place Official Plan.

The Carleton Place Development Permit By-Law regulates the development standards and site-specific provisions within the Town. The proposed development will require variations to the Development Permit By-Law as outlined in this report.

### **Provincial Policy Statement**

The Provincial Policy Statement (PPS) provides direction on matters of Provincial interest pertaining to land use matters and all development proposals must be consistent with the policies therein. The statement believes that long term prosperity for the Province depends upon a “strong, sustainable and resilient community, a clean and healthy environment and a strong and competitive economy”. The policy statement directs development to settlement areas and protects the resources throughout the Province.

Section 1.0 of the PPS, Building Strong and Healthy Communities, stresses the utilization of existing infrastructure and the promotion of efficient development patterns that support sustainable, livable, healthy and resilient communities while facilitating economic growth.

Section 2.0 of the PPS, Wise Use and Management of Resources, speaks to the protection and management of resources.

Section 3.0 of the PPS, Protecting Public Health and Safety, outlines policies to direct development away from areas of potential hazards.

This proposed application is consistent with the Provincial Policy Statement as it will make use of existing municipal infrastructure and provides employment opportunities within an urban settlement area.

### **County of Lanark Sustainable Communities Official Plan**

The County Official Plan delineates the Town of Carleton Place as a Settlement Area. Section 2.3, Settlement Area Policies, encourages efficient development patterns in Settlement Areas to optimize the use of land, resources, infrastructure and public service facilities. Further, it states that local land use policies shall be further elaborated in local Official Plans.

Local land use policies shall provide for a mixed-use development including residential, commercial, employment lands, parks and open space and institutional uses in areas designated as a settlement area in local Official Plans.

This proposal conforms to the Lanark County Sustainable Community Official Plan.

## Town of Carleton Place Official Plan

Section 2.3, General Design Criteria, speaks to new development complementing the character of the area and being consistent with the surrounding area. The appearance of the building is shown below and has been found to be consistent with the other projects proposed for the Business Park.



The side of the building fronting onto Roe Street has also been designed so as to appear to be the “front” entrance to the building as depicted below.



The proposed office buildings are an appropriate and permitted use for the property and will not have any negative impacts on adjacent land use.

Section 3.4 of the Town of Carleton Place Official Plan sets out the intent and objectives of the Employment District. The objectives of the Employment District include:

- To support the expansion of the Town's employment;
- To provide for commercial uses which require larger land areas; and
- To enhance economic development opportunities.

The Employment District is further divided into specific designations including the Business Park Campus designation. The Business Park Campus is intended to accommodate various types of business employment uses. Permitted uses for the Business Park Campus include Office uses.

Section 4.1.4 of the Official Plan discussed Species at Risk. A Species at Risk Assessment was completed by the Town in 2014 in order to get the Site Certified by the Province of Ontario. The assessment noted no Species at Risk or potential habitat.

Section 4.1.6 notes that tree planting and tree preservation will occur so that all areas of Town are provided with trees in order to maintain a high standard of amenity and appearance. A total of 51 new trees and shrubs are proposed on this site to act as a buffer for the parking lot area, and to improve the general appearance of the development.

Section 6.18, Economic Development, notes that the Town is dependent up on a mix of commercial, service industries, manufacturing activities and tourism. Council should be establishing a framework to encourage new economic growth and employment generation. This project will enable Council to meet the following policies: broadening

the Town's employment opportunities and sustaining and building on the existing strength of commercial and industrial sectors of the economy.

This proposal conforms to the Town of Carleton Place Official Plan.

### **Town of Carleton Place Development Permit By-law**

The property is designated as Employment District- Business Park Campus in the Development Permit By-Law. The proposed Office buildings are listed among the permitted uses of the designation.

Found above in the report are the proposed elevations and site plan for the project. Below are the required development standards for the Business Park Campus indicating where the standards are being complied with, or where variances are being requested.

Site Provisions	Requirements	Provided
Lot Area (min)	Nil	13,582.69 square m
Lot Coverage (max)	70%	24.04%
Lot Frontage (min)	Nil	65.91 m
Exterior Side Yard (min)	6.0 m	6.0 m
Interior Side Yard (min)	3.5 m	3.53
Rear Yard Depth (min)	8 m	8 m
Landscape Open Space (min)	10%	28.36%
Building Height (max)	24 m	7.2 m
Vehicle Parking	1 space/20 square m= 324 spaces	<b>220 spaces provided</b> 3 barrier free spaces
Bicycle Parking	13	19

Request for variances include:

1. A reduction in the required parking spaces from 324 to 220 spaces.  
Typically, this is not a variance that would be approved due to such a large number of spaces not being provided. However, the Planning Rationale provided outlines numerous reasons as to how this parking lot would function appropriately. Parking for office space is based on a calculation of 1 space/20 square metres of gross floor area. Gross floor area includes stairs, lobbies, mechanical shafts, exterior walls and other areas where it is not feasible that people would use. The saleable floor area is significantly less and if calculated in light of this, the required parking would be reduced from 324 spaces to 266 parking spaces. 220 parking spaces have been provided on site, as well as a significant amount of bicycle parking. Separate areas for garbage and recycling facilities for each building have been provided, which permits the site to operate efficiently and appropriately, although if made into one area may have allowed for additional parking.

Further to this, given that the intended use of these buildings are offices, there is significant potential that one (1) visitor may visit several of the buildings.

2. A variation to the location of the buildings which are oriented away from the street due to the shape and frontage of the lot in question.

Section 14.2 states “Buildings should be oriented towards the street and parking provided in the rear or side of the building. Where property fabric will not lend itself to the provision of parking except at the front of the building, parking will be buffered and screened by landscape materials providing an element of all-season screening. At no time will parking be provided within the front yard setback”. The Planning Department and the developer had discussions at the pre-consultation stage with respect to the placement of the buildings. Typically, the request would be for the developer to have the buildings moved towards the road as stated in Section 14.2. However, it was determined that the development potential of the property would be limited to one building or perhaps two buildings at maximum. The narrow entrance ensures that a building cannot have its front entrance along Roe Street. The developer has provided significant buffering through landscaping to prevent parking from being visible to both the road and the neighbouring properties. The developer also ensured that no parking was provided within the front yard setback.

Section 14 of the Development Permit By-Law provides direction with respect to how a development in the Business Park Campus should occur. It notes under Section 14.2, Employment District, that all service building areas should be located away from public view, and this has been considered. Additionally, it notes that building should be integrated at existing grade and provide at grade entrances or alternatively provide accessibility modifications. In this case, the buildings are at grade and will be built with accessibility in mind. Further, elevators will be an added option for those looking to purchase a unit on the second floor of the buildings.

Section 14.2 goes on to state that entrances to parking areas should be well defined by signage and curbing and that parking lots should have landscape elements along islands. These items have all been considered and included.

The developer has also included a 5-metre buffer strip along the front yard setback designed so as to include a more natural looking landscape.

### **Other studies/Supporting Documents**

As part of this application the following studies and reports have been submitted to staff for review:

- Planning Rationale Report;
- Species at Risk Assessment;
- Site Plan;
- Landscape Plan;

- Coloured Elevations;
- Site Grading Plan; and
- Site Servicing Plan.

**Comments received include the following:**

The Building and Fire Departments indicate that they have no objections but note that Ontario Building Code requirements, including fire access routes, hydrant locations and firefighting requirements must be met prior to issuance of a permit.

The Engineering Department is working directly with the developer on minor outstanding issues.

Rogers had no comments.

Mayor Black notes that the Developer has done a good job orienting the building on a difficult site. Impressed with landscaping plan, bike facility and electric plug ins, maybe a new standard. More importantly however is the creation of employment opportunities by maximizing the usage of the taxpayer subsidized property. Totally support this application.

The Urban Forest Committee would like to see the suggested Balsam Fir be replaced with Tamarack. They would also like to see additional detail as to the specific numbers of each species to be planted. They note that 2/3 of the burlaps and wire be removed during planting of the trees to better help with the distribution of roots in shallow soil that is common within the Town.

The Carleton Place Environmental Advisory Committee states that when dealing with roofing and siding, a company that is environmentally aware of upcoming environmental conditions is recommended so that they will be able to provide solutions to significant weather. They further recommend that the landscaping around the building be suitable to accommodate intense rainfall over a short period of time to ensure that the water will not drain into the proposed structure. The Committee suggest the use of permeable asphalt. They further request that lighting be LED and pointed downward to help keep the night skies visible. Lastly the Committee suggest that the facility be heated and cooled with heat pumps and the developer could consider a “living” roof top or an active solar collection system.

Bell Canada noted that the following condition should be included in the Development Permit Agreement: “The Owner shall indicate in the Agreement, in words satisfactory to Bell Canada, that it will grant to Bell Canada any easements that may be required, which may include a blanket easement, for communication/telecommunication infrastructure. In the event of any conflict with existing Bell Canada facilities or easements, the Owner shall be responsible for the relocation of such facilities or easements”.

The Mississippi Valley Conservation Authority is requesting a minimum 15 metres setback from the Hooper Drain. The developer, staff and the Conservation Authority are currently reviewing options regarding potential site design or mitigation measures for the proposed setback.

The French Catholic School Board has no concerns relating to this proposal.

Enbridge notes standard clauses with no objections.

A council member was looking for clarification with respect to how greenspace may be increased through minor changes to the site plan. The member also requested e-vehicle charging stations be considered in the building design.

A member of the public requests that the developer give thought to the addition of permeable pavement, green roofs as well as a request for additional trees/shrubs to prevent soil erosion and help with stormwater retention along the McNeely Drain and easements.

As with any Development Permit application, the Committee has the following options:

- a) Refuse the application;
- b) Approve the application and issue a Development Permit with no conditions attached;
- c) Approve the application and require that conditions be met before issuing a Development Permit;
- d) Approve the application and issue a Development Permit with conditions attached; or
- e) Approve the application, require that conditions be met before issuing a Development Permit and, when the conditions have been met, issue a Development Permit with further conditions attached.

#### **STAFF RECOMMENDATION**

THAT the Committee defer the decision on application DP3-01-2020 for the construction of three (3) office condominium buildings containing 16 units each and being 2-storeys in height at 35 Roe Street;

AND THAT the proposal be brought forward to Council once an acceptable solution has been reached between the Conservation Authority, developer, and staff.

**COMMUNICATION 131077**

Received from: Stacey Blair, Clerk  
Addressed to: Committee of the Whole  
Date: June 9 ,2020  
Topic: Annual Integrity Commissioner Report

**SUMMARY**

In accordance with Section 223.3(1) of the *Municipal Act*, 2001, the attached reports from the Town's Integrity Commissioner, Tony Fleming provide a summary of the services provided to the Town of Carleton Place in 2019.

The report provides background information on the role of the Integrity Commissioner in relation to Council. As well the report outlines the purpose of having a Code of Conduct together with a complaint process.

**COMMENT**

The Integrity Commissioner reported that there were two (2) requests for advice from individual Council members in 2019. Due to confidentiality, the details of these requests are not available. It was noted however that the requests were related to possible conflicts of interest.

Although there were two (2) complaints submitted for investigation in 2019, both complaints were deemed to be outside of the jurisdiction of the Integrity Commissioner. As such, no investigations were undertaken, and no public reports were issued.

**STAFF RECOMMENDATION**

THAT Council receive the 2019 annual report of the Town's Integrity Commissioner as information.



April 6 2020

**BY E-MAIL: [sblair@carletonplace.ca](mailto:sblair@carletonplace.ca)**

Council – Town of Carleton Place  
c/o Stacey Blair, Clerk  
175 Bridge Street  
Carleton Place, ON, K7C2V8

Dear Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2019  
Town of Carleton Place; Our file No. 28519-20**

### Background

In 2018, Tony Fleming of Cunningham Swan in Kingston, Ontario, was appointed as the Integrity Commissioner for the Town of Carleton Place in accordance with section 223.3(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 (the "Act").

This report summarizes the services provided by the Integrity Commissioner to the Town of Carleton Place in 2019, in accordance with section 223.6 (1) of the *Act*. The purpose of this report is to highlight the mandate of the Integrity Commissioner and to inform Council and the public about changes to the Act that affect the process of the Integrity Commissioner and subsequently, Councils and Local Boards.

### Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.

2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* ("MCIA") to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the MCIA.<sup>1</sup>

### Codes of Conduct

Prior to March 1, 2019, Codes of Conduct for members of Councils and Local Boards were optional. On March 1, 2019 the Province mandated that requirement.<sup>2</sup> Along with that mandate, Ontario Regulation 55/18: Codes of Conduct – Prescribed Subject Matters, requires municipalities to include specific provisions within those Codes of Conduct:

1. Gifts, benefits and hospitality.
2. Respectful conduct, including conduct toward officers and employees of the municipality or the local board, as the case may be.
3. Confidential information.
4. Use of property of the municipality or of the local board, as the case may be.<sup>3</sup>

It is essential that that municipalities should include a complaint protocol within their Codes of Conduct. Courts have indicated that an Integrity Commissioner relies on the

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<sup>1</sup> *Municipal Act*, section 223.3(1).

<sup>2</sup> *Municipal Act*, section 223.2(1).

<sup>3</sup> *Municipal Act*, O. Reg. 55/18, section 1.

Code of Conduct together with the complaint protocol as the 'home statute' of the Integrity Commissioner.<sup>4</sup>

The Town of Carleton Place has a complaint protocol in place within its Code of Conduct. We note the following important details regarding our initial process in relation to the complaint protocol:

1. The Integrity Commissioner may attempt to resolve all or part of a complaint as part of our preliminary review process; and
2. The Integrity Commissioner may reformulate complaints or applications for inquiry if necessary, to better reflect the intent of the complainant or applicant.<sup>5</sup>

#### Integrity Commissioner Activity re: Town of Carleton Place

If Council requires ongoing training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act.

#### Requests for Advice

We received no requests for advice from individual members in 2019. We encourage members of Council and Local Boards for the Town of Carleton Place to contact us in writing should they find themselves unsure of their obligations under the Code or the Municipal Conflict of Interest Act. If a member requests and follows our advice, that advice may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

#### Complaints/Applications for Inquiry

There were two complaints submitted to the Integrity Commissioner for the Town of Carleton Place in 2019. Both complaints were deemed to contain allegations that were

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<sup>4</sup> *Michael Di Biase v City of Vaughan*, 2016 ONSC 5620 at para. 43.

<sup>5</sup> *Ibid*, at para. 43.

outside of the jurisdiction of the Integrity Commissioner to investigate. Further, one of the complaints was deemed to contain insufficient grounds to support some of the allegations. We did not conduct an investigation for either complaint; consequently, no public reports were issued.

We feel it is of great importance to highlight our ongoing process and imperative messages gleaned from cases around the Province to date.

### Resolution of Complaints

As referenced above, the Integrity Commissioner begins the process with a preliminary review of all complaints and applications for inquiry. Where possible, we attempt to resolve disputes informally without the necessity of an investigation or inquiry. We do so where such a resolution is in the best interest of the public. Complaints and applications are dismissed if determined to be frivolous, vexatious or without merit. Applications for inquiry are dismissed if they are determined to be outside of the statutory 6-week requirement as set out in the MCIA.

Although it is not always possible to pursue an informal resolution, we will make every effort to do so where there is the potential for such a resolution. This opportunity is not lost after an investigation or inquiry begins. However, it becomes more difficult where the parties (the complainant/applicant and the member), either individually or collectively, are opposed to an informal resolution.

There may also be circumstances where complaints contain facts that require a thorough investigation or inquiry and report in order to provide guidance to members and the public about certain types of behaviour or incidents that generate several complaints which highlight areas of obvious public concern. In these circumstances, a public report may assist in a wider resolution of such complaints or applications, or answer questions that may avoid future complaints or misunderstandings about the role of Council.

### Confidentiality

The Integrity Commissioner includes only the information in his reports that is necessary to understand the findings. In making decisions about what information to include, the Integrity Commissioner is guided by the duties set out in the Municipal Act.

Section 223.5(1) of the Act sets out the Integrity Commissioner's duty to maintain confidentiality throughout any process:

### **Duty of confidentiality**

**223.5** (1) The Commissioner and every person acting under the instructions of the Commissioner shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties under this Part.

This requirement applies to every person acting under the instruction of the Integrity Commissioner as well. Our process includes notifying the complainant or applicant, the named member(s), and any witnesses that they must keep the process confidential as required under section 223.5(1).

If a member were to share details of a complaint process with any other individual prior to the Integrity Commissioner issuing a public report, the Integrity Commissioner may view that act as a breach of the confidentiality provisions of the Code of Conduct. Further, any information not included in the report of the Integrity Commissioner remains confidential and ought to be treated as such by all parties.

Finally, any advice provided by the Integrity Commissioner to a member is confidential and the member has no obligation to share that advice with Council or any other person. The Integrity Commissioner may not release any advice that has been provided to a member without their consent. Should the member share part of the advice on their own, the advice no longer enjoys the cloak of confidentiality and the Act allows the Integrity Commissioner to release the full text of the advice at their discretion.

### Independent Role of the Integrity Commissioner

Council has assigned to the Integrity Commissioner the duty to independently conduct investigations and inquiries. The Integrity Commissioner is bound by the statutory framework to undertake a thorough investigation or inquiry in an independent manner. The findings of any report represent the Integrity Commissioner's final decision.

### Investigative Process

Our process for all investigations and inquiries includes:

1. Reviewing the merits of the complaint or application to determine if it is:
  - a. Frivolous;
  - b. Vexatious; or
  - c. Without merit.

2. Following this initial review (and barring any finding under paragraph 1(a) through (c)), we conduct a more thorough preliminary review that allows the named member an opportunity to respond and provides the complainant with the opportunity to respond to the member's reply. The member is then provided with one last opportunity to respond to the reply comments of the complainant.
3. Following these steps and any additional steps the Integrity Commissioner deems necessary to complete the preliminary review, the Integrity Commissioner reviews all materials and submissions to that point and decides whether to explore any opportunity for an informal resolution or move on to the investigation/inquiry stage.
4. If there is an investigation or inquiry, the Integrity Commissioner interviews those witnesses he deems relevant to the allegations, and collects all information deemed relevant to the process.
5. At the completion of the investigation or inquiry, the Integrity Commissioner issues a public report of his findings to Council for their acceptance and consideration on any recommended sanctions or penalties.

### Investigation Reports

If Council finds itself in the position where it receives a report from the Integrity Commissioner, Council is performing an adjudicative function and it is required to act with a greater degree of neutrality than it normally would for other business that may come before it. It may debate the recommendations of the Integrity Commissioner only, but not the findings.

Council must avoid going "behind" the findings of the Integrity Commissioner or challenging the lines of inquiry or analysis undertaken by the Integrity Commissioner. Council does not have the benefit of the detailed investigation undertaken, as it is impossible to distill all the interviews and documents into one report. The Integrity Commissioner exercises his discretion to report only those facts that are most relevant; which is not to say that other facts were not considered when drafting the report. Any attempt to challenge the findings of the report undermines the integrity of the process and the conclusions of the report. That type of action is unfair to the complainant or applicant, the member, and witnesses, and is beyond the scope of Council's authority under the Municipal Act.

We note that if the Integrity Commissioner recommends a financial sanction (suspension of pay up to 90 days), then the member (even though he or she would have a resulting pecuniary interest) is entitled to attempt to influence Council's decision on that recommended financial sanction. However, the member is not entitled to

participate in any other portion of the debate, must still declare a conflict at the outset of Council's consideration of the report, and may not vote.<sup>6</sup>

### Closing Remarks

We thank the Town of Carleton Place for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations under the Code of Conduct and the MCIA. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions. In the meantime, please find enclosed a copy of the up-to-date Certificate of Insurance for the Town of Carleton Place.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**



Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
TEF:am  
Enclosures

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<sup>6</sup> Section 5(2.10) of the *Municipal Conflict of Interest Act*.

Tony E. Fleming  
Direct Line: 613.546.8096  
E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)

May 4, 2020

**BY E-MAIL: [sblair@carletonplace.ca](mailto:sblair@carletonplace.ca)**

Council – Town of Carleton Place  
c/o Stacey Blair, Clerk  
175 Bridge Street  
Carleton Place, ON, K7C2V8

Dear Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2019  
Town of Carleton Place; Our file No. 28519-20**

Please accept this letter as an addendum to our Report sent to you on April 17, 2020.

In our previous report to you we indicated that there were no requests for Advice, however, we did receive two requests for advice.

In accordance with section 57 of your Code of Conduct, and in addition to our previously issued report we wish to advise of the following:

1. Costs associated with Advice provided was \$1,590.20;
2. Costs associated with Complaints was \$402.56

As previously indicated in our report, due to confidentiality we are unable to provide any detailed information regarding the complaints and advice. We can however advise that the Advice was related to possible conflicts of interest. Both complaints were deemed to contain allegations that were outside of the jurisdiction of the Integrity Commissioner to investigate. Further, one of the complaints was deemed to contain insufficient grounds to support some of the allegations. We did not conduct an investigation for either complaint; consequently, no public reports were issued.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**

A handwritten signature in dark ink, appearing to read 'Tony E. Fleming', with several long, sweeping horizontal strokes extending to the right.

Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
TEF:am



## **Carleton Place Urban Forest/River Corridor Advisory Committee**

175 Bridge Street, Carleton Place, Ontario K7C 2V8

Tel: 613-257-6208 Fax: 613-257-8170

Email: [jdmccready@rogers.com](mailto:jdmccready@rogers.com)

Minutes of meeting May 27, 2020

**7:00 p.m. Conference Call**

**Next Regular Monthly Meeting June 24, 2020 @ 7 - 9PM – Location TBD**

### **Attendance:**

Jim McCready (Chair), Dale Moulton, Andy Kerr-Wilson, Councilor Toby Randell, Ron Wood, Jennifer Rogers, Janet McGinnis, Joanne Woodhouse, Doreen Donald, Jack Havel

1. Welcome - Approval of the Agenda;
2. Minutes of May 27, 2020 meeting approved (Dale Moulton, Ron Wood)
3. Business Arising from April 22 2020, meeting
  - Items outstanding include 1) collection of hackberry seed, and 2) work on tree cutting bylaw
4. Planning
  - a. 7 Arthur Street
    - UFRC had requested several changes to the landscape plan, almost all of which were incorporated into the revised plan
    - The Town council is generally in agreement and supportive of what the UFRC is doing
  - b. McArthur Island Landscape Plan
    - New landscape plan does not show the necessary detail given the size and significance of the site (one of three most northerly stands in North America which is a significant seed source for climate change)
    - Previous landscape plan was going to include replacement of all Hackberry trees affected by the development – this is not shown on the new plan
    - New plan appears to include an increased parking area. Will the construction of the parking be phased? This approach is preferred, and phases of construction should be indicated on the plan.
    - Currently, Hackberry trees grow along a ridge on the island where most of the development will take place. The lower wetter areas are mostly Red Maple.
    - The landscape plan for the island needs to show: 1) how many Hackberry will be retained, 2) how many are being removed 3) details on the diameter of the trees being planted to replace the removed trees
    - The Town could re-establish a new Hackberry stand or several smaller stands in town that are not on vulnerable land with the assistance of the developer
    - UFRC committee felt they had made good progress with the previous plan and can start over with the current plan however they would like to understand what happened to the old plan

- Toby will talk to the Town about why the old landscape plan is not being used and the discrepancies on the new plan (i.e. is page 1 is different page 4?)
- c. Arena expansion-Landscape Plan
- Jim talked to Joanne Henderson about the trees in the vicinity of the expansion of the Arena
  - Trees at the front of the arena have been removed and will be replaced with Japanese Tree lilac which are better suited to the area (the roots of the old trees were loosening the cinder block walls of the basement of the arena)
  - Along the side of the arena there is a tight area for planting – no formal landscape plan is needed; Japanese Tree Lilac and Service Berry are recommended for that area.
- d. Public works/ Recreation
- i. Nu Globe Park
- Town has expressed that residents want shade in parks right away. Can any of the Manitoba Maple and/or Poplar be saved and used as “instant canopy”?
  - Jim was on site with Robin, Joanne and Doug Black – some trees were marked that could provide immediate shade, however the open space at the park for some activities would be limited with these trees in place
  - The committee suggests retaining those trees for the short term but planting preferred species in more optimal locations so that when the current trees are old, they can be removed and the other trees will be established
- ii. Inspection of Okee Lee Park, Riverside Park, Trail Dulmage Cr.to St. Gregory School
- Jim completed the inspection with Bob White. An email of what had to be done went to Joanne Henderson for implementation
  - A number of trees in all three areas will need to be removed for liability reasons
  - Janet asked if we could plant some red maple in these wet areas since existing tree canopy is being lost
  - In general, the committee should look for opportunities for retaining/replacing trees along some of the paths in Town and promote natural regeneration
6. Other Business.
- e. Water Management
- Doreen discussed that she is looking for guidance/ideas for activities to focus on water management, wetland areas, shoreline health etc.
  - Some of the ideas put forth by the committee include awareness that storm sewers go straight into the river, installation of filters on the discharge of storm drains, vegetation of shorelines as much as possible on public lands, distribution of information to private landowners about hardened shorelines (the UFRC committee has done door knocking campaigns in the past)
  - Does the Town of Carleton Place have a storm water management plan in place? Robin Daigle will be contacted for details on this.
  - Source Water Protection Plan – the committee should have someone with a handle on it
  - Blue Green Algae is another water management issue
- f. New lawn watering bylaw
- The bylaw included guidance on watering trees

- Toby indicated that all of council had concerns with the bylaw
  - Do we need a bylaw for watering trees, the committee recommends guidelines for watering, enforcing a by-law on watering trees would be difficult.
  - The bylaw has been temporarily shelved so that council could get up to speed on the issue.
  - A special meeting has been planned for June 4th to discuss the bylaw – Toby will report back to the committee
  - The committee should work with the Town to provide information on the Town's website on, watering trees, how to prune and mulch trees properly – Jim and Andy will work on this
- g. Trees that were removed last year and have to be replaced. They are going to be planted mid-June by Manotick Tree Services. Around thirty trees to be planted.

Meeting Adjourned at 8:25 pm

**Meeting Dates for 2020**

**DATES:** June 24, Sept 23, Oct 28, Nov 25

## **Board of Health Meeting May 21, 2020**

### **Summary**

#### **Board of Health Appointments**

Candace Kaine, former Board Vice Chair, was presented a certificate of appreciation for her term on the Board of Health as a provincial representative.

In the absence of a Board Vice Chair two interim Vice Chairs were appointed to the Board of Health until December 31, 2020:

- 1<sup>st</sup> Vice Chair – Anne Warren
- 2<sup>nd</sup> Vice Chair – Peter McKenna

#### **COVID-19 Update**

The Leeds, Grenville and Lanark (LGL) region has had many days within the last week or so with no community cases. A phenomenal job was done with the testing of long-term care homes (over 3000 tests done in 12 days) and our Public Health Inspectors have completed infection control audits in all long-term care and retirement homes.

Within the health unit we are planning for the next phase and have established good process maps, guidelines and procedures along with cross training of outbreak staff to prepare us in the event of a second wave. Shani Gates is leading planning with the managers and directors about what this will look like for us going forward and we are actively looking at what we could pick up.

The Ministry of Health has stated that the role of public health is in case and contact management, and the testing of community members is to be done by the hospital sponsored Assessment Centres. Public Health supports the Assessment Centre by providing communication to the public about the hours of opening, location and how to access the centre. In addition, public health nurses provide information, either in person or through handouts, on the need to self-isolate or to self-monitor until results come back, as part of our case and contact role.

#### **COVID-19 LGL Data**

COVID-19 surveillance reports are available on our website and updated every weekday at 4:00 pm under the COVID-19 tab under the section called surveillance reporting.

- Since mid-March ER visits for respiratory disease have seen a drastic drop in day to day visits locally and across the province as well.
- Our day to day ER visits for respiratory symptoms are down two-thirds from what we would normally see this time of year.
- Lab confirmed positive people with COVID-19 saw a peak in April, and now is on the decline. There have been no new lab confirmed cases between today and yesterday – quieted down locally. We will track to see if there is an increase when social distancing requirements are relaxed.
- Currently there are 336 lab confirmed cases in LGL and 49 deaths. The majority of cases are located in long-term care and retirement homes.
- 90% of community and healthcare workers have recovered.

## **Program Updates**

### **Quality, Information, and People Services**

From an administrative point of view, the systems and supports we have put in place to support the COVID-19 response are going well; supporting COVID-19 work has become the new norm for how we are functioning.

- Our workforce remains healthy (COVID-19 free);
  - the majority of our staff are working to deliver and support COVID-19 activities or other essential services;
  - we are still operating 7-days week for priority COVID-19 activities, although staffing needs for the weekend has decreased slightly;
  - continue to build our human resource capacity in priority COVID-19 response areas, either through re-deployment or recruitment of new staff to fill gaps (i.e. infection control, epidemiology).
- We continue to build our IT infrastructure to support COVID-19 activities. About 40 people are working from home (27%); currently installing more fax lines to receive test results from labs more efficiently; supporting case contact management database.
- Regarding communications, the number of followers on our Facebook and Twitter accounts continues to grow and we have a daily presence in local media, either through published media releases or interviews.
- The Multi-Workplace Joint Health and Safety Committee continues to meet biweekly. The controls that we have put in place are working well and being continuously reviewed and improved. We continue to implement daily staff self-assessment, physical distancing, hand washing and cleaning of frequently touched surfaces twice daily. We have been able to procure sufficient supplies and PPE, with help from partners, with some minor delays.

### **Planning for the next phase:**

- We are planning for the priority COVID-19 activities that will be required (enhanced or reduced) for the next phase; and will be basing this on an evaluation of the initial phase and what worked well and what needs improvement.
- As far as essential services, we are developing criteria for the re-introduction of other services that have been suspended during the initial phase (demand, risk, HR capacity, IT capacity). As part of this process, we will discuss the re-opening of our offices to the walk-in public.

### **Healthy Living and Development Department**

- Calls have been with community partners to provide guidance regarding how to safely manage face to face client service.
- There is a new database platform for case and contact tracing which will support staff to more efficiently manage their workload.
- Public calls have decreased over time.
- Public Health Inspectors continue to support the emergency childcare centres.

### **Community Health Protection Department**

- Continuing on with essential services in CHP as well as COVID-19 response. Staff have been involved in COVID-19 response for 116 days.
- Beginning seasonal programs i.e. West Nile Virus.
- There are 500 small drinking water systems starting up.
- Have had 200 animal bites up until yesterday – heading for more animal bites than we routinely have and part of that is attributable to people at home with their pets.
- Following up other reportable diseases, and infection prevention and control issues.
- Proactive public health inspector assessment visits in LTC and retirement homes without an outbreak to look at infection prevention and control measures.
- Have had 1101 calls to duty desk as of May 20 when a typical year has 1400 – 807 of the calls have been COVID-19 related.
- Developed wonderful partnerships with the police and OPP in Lanark and Leeds and Grenville.
- Land control will likely have a very busy season – already have many permits.
- Developed public health guidance for business in LGL. This has been sent out to all clerks in LGL to pass on to decision makers in each municipality. Other resources will be provided to municipal partners as well.
- Supporting Farmers' Markets to open with either curbside and open market options.



May 28, 2020

Will Bouma, MPP  
96 Nelson Street  
Suite 101  
Brantford, ON N3T 2X1

*Sent via email [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)*

Phil McColeman, MP  
108 St. George Street  
Suite 3  
Brantford, ON N3R 1V6

*Sent via email [phil.mccoleman@parl.gc.ca](mailto:phil.mccoleman@parl.gc.ca)*

**Re: Essential Workers Day – March 17**

Please be advised that Brantford City Council at its meeting held May 26, 2020 adopted the following:

**10.1 Essential Workers Day – Councillor Wall**

WHEREAS the Province of Ontario enacted a Declaration of Emergency on March 17th, 2020 in response to the COVID-19 Worldwide Pandemic; and

WHEREAS during the state of emergency certain services have been deemed essential services by the Government of Ontario; and

WHEREAS citizens are asked to isolate at home to reduce the spread of COVID-19 as essential workers continue to work and provide an essential service to their community; and

WHEREAS essential workers across the country are risking their lives; and

WHEREAS some essential workers have been stricken with illness, suffered trauma or injury, or lost their lives as a result of providing an essential service; and

WHEREAS without this dedicated workforce, essential services, including but not limited to, healthcare, police, fire, paramedics, military, social services, community services, food distribution, agriculture, postal and delivery services, education, security, transit, financial services, hospitality, commerce, manufacturing, construction, maintenance and repair, waste management, sanitation services, government, and administrative services would fail to function; and

WHEREAS our community owes a profound debt of gratitude to every single essential worker who ensured our community could continue to operate;

NOW THEREFORE, the Municipal Council of The Corporation of the City of Brantford HEREBY RESOLVES as follows:

- A. THAT March 17 BE PROCLAIMED by the Council for The Corporation of the City of Brantford to be Essential Workers Day in the City of Brantford; and
- B. THAT the Clerk BE DIRECTED to provide a copy of this resolution, with a covering letter, to MPP Will Bouma and MP Phil McColeman to respectfully request that the Government of Ontario and the Government of Canada formally declare March 17 to be Essential Workers Day to honour all of the essential workers who sacrificed so much during the COVID-19 pandemic; and
- C. THAT all municipalities across Ontario and Canada BE INVITED to proclaim March 17 to be Essential Workers Day in their respective municipalities, and that a copy of this resolution be provided to AMO, LUMCO, FCM, and ROMA for that purpose.



Tanya Daniels  
City Clerk  
[tdaniels@brantford.ca](mailto:tdaniels@brantford.ca)

cc All Ontario municipalities  
Association of Municipalities of Ontario (AMO)  
Large Urban Mayor's Caucus of Ontario (LUMCO)  
Federation of Canadian Municipalities  
Rural Ontario Municipal Association (ROMA)