



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

Tuesday, June 23, 2020, 6:00 p.m.

Pages

**1. CALL TO ORDER**

Call to order of the 13th 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

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**Recommended Motion:**

THAT the Council Minutes dated June 9th, 2020 be accepted as presented.

**5. RECESS**

**Recommended Motion:**

THAT Council recess to move into Committee of the Whole prior to resuming with the remainder of the regular Council Meeting in order to finish the business of Council prior to the summer break.

**Recommended Motion:**

THAT Council return to regular session at \_\_\_\_\_ p.m.

6. CONSENT REPORT

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**Recommended Motion:**

THAT Council receive the Consent Report dated June 23rd 2020.

## 7. MOTIONS

### Planning and Protection

1. BIA - Licenced Patio Space Criteria (Ontario Regulation 719)

#### **Recommended Motion:**

WHEREAS The COVID-19 pandemic has had a major impact on restaurants and businesses within the Town of Carleton Place;

AND WHEREAS with respect to restaurants, it is anticipated that even when restaurants are permitted by the Province to open again, it will likely be with certain public health requirements which will limit seating capacities which will continue to have negative impacts on the viability of many restaurants;

AND WHEREAS, the Town would like to assist restaurants by allowing for temporary outdoor patios and other retail businesses by allowing for additional temporary retail spaces which could help improve their viability in the long-term;

THAT as per Section 3.44.2 of the Development Permit By-law, Council has the ability to vary the standards, provisions and requirements of the Development Permit By-law of the stated standards subject to the below requirements:

1. That the project is consistent with and complies with the Provincial Policy Statement (PPS) 2020, Lanark County Sustainable Communities Official Plan, and the Town of Carleton Place Official Plan as well as all regulations related to the provincial COVID-19 Emergency Order;
2. That staff is satisfied that all criteria of the Development Permit By-law have been met or as directed by Council;

NOW THEREFORE, Council hereby waives all requirements of the Development Permit By-law as per Section 3.44.2 including the requirements for, but not limited to: temporary uses, setbacks, lot coverage, parking requirements, landscaping and any other standard within the Development Permit By-law but excludes permitting development in hazard lands such as flood plains, steep slopes or brownfield sites; and

THAT the Town permits the use of a total of (6) six parking space(s) immediately in front of businesses or expanded interlock bricked area adjacent to the sidewalk to use as patio or retail space on Bridge Street to be determined between the Town and the Downtown BIA; and

THAT the Town permits the use of owner-owned parking space(s) in front of businesses to use as patios in other areas of Town; and

THAT a memorandum of understanding be entered into with the Town of Carleton Place with businesses wishing to use Town-owned property to expand their retail / patio space and/or to use their own parking areas for expanded patio space.

2. BIA - Sidewalks, Signage, Flex Spaces

**Recommended Motion:**

BE IT RESOLVED THAT in response to a letter received from the Downtown Business Improvement Area dated June 11, 2020, Council agrees to the following:

1. The Town will communicate through its various communication channels, that biking/skateboarding is not permitted on downtown sidewalks;
2. Regular foot patrols by Carleton Place By-law Officers and forwarding a request to OPP for consideration of foot patrols by them to assist in the enforcement of the Town's sidewalk guidelines;
3. Town signage, in a format to be determined by staff, in the downtown to remind pedestrians of physical distancing measures; and
4. The BIA be permitted to install two (2) flex spaces at locations to be approved by the Town, with the Town agreeing to fund the rental of one (1) flex space with the responsibility for the flex spaces remaining with the BIA; and
5. That the \$2,500 of funding for the flex space to be paid by the Town be taken from the \$12,000 that Council had previously allocated towards communications for the Downtown Revitalization Project

3. Downtown Speed Signage

**Recommended Motion:**

THAT Council authorizes the expenditure of up to \$1,000 for new signage on Bridge Street for the purpose of encouraging motorists to reduce their driving speeds; and

THAT the funds for the signs be taken from the \$12,000 that had been previously allocated for Downtown Revitalization Project communications.

## Physical Environment

4. Public Works Tender PW2-2020 - Street Reconstruction (Communication 131078)

### Recommended Motion:

THAT Council award Contract PW2-2020 for the Reconstruction of High Street and the Rehabilitation of Patterson Crescent to Thomas Cavanagh Construction in the amount of \$966,234.46 (includes Town's net share of HST); and

THAT Council authorize staff to proceed with utilizing funds from the Engineering Reserve to fund Construction Inspection Services at an anticipated cost of \$48,000.

## Corporate Services

5. Insurance Renewal (Communication 131079)

### Recommended Motion:

THAT Council accepts the quote from Arthur J. Gallagher, Insurance Broker for Frank Cowan Insurance for the period June 15, 2020 to January 1, 2021 at the quoted price of \$169,875 + PST; and THAT Council authorizes a budget deviation of \$40,535 to be funded from the Administration and Water/Sewer reserves

## Community Issues

6. Temporary Library Move to Train Station (Communication 131081)

### Recommended Motion:

THAT Council supports the Carleton Place Public Library temporarily relocating to the Active Living Centre at the Train Station while renovations are completed at the Library from late summer 2020 to winter 2021.

## 8. ANNOUNCEMENTS

## 9. CONFIRMATORY BY-LAW

1. By-law No. 58-2020 - Confirmation of Council Proceedings

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### Recommended Motion:

THAT By-law 58-2020 (To Confirm Council Proceedings) be read a first, second and third time and finally passed.

10. ADJOURNMENT

Recommended Motion:

THAT the 13th meeting of the 131st Council be hereby adjourned at \_\_\_ p.m.

## MINUTES

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

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

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

STAFF PRESENT: Diane Smithson, CAO  
Stacey Blair, Clerk

#### 1. CALL TO ORDER

The 12th 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. 12-131-01

**Moved by:** Councillor Atkinson

**Seconded by:** Deputy Mayor Redmond

THAT the Agenda be approved as presented.

**CARRIED**

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

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

Councillor Seccaspina's family owns land that could be impacted by this decision.

#### 4. APPROVAL OF MINUTES

1. Council Minutes

**Motion No. 12-131-02**

**Moved by:** Councillor Seccaspina

**Seconded by:** Councillor Randell

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

**CARRIED**

5. **PRESENTATIONS**

None.

6. **CONSENT REPORT**

**Motion No. 12-131-03**

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Randell

THAT Council receive the Consent Report dated June 9, 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.

**CARRIED**

7. **MOTIONS**

Physical Environment



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

**Motion No. 12-131-04**

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Atkinson

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**

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

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

Councillor Seccaspina did not participate or vote on this topic.

**Motion No. 12-131-05**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Tennant

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**

Corporate Services

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

**Motion No. 12-131-06**

**Moved by:** Councillor Fritz

**Seconded by:** Deputy Mayor Redmond

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.

**CARRIED**

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

**Motion No. 12-131-07**

**Moved by:** Councillor Seccaspina

**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**

**8. BY-LAWS**

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

**Motion No. 12-131-08**

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Randell

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.

**CARRIED**

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

**Motion No. 12-131-09**

**Moved by:** Councillor Seccaspina

**Seconded by:** Councillor Fritz

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.

**CARRIED**

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

**Motion No. 12-131-10**

**Moved by:** Councillor Randell

**Seconded by:** Deputy Mayor Redmond

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

**CARRIED**

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

**Motion No. 12-131-11**

**Moved by:** Councillor Fritz

**Seconded by:** Deputy Mayor Redmond

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.

**CARRIED**

**9. ANNOUNCEMENTS**

The Mayor announced that Pride will be celebrated in September in Carleton Place at the request of the Carleton Place Pride Committee.

**10. CONFIRMATORY BY-LAW**

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

**Motion No. 12-131-12**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Fritz

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

**CARRIED**

**11. ADJOURNMENT**

**Motion No. 12-131-13**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Randell

THAT the 12th meeting of the 131st Council be hereby adjourned at 6:16 p.m.

**CARRIED**

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Doug Black, Mayor

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Stacey Blair, Clerk

## **Consent Report**

### **Consent Motions from Committee of the Whole, June 9, 2020**

#### Policy Review

Annual Integrity Commissioner Report (Communication 131077)

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

### **Consent Motions from Committee of the Whole, June 23, 2020**

#### Corporate Services

Financial Report to May 31, 2020 (Communication 131079)

THAT Council receive the Financial Report from the Treasurer to May 31, 2020 as information.

**BY-LAW NO. 58-2020**

**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 23, 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 23, 2020 Confirmatory By-Law**"

**READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 23<sup>rd</sup> DAY OF JUNE 2020.**

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Doug Black, Mayor

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Stacey Blair, Clerk