



AGENDA
REGULAR MEETING OF THE TOWN OF CARLETON PLACE

Tuesday, August 25, 2020, 7:00 p.m.

Pages

1. **CALL TO ORDER**

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

5

Recommended Motion:

THAT the Council Minutes dated August 11, 2020, be accepted as presented.

5. **PRESENTATIONS**

None.

6. **CONSENT REPORT**

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Recommended Motion:

THAT Council receive the Consent Report dated August 25, 2020.

7. MOTIONS

1. Captain Roy A. Brown and Service Road Clearing (Communication 131088)

Recommended Motion:

THAT Staff proceed with the preparation and issuance of a clearing Tender for approximately 3.39 ha of land as described in Figure 1 of the Engineering Manager's report dated August 11, 2020.

2. Naming of Proposed Highway 7 Service Road (Communication 131089)

Recommended Motion:

THAT the name "McEachen Drive" be reserved for the purposes of naming the future Municipal Service Road planned to be extended from Captain Roy A. Brown Boulevard to the rear of properties fronting onto the south side of Highway 7.

3. Funding of Water and Erosion Control Infrastructure MVCA
(Communication 131092)

Recommended Motion:

WHEREAS the province reaffirmed its commitment to “continue its cost share funding arrangement with municipalities to support high priority repairs to conservation authority infrastructure” in its March 2020 *Ontario Flooding Strategy*; and

WHEREAS the province allocated \$5 million annually for this purpose in 2003 and has not increased or indexed the funding envelop in 17 years; and

WHEREAS demand for replacement and upgrade of water and erosion control assets is ever increasing due to aging infrastructure and the impacts of climate change;

WHEREAS critical infrastructure within the Mississippi Valley watershed that serves this municipality did not receive funding this year and there are no guarantees that it will in the foreseeable future based upon current program demand; and

WHEREAS should funding not be received from the province for these and other MVCA capital projects the burden of those costs will fall in part to this municipality;

NOW THEREFORE, be it resolved that a letter be sent on behalf of Council for submission to the Minister of Natural Resources and Forestry, the Minister of Environment, Conservation and Parks, and the Minister of Municipal Affairs and Housing supporting the letter from the MVCA and requesting that funding of the Water and Erosion Control Infrastructure (WECI) program be significantly increased and that program rules be adjusted to allow for reasonable construction periods and the carryover of funds between fiscal years.

8. BY-LAWS

1. By-law No. 72-2020 - Appointment of Allan and Partners as Municipal Auditors

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Recommended Motion:

THAT By-law 72-2020 (**Appointment of Allan and Partners as Municipal Auditors**) be read a first, second and third time, and finally passed.

2. By-law 73-2020 - Amend Sign By-law 65-2008 Regarding Ground Signs 14

Recommended Motion:

THAT By-law 73-2020 (To Amend Sign By-law 65-2008 regarding Ground Signs) be read a first, second and third time, and finally passed.

3. By-law 74-2020 - Authorize an Agreement with Hydro One Ltd. Regarding Clearing of Captain A. Roy Brown Blvd. 16

Recommended Motion:

THAT By-law 74-2020 (To Authorize an Agreement with Hydro-One Ltd. Regarding the Clearing of Land for Captain Roy A. Brown Blvd.) be read a first, second and third time, and finally passed.

9. ANNOUNCEMENTS

- Mayor's Proclamation - PRIDE Week, September 4-12, 2020

10. CONFIRMATORY BY-LAW

1. By-law No. 75-2020 - Confirmation of Council Proceedings 17

To Confirm the Council Proceedings

Recommended Motion:

THAT By-law No. 75-2020 (To Confirm Council Proceedings) be read a first, second and third time, and finally passed.

11. ADJOURNMENT

Recommended Motion:

THAT the 15th regular meeting of the 131st Council of the Town of Carleton Place be hereby adjourned at _____ p.m.

MINUTES

SPECIAL MEETING OF COUNCIL OF THE TOWN OF CARLETON PLACE

**Tuesday, August 11, 2020, 6:45 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

1. CALL TO ORDER

Mayor Black called the meeting to order at 6:45 p.m.

2. APPROVAL OF AGENDA

Motion No. SP4-131-01

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Atkinson

THAT the Agenda be approved as presented.

CARRIED

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

None.

4. BUSINESS

1. Amendment to Procedural By-law 117-2018 - Electronic Meetings (Communication 131085)

Motion No. SP4-131-02

Moved by: Councillor Tennant

Seconded by: Councillor Fritz

THAT Procedural By-law 117-2018 be amended as follows:

1. THAT the words Declared Emergency be deleted from Section 5.12;
and
2. THAT Section 5.12.1 be deleted and replaced with the following:

5.12.1 Electronic meetings may take place for any and all types of Council or Committee meetings with notice in accordance with this By-law.

CARRIED

5. BY-LAWS

1. By-law No. 62-2020 - To Amend Procedural By-law 117-2018

Motion No. SP4-131-03

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Randell

THAT By-law 62-2020 (To Amend Procedural By-law 117-2018) be read a first, second and third time, and finally passed.

CARRIED

6. CONFIRMATORY BY-LAW

1. By-law No. 63-2020

Motion No. SP4-131-04

Moved by: Councillor Fritz

Seconded by: Councillor Tennant

THAT By-law 63-2020 (To Confirm Council Proceedings) be read a first, second and third time, and finally passed.

CARRIED

7. ADJOURNMENT

Motion No. SP4-131-05

Moved by: Councillor Seccaspina

Seconded by: Councillor Atkinson

THAT the fourth special meeting of the 131st Council of the Town of Carleton Place be adjourned at 6:55 p.m.

CARRIED

Doug Black, Mayor

Stacey Blair, Clerk

MINUTES

REGULAR MEETING OF COUNCIL OF THE TOWN OF CARLETON PLACE

Tuesday, August 11, 2020, 7:00 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 14th regular meeting of the 131st Council of the Town of Carleton Place was called to order by Mayor Black at 7:00 p.m.

2. APPROVAL OF AGENDA

Motion No. 14-131-01

Moved by: Councillor Fritz

Seconded by: Councillor Tennant

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. 14-131-02

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Seccaspina

THAT the Council Minutes dated June 23rd, June 30th, and July 21st, 2020 be accepted as presented.

CARRIED

5. BY-LAWS

1. By-law No. 64-2020 - Part Lot Control - 1-3 Berryman Street

Motion No. 14-131-03

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Randell

THAT By-law 64-2020 (**Part Lot Control 1-3 Berryman Street**) be read a first, second and third time, and finally passed.

CARRIED

2. By-law No. 65-2020 - Part Lot Control - 31-33 Berryman Street

Motion No. 14-131-04

Moved by: Councillor Fritz

Seconded by: Deputy Mayor Redmond

THAT By-law No. 65-2020 (**Part Lot Control 31-33 Berryman Street**) be read a first, second and third time, and finally passed.

CARRIED

3. By-law No. 66-2020 - Part Lot Control - 1-13 Pollock Drive

Motion No. 14-131-05

Moved by: Councillor Randell

Seconded by: Deputy Mayor Redmond

THAT By-law No. 66-2020 (**Part Lot Control 1-13 Pollock Drive**) be read a first, second and third time, and finally passed.

CARRIED

4. By-law No. 67-2020 - Part Lot Control - 33-39 Stokes Drive

Motion No. 14-131-06

Moved by: Councillor Seccaspina

Seconded by: Councillor Fritz

THAT By-law No. 67-2020 (**Part Lot Control 33-39 Stokes Drive**) be read a first, second and third time, and finally passed.

CARRIED

5. By-law No. 68-2020 - Part Lot Control - 43-53 Stokes Drive

Motion No. 14-131-07

Moved by: Councillor Atkinson

Seconded by: Councillor Randell

THAT By-law No. 68-2020 (**Part Lot Control 43-53 Stokes Drive**) be read a first, second and third time, and finally passed.

CARRIED

6. By-law No. 69-2020 - Part Lot Control - 46-56 Stokes Drive

Motion No. 14-131-08

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Fritz

THAT By-law No. 69-2020 (**Part Lot Control 46-56 Stokes Drive**) be read a first, second and third time, and finally passed.

CARRIED

7. By-law No. 70-2020 - Part Lot Control - 23-29 Stokes Drive

Motion No. 14-131-09

Moved by: Councillor Tennant

Seconded by: Councillor Randell

THAT By-law No. 70-2020 (**Part Lot Control 23-29 Stokes Drive**) be read a first, second and third time, and finally passed.

CARRIED

6. ANNOUNCEMENTS

The Mayor welcomed two new employees to the Town, Niki Dwyer, Director of Development Services and Guy Bourgon, Director Public Works.

The Deputy Mayor made an announcement regarding Wounded Warriors Canada Virtual Ride for Mental Health, an upcoming event to raise money for military personnel which will take place on August 22nd.

7. CONFIRMATORY BY-LAW

1. By-law No. 71-2020 - Confirmation of Council Proceedings

Motion No. 14-131-10

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Fritz

THAT By-law No. 71-2020 (To Confirm Council Proceedings) be read a first, second and third time, and finally passed.

CARRIED

8. ADJOURNMENT

Motion No. 14-131-11

Moved by: Councillor Randell

Seconded by: Councillor Fritz

THAT the 14th meeting of the 131st Council be hereby adjourned at 7:13 p.m.

CARRIED

Doug Black, Mayor

Stacey Blair, Clerk

Consent Report

Consent Items from the August 11, 2020 Committee of the Whole

Corporate Services

1. CAO's Report – Delegated Authority (Communication 131090)

THAT Council accepts the CAO's Delegated Authority Report dated August 11, 2020 as information.

BY-LAW NO. 72-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO APPOINT ALLAN AND PARTNERS AS MUNICIPAL AUDITOR FOR THE FISCAL YEARS FROM 2020 TO 2024 INCLUSIVE;

WHEREAS Part VII, Section 296(1) of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality shall appoint an auditor licensed under the Public Accounting Act, 2004 who is responsible for (a) annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit; and (b) performing duties required by the municipality or local board.

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

1. The firm of Allan and Partners is hereby appointed as the Auditor for The Corporation of the Town of Carleton Place and its local boards including the accounts and transactions of local non-consolidated boards including the Public Library Board and the Board of Management of the Business Improvement Area for the 2020 to 2024 fiscal years.
2. Council delegates authority to the Treasurer to sign audit engagement letters with Allan and Partners, to engage Allan and Partners to conduct audits on behalf of the Town of Carleton Place and its local boards for the fiscal years 2020 through 2024 inclusive.
3. That this by-law shall come into force and take effect on the date of passing.

READ A FIRST TIME, SECOND TIME AND THIRD TIME AND FINALLY PASSED THIS 25TH DAY OF AUGUST, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 73-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND THE TOWN'S SIGN BY-LAW 65-2008.

WHEREAS Section 11 (3) 7. of the Municipal Act, 2001, S.O. 2001, c25 authorizes municipalities to pass by-laws relating to structures, including fences and signs;

AND WHEREAS the Council of the Town of Carleton Place adopted By-law 65-2008, the Sign By-law on October 28, 2008;

AND WHEREAS Council now deems it expedient to amend By-law 65-2008 to address matters relating to ground signs;

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

1. THAT the following definition be added to Section 6.14 Residential Designations as follows:

6.14.4 Ground Signs for multi-tenant apartment/condo buildings and complexes may conform to Section 7.4 of this By-law.

2. THAT Section 7.4 Ground Signs of By-law 65-2008 be repealed and replaced with the following:

7.4 Ground Signs

7.41 One ground sign per frontage may be erected between the building and lot line, provided that:

a) The maximum sign area and height conforms to the chart Below:

# of Storeys	Maximum Height	Maximum Area
1	Max 2.2m (7.2ft)	4.5m ² (48.4ft ²)
2	Max 2.5m (8.2ft)	5.0m ² (53.8ft ²)
3	Max 2.8m (9.2ft)	5.5m ² (59.2ft ²)
4 +	Max 3.1m (10.2ft)	6.0m ² (64.6ft ²)

b) No part of the sign or its structural components may be closer than 1 meter from any lot line. In the case of a corner lot/property, no part of the sign or its structural components may be in the sight triangle as described in the Development Permit By-law of the Corporation of the Town of Carleton Place.

3. THAT this by-law shall come into force and effect on its passing.

R5AD A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 25TH DAY OF AUGUST, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 74-2020

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AUTHORIZE THE SIGNING OF AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF CARLETON PLACE AND HYDRO ONE LIMITED FOR THE CLEARING OF LAND ALONG CAPTAIN A. ROY BROWN BOULEVARD.

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;

AND WHEREAS the Council of the Town of Carleton Place deems it expedient to enter into an agreement with Hydro One Limited for the clearing of land along Captain A. Roy Brown Boulevard required for the expansion of Hydro one's electrical distribution system.

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 "Captain A. Roy Brown Boulevard Clearing Contract".

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 execute an agreement between the Corporation of the Town of Carleton Place and Hydro One Limited.
- (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 25TH DAY OF AUGUST, 2020.

Doug Black, Mayor

Stacey Blair, Clerk

BY-LAW NO. 75-2020

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 **August 25, 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 "**August 25, 2020 Confirmatory By-Law**"

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 25th DAY OF AUGUST 2020.

Doug Black, Mayor

Stacey Blair, Clerk