

## MINUTES

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

Tuesday, March 9, 2021, 7:00 p.m.

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

STAFF PRESENT: Diane Smithson, CAO  
Stacey Blair, Clerk

**1. CALL TO ORDER**

Mayor Black called the meeting to order at 7:00 p.m.

**2. APPROVAL OF AGENDA**

**Motion No. 5-132-01**

**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. APPROVAL OF MINUTES**

1. Council Minutes

**Motion No. 5-132-02**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Atkinson

THAT the Council Minutes dated February 23rd, 2021, be accepted as presented.

**CARRIED**

**5. PRESENTATIONS**

1. County Request for Lower Tier Municipalities to Prepare a Corporate Climate Action Plan

Michelle Vala and Susan Brandum made a presentation to Council which provided background information about the Partners for Climate Protection (PCP) Program. The PCP is a network of over 450 Canadian municipalities that have committed to reducing greenhouse gases (GHG).

Ms. Vala described the steps required for a climate action plan and the various milestones to be accomplished. As well, it was explained how the Climate Action Plan Committee operates.

Ms. Brandum then explained to Council the operations of Climate Network Lanark. Lastly, the required reporting to the PCP was explained to members of Council.

**6. CONSENT REPORT**

**Motion No. 5-132-03**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Atkinson

THAT Council receive the Consent Report dated March 9th, 2021:

Planning and Protection

**Signage Control Download for County Corridors (Communication 132025)**

THAT Committee of the Whole refuse accepting the additional Sign By-law responsibility that is proposed to be downloaded from Lanark County to the Town.

**2020 Department Activity Report Card (Communication 132026)**

THAT the 2020 Development Activity Report by the Director of Development Services dated February 23, 2021 be received as information.

Policy Review

**Council Appointments to Advisory Committee/Boards (Communication 132031)**

THAT Council approve the following new Advisory Committee and Board appointments:

Mississippi Valley Conservation Authority – Councillor Tennant

Carleton Place Police Services Board – Deputy Mayor Redmond

Carleton Place Youth Centre – Wes Parsons

Carleton Place Childcare Committee – Wes Parsons

Sister City Committee – Councillor Seccaspina

BIA – Councillor Randell

AND THAT all other existing appointments remain in place until the end of this term of Council.

Committee Updates and Information

**Motion from the Environmental Advisory Committee – Rain Barrels**

THAT Council approve adding water/rain barrels to the existing composter subsidy program as recommended by the Carleton Place Environmental Advisory Committee.

**Advisory Committee Appointments**

THAT Council recommends the following Advisory Committee appointments:

1. Ian Ross – Municipal Heritage Committee
2. Daniel McShane – Municipal Drug Strategy Committee

**CARRIED**

**7. MOTIONS**

1. Bodnar Subdivision Extension, 1st Request (Communication 132027)

**Motion No. 5-132-04**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Tennant

THAT Council supports a one (1) year extension of the Draft Approval for the Bodnar Subdivision; and  
THAT Staff be instructed to inform the County of Lanark.

**CARRIED**

2. Partners or Climate Protection (PCP) Program

**Motion No. 5-132-05**

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Atkinson

WHEREAS the Federation of Canadian Municipalities (FCM) and ICLEI– Local Governments for Sustainability (ICLEI Canada) have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 350 municipal governments across Canada representing more than 65% of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

BE IT RESOLVED that the Town of Carleton Place review the guidelines on PCP Member Benefits and Responsibilities and then communicate to FCM and ICLEI Canada its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the Town of Carleton Place appoint the following:

1. Corporate staff person: Ross Rankin, Property and Project Manager
2. Elected official: Jeff Atkinson, Councillor

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

**CARRIED**

3. Approval of Development Charges Background Study

**Motion No. 5-132-06**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Seccaspina

THAT Council approve the 2020 Development Charges Background Study dated December 7, 2020, as amended by the Committee of the Whole on March 2, 2021, subject to further annual review during the capital budget process; and

THAT Council determine that no further public meeting is required on the matter.

**CARRIED**

**8. BY-LAWS**

1. By-law No. 34-2021 (Amend Waste Collection By-law 19-2013)

**Motion No. 5-132-07**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Atkinson

THAT By-law 34-2021 (Amendment to the Waste Collection By-law 19-2013) be read a first, second and third time and finally passed.

**CARRIED**

2. By-law No. 35-2021 (Amend Fees And Charges By-law 114-2020, Waste Collection)

**Motion No. 5-132-08**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Seccaspina

THAT By-law 35-2021 (Amendment to the Fees and Charges By-law 114-2020, Waste Collection) be read a first, second and third time and finally passed.

**CARRIED**

3. By-law No. 36-2021 (Amend Traffic and Parking By-law 46-2003 Moore St. at OVRT)

**Motion No. 5-132-09**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Tennant

THAT By-law 36-2021 (Amendment to the Traffic and Parking By-law 46-2003, Moore Street and OVRT) be read a first, second and third time and finally passed.

**CARRIED**

4. By-law No. 37-2021 - (Appointment of M. Cooke as Building Official, Building Inspector/Plans Examiner)

**Motion No. 5-132-10**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Tennant

THAT By-law 37-2021 (Appointment of Michael Cooke as a Building Official, Building Inspector/Plans Examiner and a By-law Enforcement Officer) be read a first, second and third time, and finally passed.

**CARRIED**

5. By-law Nos. 38-2021 to 40-2021 (Part Lot Control By-laws)

**Motion No. 5-132-11**

**Moved by:** Councillor Randell

**Seconded by:** Deputy Mayor Redmond

THAT the following Part Lot Control By-laws be read a first, second and third time, and finally passed:

- By-law 38-2021 Part Lot Control 66 and 68 McPhail Road
- By-law 39-2021 Part Lot Control 153 and 155 McPhail Road
- By-law 40-2021 Part Lot Control 159 and 161 McPhail Road

**CARRIED**

6. By-law No. 41-2021 (Development Charges)

**Motion No. 5-132-12**

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Randell

THAT By-law 41-2021 (Development Charges) be read a first, second and third time, and finally passed.

**CARRIED**

**9. ANNOUNCEMENTS**

1. COVID-19 - Day of Observance

Mayor Black read a statement in observance of March 11th regarding COVID-19 which recognized the handwork and sacrifice that has been made during this pandemic.

2. International Women's Day

In remembrance of Councillor Theresa Fritz, Councillor Linda Seccaspina read a proclamation regarding International Women's Day. Mayor Black then declared March 8th as International Women's Day in the Town of Carleton Place.

3. Carleton Place Public Library 175th Anniversary

Councillor Tennant spoke about the history of the Carleton Place Public Library which was established in 1846 and the upcoming virtual celebrations of its 175th anniversary.

**10. CONFIRMATORY BY-LAW**

1. By-law No. 42-2021 - Confirmation of Council Proceedings

**Motion No. 5-132-13**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Atkinson

THAT By-law 42-2021 (Confirmation of Council Proceedings for March 9th, 2021) be read a first, second and third time, and finally passed.

**CARRIED**

**11. ADJOURNMENT**

**Motion No. 5-132-14**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Seccaspina

THAT the meeting be adjourned at 7:40 p.m.

**CARRIED**

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Doug Black, Mayor

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Stacey Blair, Clerk