

MINUTES  
OF THE TENTH REGULAR MEETING OF THE ONE HUNDRED  
AND TWENTY EIGHTH COUNCIL OF THE TOWN OF CARLETON PLACE

The Tenth Regular Meeting of the One Hundred and Twenty Eighth Council of the Town of Carleton Place was held in the Town Hall Council Chambers on Tuesday, May 23, 2017 at 7:00 p.m.

**PRESENT:** Mayor Antonakos                      Deputy-Mayor Flynn  
                  Councillor Black                      Councillor Doucett  
                  Councillor Redmond                      Councillor Fritz  
                  Councillor Trimble

**STAFF:**        Paul Knowles, CAO                      D. Rogers, Clerk

**I        OPENING PRAYER**

Mayor Antonakos asked members of Council and the public present to stand for a moment of silence.

**II       DISCLOSURE OF PECUNIARY INTEREST**

Refer to Other Business

**III     MINUTES OF PREVIOUS MEETING**

Motion No. 10-128-01

Moved by Deputy-Mayor Flynn, seconded by Councillor Doucett

**THAT** the Minutes of the Ninth Regular Meeting of the 128<sup>th</sup> Council held on May 9, 2017 be adopted as printed.

**CARRIED**

**IV     DELEGATIONS**

None

**V       COMMUNICATIONS**

128229 – 128238

**VI     READING OF BY-LAWS**

**By-law No. 32-2017**

Motion No. 10-128-02

Moved by Councillor Black, seconded by Councillor Redmond

**THAT** By-law No. 32-2017 **(To Adopt an Emergency Measures Plan)** be read a first, a second and third time and finally passed.

**CARRIED**

**By-law No. 33-2017**

Motion No. 10-128-03

Moved by Councillor Redmond, seconded by Councillor Trimble

**THAT** By-law No. 33-2017 **(Amendment to the Refreshment Vehicle By-law 06-2016)** be read a first, a second and third time and finally passed.

**CARRIED**

**By-law No. 34-2017**

Motion No. 10-128-04

Moved by Councillor Fritz, seconded by Councillor Doucett

**THAT** By-law No. 34-2017 **(To Dedicate Certain Lands as Public Highways)**

be read a first, a second and third time and finally passed.

**CARRIED**

**VII STANDING COMMITTEES**

**Corporate Services Committee – May 16, 2017**

Motion No. 10-128-05

Moved by Councillor Trimble, seconded by Councillor Redmond

Communication: 128231

**THAT** Council hereby accepts the Corporate Services Committee's decisions related to the consent items of May 16, 2017 and approves the Council Actions.

**CARRIED**

Motion No. 10-128-06

Moved by Deputy-Mayor Flynn, seconded by Councillor Doucett

Communication: 128230

**THAT** Council hereby approves the 2017 budget reflecting PSAB reporting.

**CARRIED**

Motion No. 10-128-07

Moved by Councillor Black, seconded by Councillor Redmond

Communication: 128232

**THAT** Council hereby authorizes staff to accept Frank Cowan as our insurance provider with Arthur J. Gallagher being our broker for the period of June 15, 2017 to June 15, 2018 at the quoted price of \$199,554 + taxes.

**CARRIED**

**Community Issues Committee – May 16, 2017**

Motion No. 10-128-08

Moved by Councillor Fritz, seconded by Councillor Doucett

Communication: 128233 128234

**THAT** Council hereby accepts the Community Issues Committee's decisions related to the consent items of May 16, 2017 and approves the Council Actions.

**CARRIED**

**Planning and Protection Committee – May 16, 2017**

Motion No. 10-128-09

Moved by Councillor Redmond, seconded by Councillor Black

Communication: 128235 128236 128237 128238

**THAT** Council hereby accepts the Planning and Protection Committee's decisions related to the consent items of May 16, 2017 and approves the Council Actions.

**CARRIED**

## VIII OTHER BUSINESS

Mayor Antonakos on behalf of Council read a Proclamation declaring the month of June 2017 as Senior's Month in the Town of Carleton Place.

Mayor Antonakos, on behalf of Council read a second Proclamation declaring the month of June 2017 as Bike Month in the Town of Carleton Place.

Mayor Antonakos declared a possible pecuniary interest regarding Motion No. 10-128-11, left the Mayor's Chair at 7:10 p.m. and did not speak nor vote on the said motion.

Motion No. 10-128-10

Moved by Councillor Doucett, seconded by Councillor Fritz

**THAT** in accordance with Section 3(7) of the Procedures of Council By-law No. 09-2015, that Deputy-Mayor Flynn be appointed as Acting Head of Council.

**CARRIED**

Deputy-Mayor Flynn assumed the Chair at 7:11 p.m.

Motion No. 10-128-11

Moved by Councillor Black, seconded by Councillor Trimble

**THAT** council accept Mr. Swayze's report with the following exceptions. The recommended penalty of a 90 day income suspension will be at today's remuneration rate and that in addition to this penalty, 25% of the Mayor's 2017 discretionary fund will also be suspended.

The monies from these 2 suspensions will be applied toward the cost recovery of Mr. Swayze's investigation.

At the request of Councillor Doucett, the Clerk administered a recorded vote as follows:

Member	Yea	Nay	Abstained
Mayor Antonakos			x
Councillor Black	x		
Councillor Doucett	x		
Deputy-Mayor Flynn	x		
Councillor Fritz	x		
Councillor Redmond	x		
Councillor Trimble	x		
Total	6	0	1

The Clerk informed members of Council that the Motion No. 10-128-11 was approved.

**CARRIED**

Mayor Antonakos assumed the Mayor's Chair at 7:17 p.m.

## **IX MAYOR'S ANNOUNCEMENTS/DATES TO REMEMBER**

Mayor Antonakos reminded members of Council that Bike month would be a month long event throughout June. The Eastern Ontario Bike Summit will be hosted by Carleton Place at the Carleton Place Community Centre on May 31<sup>st</sup> and on June 1<sup>st</sup> 2017. The Mayor noted that he will be defending his title as champion of the Mayor's Slow Bike Race. Also interested residents can register for the Silver Chain Challenge. The Mayor also informed Council of the Bike Share Program for a rental fee of \$5.00.

Mayor Antonakos informed Council of the following upcoming events. On Wednesday, May 24, 2017 the local Chamber of Commerce will hold a Breakfast at the Thruway Restaurant from 7:30 a.m. to 9:00 a.m. The guest speaker will be Joanna Bowes. On Friday, May 26<sup>th</sup>, the IODE Bridge/Luncheon Fundraiser will be held at Zion Memorial Church. Also on May 26<sup>th</sup> the 'Let Music Sing and Ring Event' will be held at St. Andrews Presbyterian Church.

On Saturday, May 27<sup>th</sup> 2017, The Spring Pops Concert will be held as well as the Wine'd Around Downtown Event. Also on Saturday, May 27<sup>th</sup> is the annual Franktown Lilac Festival. Students from Franklin, Tennessee will be visiting Carleton Place for one week starting on Friday, May 26, 2017. The Spring Art Show and Sales Event will be held on Saturday, May 27, 2017. On Wednesday, May 31<sup>st</sup> the Annual Active Transportation Summit will be held at the Carleton Place Community Centre.

The Mayor informed members of Council of a number of events occurring in June including the CPDMH Bed Pan Classic Golf Tournament, the Free Cycle Weekend and the Community Wide Garage Sale on Saturday, June 3<sup>rd</sup> 2017. On Thursday, June 8<sup>th</sup> will be the Annual Seniors Night at the Carleton Place Community Centre and on Saturday June 10<sup>th</sup> the Local Heroes Dance will be held. On Thursday, June 15 the Connections Fundraiser will be held also at the Carleton Place Town Hall. Finally, on Saturday, June 17<sup>th</sup> the United Way Golf Tournament will take place and on the same day will be the Lambs Down Park Festival.

Mayor Antonakos then listed in detail a number of apartment developments occurring in Carleton Place in the near future. On behalf of Council, Mayor Antonakos expressed condolences to the White family regarding the recent passing of Blair White. Condolences were also noted to the victims of the recent Manchester England bombing.

## **X BY-LAW CONFIRMING COUNCIL PROCEEDINGS**

### **By-law No. 35-2017**

Motion No. 10-128-12

Moved by Councillor Trimble, seconded by Councillor Black

**THAT** By-law No. 35-2017 (**Confirm Council Proceedings**) be read a first time, second time and third time and finally passed.

**CARRIED**

## **XI SINGING OF O CANADA**

Members of Council, Staff and the public present stood for the singing of O Canada.

**XII ADJOURNMENT – 7:35 p.m.**

Motion No. 10-128-13


Moved by Deputy-Mayor Flynn, seconded by Councillor Doucett

**THAT** the Tenth Regular Meeting of the One Hundred and Twenty Eighth Council be hereby adjourned.

**CARRIED**



Louis Antonakos, Mayor

  
D.H. Rogers, Clerk



## AGENDA

TENTH REGULAR MEETING OF THE ONE HUNDRED AND  
TWENTY EIGHTH COUNCIL OF THE TOWN OF CARLETON PLACE  
Tuesday, May 23, 2017 Council Chambers at 7:00 p.m.

**I OPENING PRAYER**

**II DISCLOSURE OF PECUNIARY INTEREST**

**III MINUTES OF PREVIOUS MEETING**

Minutes of the Ninth Regular Meeting of the 128<sup>th</sup> Council of May 9, 2017

**IV DELEGATIONS**

**V COMMUNICATIONS**

128229 – 128238 (*copies of communications are available to view in the Clerk's Dept.*)

**VI READING OF BY-LAWS**

By-law 32-2017 – To Adopt an Emergency Measures Plan

By-law 33-2017 – Amendment to the Refreshment Vehicle By-law 06-2016

By-law 34-2017 – To Dedicate Certain Lands as Public Highways

**VII STANDING COMMITTEES**

**Corporate Services Committee** – May 16, 2017

128230 128231 128232

**Community Issues Committee** – May 16, 2017

128233 128234

**Planning and Protection Committee** – May 16, 2017

128235 128236 128237 128238

**VIII OTHER BUSINESS**

- Proclamation – Seniors Month June 2017

- At the May 9<sup>th</sup>, 2017 meeting of Council, Robert Swayze, Integrity Commissioner, appeared before Council and summarized his findings. As per By-law 29-2012, the Treasurer will now proceed with the recommendation.

**IX MAYOR'S ANNOUNCEMENTS/DATES TO REMEMBER**

**X BY-LAW NO. 35-2017 CONFIRMING COUNCIL PROCEEDING**

**XI SINGING OF O'CANADA**

**XII ADJOURNMENT**

**BY-LAW NO. 32-2017**

**A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO  
ADOPT AN EMERGENCY MEASURES PLAN**

**WHEREAS** Section 3(1) of *The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E9* authorizes a municipality to formulate an emergency plan governing the provisions of necessary services during an emergency and procedures thereunder;

**AND WHEREAS** the Council of the Corporation of the Town of Carleton Place deems it necessary and desirable to adopt a new emergency measures plan for the said municipality;

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

1. That the Emergency Measures Plan of the Town of Carleton Place attached hereto as Schedule "A" be hereby adopted.
2. That, in accordance with Section 4 of *The Emergency Management and Civil Protection Act*, the Mayor or his/her designate is hereby authorized to declare an emergency when deemed appropriate and direct the enactment of the Emergency Measures Plan of the Town of Carleton Place.
3. An emergency shall be defined in accordance with Section 1 of *The Emergency Management and Civil Protection Act*.
4. That By-law No. 22-2016 be hereby repealed in its entirety.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS  
23<sup>RD</sup> DAY OF MAY 2017.

---

Louis Antonakos, Mayor

---

D.H. Rogers, Clerk

THIS IS SCHEDULE "A" TO BY-LAW NO. 32-2017

# EMERGENCY MANAGEMENT PLAN

THE CORPORATION OF THE TOWN  
OF CARLETON PLACE



February 2017



## MAYOR'S ADDRESS

On behalf of the members of Council, it is my pleasure to authorize the use of this Emergency Management Plan. This Plan has been formulated to assign responsibilities and to guide the immediate actions of key municipal officials after the onset of an emergency declared by the Office of the Mayor.

This Plan is essential for the protection of the life and property in the event of a natural and/or man-made disaster within our municipality. In order for this Plan to be effective, it is essential that all concerned be made aware of its provisions and that every municipal department be ready to carry out their assigned functions and responsibilities.

The Carleton Place Emergency Management Committee of Council is encouraged to keep this Plan current and to conduct regular exercises to test and, where applicable, to improve the Plan.

---

Date

---

Louis Antonakos, Mayor

## Emergency Quick Reference Guide

- Upon the arrival of three or more members, the Community Control Group (CCG) may initiate its function.
- Ensure that all Community departments have been notified and either activated or placed on standby. Each CCG member is responsible for their own department.
- The Mayor must inform the Province of Ontario that the Town of Carleton Place has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communication purposes. The call is made to the Office of the Fire Marshall and Emergency Management.

The number to use for this purpose is **(416) 314-0472**.

- Turn to individual responsibilities within the plan. Provide input and assistance as required.
- Each member of the CCG will report and respond to immediate needs in accordance with the Operations Cycle format.

# TABLE OF CONTENTS

Page

## Part 1 - Administration

Mayor's Address.....	2
Quick Reference Guide .....	3
Table of Contents .....	4
Introduction.....	6
Aim .....	7
Authority .....	8
Plan Maintenance.....	9
Distribution List.....	10
Amendments .....	11

## Part 2 - Emergency Operations

2.0 Community Control Group .....	12
2.1 Emergency Operation Centre Procedures.....	13
2.2 Operations Cycle .....	14
2.3 Community Control Group (CCG).....	15
2.4 Mayor.....	17
2.5 CAO (Operations Officer).....	18
2.6 Clerk/CEMC.....	19
2.7 Ontario Provincial Police.....	20
2.8 Fire Chief .....	21
2.9 EMS/Ambulance .....	22
2.10 Public Works.....	23
2.11 Medical Officer of Health.....	24
2.12 Director of Social Services.....	25
2.13 Public Information Officer.....	26
2.14 Health and Safety Advisor.....	27
2.15 Purchasing Officer.....	28

## Part 3 - Emergency Support

3.0 Canadian Red Cross.....	29
3.1 Clergy .....	30
3.2 Boards of Education .....	31
3.3 Legal Advisor .....	32
3.4 CERV.....	33

## Appendices

Appendix A	-	Emergency Notification System
	-	CCG
	-	Members of Council
	-	Outside Emergency Assistance
Appendix B	-	Vital Services Directory
Appendix C	-	Local Resources Directory
Appendix D	-	Emergency Management Act
Appendix E	-	Local By-law
Appendix F	-	HIRA
Appendix G	-	Critical Infrastructure
Appendix H	-	EOC Log's & Message Forms
Appendix I	-	Emergency Declaration Checklist
Appendix J	-	Declaration of Emergency Form
	-	Termination of Emergency Form
Appendix K	-	Guide to Emergency Media Relations
Appendix L	-	EOC Layout & Set-up Guide
Appendix M	-	Evacuation Plan
Appendix N	-	Shelter Plan
Appendix O	-	CERV Program
Appendix P	-	Glossary of Terms

## Introduction

The Emergency Plan for the Town of Carleton Place has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

---

Date

---

D.H. Rogers, C.M.O., Clerk & C.E.M.C.

## **Aim**

The Aim of this plan is to protect the health, safety, welfare and property of our citizens from the effects of a natural, technological or human caused emergency.

## **Authority**

This Plan has been developed and will be implemented in accordance with the Emergency Management and Civil Protection Act, detailed in Appendix “D”, which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

The By-law adopting this Plan is attached hereto as Appendix “E”.

## **Plan Maintenance**

This Plan was originally written in 2004 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The emergency telephone numbers will be reviewed on an annual basis.

The notification system will be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Control Group and Support Staff shall receive training and participate in exercises once every year as a minimum requirement.

The Vital Services and/or Local Services Directory should be updated annually.

The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.



## Distribution List

Mayor	-	1
Council	-	6
CAO	-	1
Clerk/CEMC	-	1 *
OPP	-	1
Fire Chief	-	1
EMS/Ambulance	-	1
Public Works Supervisor	-	1
Medical Officer of Health	-	1
Director of Social Services	-	1
Office of the Fire Marshal and Emergency Management	-	2
Emergency Operations Centre	-	14

## Amendments to the Plan

REVISION NO.	DATE	PAGES
1	April 2004	Comprehensive Update
2	March 2005	Comprehensive Update
3	March 2006	Comprehensive Update
4	February 2007	Comprehensive Update
5	February 2008	Comprehensive Update
6	February 2009	Comprehensive Update
7	February 2010	Comprehensive Update
8	March 2011	Comprehensive Update
9	February 2012	Comprehensive Update
10	January 2013	Comprehensive Update
11	February 2014	Comprehensive Update
12	February 2015	Comprehensive Update
13	January 2016	Comprehensive Update
14	February 2017	Comprehensive Update

## Part 2

# EMERGENCY OPERATIONS AND PROCEDURES

## 2.0 COMMUNITY CONTROL GROUP

The Community Control Group is the group that is responsible for the direction and control of the overall emergency response within the community. The CCG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG is made up of the following members:

Mayor (*or alternate*)  
CAO (*or alternate*)  
Clerk/CEMC (*or alternate*)  
OPP Representative  
Fire Chief (*or alternate*)  
EMS/Ambulance (*or alternate*)  
Director of Public Works (*or alternate*)  
Medical Officer of Health (*or alternate*) if required  
Director of Social Services (*or alternate*) if required  
Public Information Officer (*or alternate*)

### **IMPLEMENTATION**

Any member of the Community Control Group may request, through the Clerk/CEMC, that the Emergency Plan be implemented.

It is the responsibility of the agency that is first at the scene of an emergency to decide whether the emergency plan should be implemented. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site of severity of the situation.

The Clerk/CEMC will immediately notify the Mayor and other members of the CCG. Notification lists and procedures are located in Appendix A.

## 2.1 EMERGENCY OPERATIONS CENTRE PROCEDURES

The Emergency Operation Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the CCG will report to will be given. For example, members will be told that this is an emergency plan activation and that they should report to the primary EOC immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC Location: Fire Station (upstairs)  
15 Coleman Street

Alternate EOC Location: Carleton Place Town Hall (Council Chambers)  
175 Bridge Street

Upon receiving notification the CAO/Operations Officer will contact the administrative staff who have been assigned the task of setting up the EOC. The EOC will be set up and operational within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each CCG member/designate will:

- a) Sign in
- b) Check telephone/communication devices
- c) Open personal log
- d) Contact their own agency and obtain a status report
- e) Participate in the initial briefing
- f) Participate in planning initial response/decision making process
- g) Pass CCG decisions on to member agencies/areas of responsibility
- h) Continue participation in the EOC Operations Cycle

Upon leaving the EOC, each CCG member will:

- a) Conduct a hand over with the person relieving them
- b) Sign out on the location board indicating where they can be reached

Once the initial response is established, routines are put into place by the Operations Officer. The CCG functions most efficiently on a system known as an Operations Cycle.

## **2.2 OPERATIONS CYCLE**

An operations cycle is how the CCG manages overall emergency operations. CCG members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Mayor and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The CCG is a team and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources, requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the CCG meeting. The frequency of the meetings are determined by the Operations Officer in conjunction with the Mayor, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. CCG members use this time to follow up and ensure CCG decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for CCG meetings. No calls are to interrupt the proceedings. All calls must occur prior to or after the formal meeting of the CCG.

It is essential that the EOC is comfortable, has good communications and is secure from unnecessary distractions. Only CCG members and the EOC support staff should have access to the EOC. No media are allowed into the EOC, nor is anyone who has not been authorized by the Operations Officer.

## **2.3 COMMUNITY CONTROL GROUP RESPONSIBILITIES**

The CCG is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential or existing emergency.
2. Coordination and direction of community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the CCG is appropriate to mitigate the effects of a given emergency situation by determining which, if any, ad-hoc members are required.
4. Advising the Mayor regarding requests for assistance from the Province and the Federal Government.
5. Ensuring the provisions of essential resources and services to support emergency response activities.
6. Coordination of services provided by outside agencies.
7. Appointing or confirming an Emergency Site Manager.
8. Ensuring that the Public Information Officer is kept informed and up to date to facilitate the information flow to the media and the public. The Public Information Officer will be the Communications Coordinator. His/her alternate will be the Treasurer.
9. Coordinating the evacuation of citizens who may be in danger.
10. The alternate CAO/Operations Officer will be the Clerk/CEMC.
11. Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing businesses.
12. Appeals for volunteers.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.

### **2.3 COMMUNITY CONTROL GROUP RESPONSIBILITIES (contd)**

15. Maintenance of an operations log detailing the Group's decisions and activities.
16. Deactivating the plan and notifying all of those who had been notified of its activations.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the Emergency Response Plan.

## 2.4 MAYOR

The Head of Council, or designate, is responsible for:

1. Declaration of an Emergency.
2. Termination of an Emergency.
3. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through OFMEM*).
4. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
5. Ensuring that the local MPP and MP, neighbouring municipalities and the County are advised of the declaration and termination, and kept informed of the emergency situation.
6. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the CAO and CCG.
7. Maintain a personal log.



## 2.5 CAO/OPERATIONS OFFICER

The CAO is referred to as the “Operations Officer” for emergency purposes. The responsibilities of the Operations Officer (*or alternate*) are:

1. As the Operations Officer, coordinating all operations within the Emergency Operations Centre.
2. In the absence of the Community Emergency Management Coordinator will act as the alternate.
3. Chairing meetings of the Community Control Group.
4. Advising the Head of Council on policies and procedures, as appropriate.
5. Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Public Information Officer, in conjunction with the CCG.
6. Ensuring that a communication link is established between the CCG and the ESM.
7. Calling out additional staff as required.
8. Maintaining a log.

## **2.6 CLERK/COMMUNITY EMERGENCY MANAGEMENT COORDINATOR**

The Clerk/Community Emergency Management Coordinator is responsible for:

1. Activating the emergency notification system, including set up of the EOC and secretary of regular meetings.
2. Providing information, advice and assistance to members of the CCG on Emergency Management programs and principles. Also to provide administrative assistance to the CAO/Operations Officer.
3. Providing direction to EOC support staff as required in support of the Control Group, and ensures proper operation of the EOC.
4. Coordinating activities and deployment of CERV Team.
5. Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
6. In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
7. Ensuring a master record of all events and actions taken is maintained (main events board).
8. Maintaining a personal log.

## **2.7 ONTARIO PROVINCIAL POLICE**

The Ontario Provincial Police representative is responsible for:

1. Activating the emergency notification system.
2. Establishing and maintaining ongoing communications with the senior police at the emergency site.
3. The provision of traffic control to facilitate the movement of emergency vehicles.
4. Coordination of evacuation routes.
5. Liaison with Social Services regarding security of reception/evacuation centres.
6. The protection of life and property and the provision of law and order.
7. The provision of police services in evacuation centres, morgues and other facilities as required.
8. Coordinating or providing assistance with rescue, first aid, casualty collection, evacuation, etc.
9. Notifying the coroner of fatalities.
10. Liaison with external police agencies, as required.
11. Providing an Emergency Site Manager if requested to by the CCG.
12. Maintaining a log.

## **2.8 FIRE CHIEF**

The Fire Chief is responsible for:

1. Activating the emergency notification system.
2. Providing the CCG with the information and advice on fire fighting and rescue matters.
3. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
4. Initiating mutual aid as required.
5. Determining if additional or specialized equipment is required, i.e. protective suits, CBRN Team, etc.
6. Coordinating or providing assistance with rescue, first aid, casualty collection, evacuation, etc.
7. Providing an ESM as required.
8. Maintain a log.
9. Providing advice to CCG on building and structural integrity issues.

## **2.9 EMS/AMBULANCE**

The EMS/Ambulance representative is responsible for:

1. Activating the emergency notification system.
2. Providing the CCG with information and advice on treatment and transport of casualties.
3. Liaising with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
4. Alerting all staff using the Provincial Health Emergency Alert System.
5. Taking charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
6. Maintaining a personal log.

## 2.10 PUBLIC WORKS

The Director of Public Works is responsible for the following:

1. Activating the emergency notification system.
2. Providing the CCG with information and advice on engineering or public works matters.
3. Liaison with the senior public works officers from the neighbouring community(s) to ensure a coordinated response.
4. The provision of engineering assistance.
5. The construction, maintenance and repair of public roads.
6. Assistance with road closures and/or roadblocks.
7. Maintenance of sanitation and a safe supply of potable water, as required.
8. The provision of equipment for emergency pumping operations.
9. Discontinuing any public works service to any customer, as required, and restoring these services when appropriate.
10. Liaising with Utilities.
11. Providing public works vehicles and resources to any other emergency service, as required.
12. Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
13. Providing an Emergency Site Manager, if required.
14. Maintaining a log.
15. The Chief Administrative Officer or the Director of Public Works and in their absence their designates, are authorized to exempt Municipal and Contractor commercial motor vehicle operators from the Hours of Service restrictions for an emergency under the following conditions:
  - a) When the Town of Carleton Place's Control group is assembled to respond to a danger of major proportions
  - b) When road conditions, in a specific localized area threaten the safe movement of emergency services vehicles

As soon as possible after the emergency has been resolved the Chief Administrative Officer, Director of Public Works or their authorized designates shall direct Municipal and Contractor commercial motor vehicle operators to resume compliance with Regulation 555/06 Hours of Service, including completing the required rest time before resuming driving.

16. Maintenance of sanitation and a safe supply of potable water. Assessing the impact on the drinking water supply and implementing contingency plans as required.

## 2.11 MEDICAL OFFICER OF HEALTH

The Medical Officer of Health, or designate, is responsible for:

1. Acting as a coordinating link for all emergency health services at the CCG.
2. Liaison with the Ontario Ministry of Health, Public Health Branch.
3. Liaison with local and regional hospital representatives.
4. Liaison with ambulance service representatives.
5. Liaison with the Community Care Access representative.
6. Providing advice on any matters that may adversely affect public health.
7. Providing authoritative instruction on health and safety matters to the public through the Public Information Officer.
8. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
9. Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
10. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
11. Ensuring the safety of drinking water in conjunction with the Public Works Representative.
12. Liaison with the senior Social Services Representative regarding health services in evacuee centres.
13. Maintaining a log.

## **2.12 DIRECTOR OF SOCIAL SERVICES FOR THE COUNTY OF LANARK**

The Director of Social Services for the County of Lanark, or alternate, is responsible for:

1. Ensuring for the care, feeding and shelter of evacuees if requested by the municipality.
2. Assist with the operation of reception and evacuation centres if requested by the municipality.
3. Liaison with the police regarding the pre-designation of evacuee centres which can be opened on short notice.
4. Liaison with the MOH in areas regarding public health in evacuation centres.
5. Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation centres if requested by the municipality.
6. Liaison with the nursing homes and homes for the aged if requested by the municipality.
7. Maintain a log.



## **2.13 PUBLIC INFORMATION OFFICER**

The Public Information Officer is responsible for:

1. Notifying information centre staff.
2. Ensuring that the Information Centre is set up and operational.
3. Initial and subsequent media releases, subject to approval by the Mayor and Operations Officer. The P.I.O. may use electronic communications as deemed appropriate. Examples include the Web, Facebook and/or Twitter.
4. Establish and maintain linkages with provincial, county, local or industry media officials as appropriate.
5. Coordinating interviews and media conferences.
6. Designating a site media spokesperson as appropriate.
7. Ensuring set up and staffing of public inquiry lines.
8. Coordinating of public inquiries.
9. Monitoring news coverage.
10. Maintaining copies of all media releases.
11. Maintaining a personal log.
12. In accordance with Section 13 of the Integrated Accessibility Standard, that emergency procedures, plans or public safety information in an accessible format or with appropriate communication supports be made available as soon as practicable, upon request.

## **2.14 HEALTH AND SAFETY ADVISOR**

The Health and Safety Advisor is responsible for:

1. Ensuring that advice and directions from the EOCG conform to the municipality's Health and Safety Policies.
2. The provision of advice to the EOCG on Health and Safety related matter during a declared emergency.
3. Ensuring that any facility (and its employees and volunteers) used during an emergency conforms to all Health and Safety Policies and procedures.

## **2.15 PURCHASING OFFICER**

The Purchasing Officer is responsible for:

1. The control and coordination of purchases required during an emergency.
2. The control and distribution of items purchased and required during an emergency.
3. The administrative procedures and reporting requirements of purchases to the EOCG.

## **Part 3**

# **EMERGENCY SUPPORT**

## **3.0 CANADIAN RED CROSS**

1. Upon receiving notification, activate the local Red Cross Emergency Response Plan as per the executed agreement with the municipality.
2. Provide support to the emergency response.
3. Provide registration and inquiry services, if required.
4. Assist St. John Ambulance at first aid stations established at reception centres on an as-need basis as determined by St. John Ambulance.
5. Liaise with Regional Red Cross to access additional resources i.e. Emergency Response Team.
6. Establish and maintain contact with the Director, Social Services in the EOC to coordinate activities.

### **3.1 CLERGY**

1. Provide for multi-denominational religious observances.
2. Establish visitations to evacuees in evacuation centres on a scheduled basis.
3. Provide guidance to the CCG regarding matters of a religious nature.
4. Provide advice regarding care of the deceased in areas which relate to religious observances.
5. Liaise with Director, Social Services regarding the use of churches and related facilities for reception and evacuation centres.

## **3.2 BOARDS OF EDUCATION**

1. Provide schools for reception centres.
2. Provide schools for evacuation centres.
3. Provide liaison with Director, Social Services and the CCG.

### **3.3 LEGAL ADVISOR**

1. Provide legal opinions and advice to the CCG, as required.
2. Provide legal representation, as required.

### **3.4 CERV**

1. Upon receiving notification, activate organization.
2. Establish contact with the Clerk/CEMC and support the operation, as required.
3. Assist at reception centres, as required.
4. Assist at evacuation centres on an as required basis.
5. Assist in the evacuation of casualties.
6. Assist in the evacuation of home care patients, as required.
7. Other duties as assigned.



# Glossary of Terms

<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>CBRN</b>	Chemical, Biological, Radiological and Nuclear
<b>Community Control Group (CCG)</b>	The CCG is the group responsible for managing the emergency situation on a community wide basis. The membership, as detailed in the plan, consists of all key decision makers and Officials who have the authority to direct or coordinate human and material resources within the community.
<b>Community Emergency Management Coordinator (CEMC)</b>	The person responsible and accountable for the development and implementation of their communities emergency management program.
<b>COMMUNITY</b>	The critical management team that oversees the development, Implementation and maintenance of a community emergency management program
<b>CERV</b>	Community Emergency Response Volunteer
<b>CISM</b>	Critical Incident Stress Management
<b>Critical Infrastructure</b>	Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of, and confidence in, government.
<b>Disaster</b>	A widespread or severe emergency that seriously incapacitates a community.
<b>Emergency</b>	Emergency is defined as a situation caused by a natural, accidental or intentional act, or otherwise that constitutes an actual or impending danger.
<b>Emergency Management</b>	Organized and comprehensive program and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.

**Term**

**Definition**

**OFFICE OF THE FIRE  
MARSHALL AND EMERGENCY**

OFMEM is an organization within the Ministry of Community

**MANAGEMENT**

Safety and Correctional Services, a part of the government of the Province of Ontario. EMO is responsible for monitoring, coordinating and assisting in the development and implementation of Emergency Management Programs in Ontario.

**Emergency Management Program**

A comprehensive program that is based on a hazard identification and risk assessment process (HIRA) and includes the four core components of mitigation/prevention, preparedness, response and recovery.

**Emergency Operations Centre  
(EOC)**

An EOC is the structure/facility wherein the Control Group conducts its emergency management functions. There is a primary and secondary EOC identified to ensure operational viability.

**Epidemic**

A widespread occurrence of a disease in a community at a particular time.

**ESM/IC**

Emergency Site Manager/Incident Commander. Public sector official (usually fire, police, ambulance or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.

**Evacuation Centre**

The Centre is a facility set up to provide emergency shelter, food, recreation and basic requirements to a group of people who have been evacuated from an area as a result of an emergency.

**Exercise**

A simulated drill or sequence of events to evaluate plans and procedures.

**HIRA**

Hazard Identification and Risk Assessment. Identification of hazards or risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.

**Incident Management System**

The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively respond to an incident or emergency/disaster.

<u>Term</u>	<u>Definition</u>
<b>Information Centre</b>	A facility set up to brief and inform the media.
<b>Mitigation</b>	Actions taken to reduce or eliminate the effects of an emergency or disaster.
<b>Mutual Aid Agreements</b>	An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include the private sector emergency services when appropriate.
<b>Mutual Assistance Agreement</b>	An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring cities, regions, provinces or nations.
<b>Ontario Disaster Relief Assistance Program (ODRAP)</b>	A provincial financial assistance program intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations whose essential property has been damaged in a sudden and unexpected natural disaster such as a severe windstorm, tornado, flood, forest fire or ice storm.
<b>Preparedness</b>	Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, a business continuity plan, training, exercises and public awareness and education.
<b>Provincial Emergency Response Team (PERT)</b>	An emergency response team that is dispatched to a community to coordinate provincial emergency response.
<b>Public Awareness Program</b>	Provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage in the event of an emergency.
<b>Public Education Program</b>	Provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage in the event of an emergency. For example, for communities located in a high-risk flood area, the public should know what measures should be taken in the event of a flood.

**Term**

**Definition**

**Reception Centre**

The centre is a facility which is set up for the purpose of receiving evacuees, providing refreshments and temporary shelter. Its primary purpose is to register evacuees and, if necessary, direct them to an evacuation centre as required.

**Recovery**

Actions taken to recover from an emergency or disaster.

**Terrorism**

It is the unlawful and intentional use of force against persons or property to intimidate or coerce a government, a civilian population or any segment thereof, in the furtherance of political or social objectives.

**BY-LAW NO. 33-2017**

**A BY-LAW OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF  
CARLETON PLACE TO AMEND BY-LAW NO. 06-2016,  
THE REFRESHMENT VEHICLE BY-LAW**

**WHEREAS** it is deemed appropriate to amend By-law No. 06-2016, the Refreshment Vehicle By-law.

**NOW THEREFORE**, The Council of The Corporation of The Town of Carleton Place hereby enacts as follows:

1. That Schedule 'C' of By-law No. 06-2016 be amended to add a located refreshment vehicle located at 10358 Cavanagh Road on the list of approved locations for a refreshment vehicle.
2. Further, that Schedule 'C' be also amended to show the location of the above-noted refreshment vehicle as per the approved site plan dated May 16, 2017.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED  
THIS 23<sup>RD</sup> DAY OF MAY 2017.

---

Louis Antonakos, Mayor

---

D.H. Rogers, Clerk

**BY-LAW 34-2017**

**A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO ESTABLISH AND DEDICATE CERTAIN PORTIONS OR TRACTS OF LAND AS PUBLIC HIGHWAY TO BE KNOWN AS BRIDGE STREET**

**WHEREAS** Section 31(2) of the Municipal Act, S.O.2001, Chapter 25 as amended authorizes a municipality to establish a public highway.

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

1. That a portion or tract of land described below is established and dedicated as public highway:

Pt Bridge St Sec D Plan 276 Lanark N Beckwith; Lying S of Franklin St & N of Lake Avenue E; Pt Lt 1 Sec C PL 276 Lanark N Beckwith Pt 1, 26R356; Pt Lt 2 Sec D Plan 276 Lanark N Beckwith, Pt Lt 1 Sec D PI 276 Lanark N Beckwith Pt 2, 26R356, as in RN13100 & Pt being a forced Rd; Pt Lt 17 Sec C PL 276 Lanark N Beckwith Pts 2 & 3, 26R1485; Pt Lt 18 Sec C PL276 Lanark N Beckwith Lying E of Pt 1, 26R1433 & W of Bridge St; Pt Lt 13 Sec C PI 276 Lanark N Beckwith; Pt Lt 14 Sec C PI 276 Lanark N Beckwith Pt 5, 26R1531; Town of Carleton Place.

2. That the Solicitor be hereby authorized to deposit a copy of this By-law on title in the Lanark Land Titles Office No.27

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 23<sup>RD</sup> DAY OF MAY 2017.

---

Louis Antonakos, Mayor

---

D.H. Rogers, Clerk



Corporate Services Committee  
Council Report  
May 16<sup>th</sup>, 2017

---

**COMMUNICATION 128230**

Received from Phil Hogan, Treasurer  
Addressed to Corporate Services Committee  
Date May 10<sup>th</sup>, 2017  
Topic PSAB Budget 2017

**SUMMARY**

PSAB Accounting has different accounting treatment than the Fund Accounting which reflects a balanced budget where Revenues less Expenditures come to zero. Under PSAB rules the treatment of certain expenditures for capital, debt payments, amortization and use of reserves are different.

**STAFF RECOMMENDATION**

That Council hereby approves the 2017 budget reflecting PSAB reporting.

**COMMITTEE DECISION**

That Council hereby approves the 2017 budget reflecting PSAB reporting.

**COUNCIL ACTION**

That Council hereby approves the 2017 budget reflecting PSAB reporting.

**COMMUNICATION 128231**

Received from Phil Hogan, Treasurer  
Addressed to Corporate Services Committee  
Date May 10<sup>th</sup>, 2017  
Topic Financial Software – USTI - MAS – December 31, 2017

**SUMMARY**

Our provider of financial software known as USTI (Tax, Water, A/P, A/R, General Ledger, Payroll, Budget, etc.) was purchased approximately 6 months ago by a major software provider for municipalities in Canada. The major municipal software providers noted below at one time were all separately owned but are now under one owner. We have been advised that the MAS software owned by USTI will not be supported past this fiscal year.

**128231 Continued**

The Treasurer will be reviewing with software providers a proper course of action as to the replacement of our current software.

Below is a summary of what primary software packages are currently being utilized in Eastern Ontario:

Vadim (20) – Arnprior, Brockville, North Grenville, Gananoque + 16 smaller Townships

Diamond (10) – Pembroke, Perth, Mississippi Mills, + 7 smaller Townships

USTI (15) – (Asyst & MAS) – Carleton Place, Smiths Falls, Prescott, Deep River, Renfrew, Beckwith, Cornwall + 8 smaller Townships

**STAFF RECOMMENDATION**

To be discussed

**COMMITTEE DECISION**

Receive and Record

**COUNCIL ACTION**

Receive and Record

**COMMUNICATION 128232**

Received from        Arthur J. Gallagher  
Addressed to         Phil Hogan, Treasurer  
Date                     May 11<sup>th</sup>, 2017  
Topic                    Insurance 2017/2018

**SUMMARY**

Municipality received the insurance renewal for the year 2017/2018. The annual premium for our policy amounts to \$199,554 + taxes. This is an increase of 1.6% from our previous year where our premium was \$196,364 + taxes.

**STAFF RECOMMENDATION**

That Council hereby authorizes staff to accept Frank Cowan as our insurance provider with Arthur J. Gallagher being our broker for the period of June 15, 2017 to June 15, 2018 at the quoted price of \$199,554 + taxes.

**COMMITTEE DECISION**

That Council hereby authorizes staff to accept Frank Cowan as our insurance provider with Arthur J. Gallagher being our broker for the period of June 15, 2017 to June 15, 2018 at the quoted price of \$199,554 + taxes.



**128232 Continued**

**COUNCIL ACTION**

That Council hereby authorizes staff to accept Frank Cowan as our insurance provider with Arthur J. Gallagher being our broker for the period of June 15, 2017 to June 15, 2018 at the quoted price of \$199,554 + taxes.



Community Issues Committee  
Council Report  
May 16<sup>th</sup>, 2017

---

**COMMUNICATION 128233**

Received from        Various Committees  
Addressed to        Community Issues Committee  
Date                    March/April 2017  
Topic                  Action Reports/Minutes

**SUMMARY**

Minutes of the March 22<sup>nd</sup>, 2017 meeting of the **Urban Forest/River Corridor Committee** were previously distributed. Noteworthy items include:

- Planning Issues
- Roy Brown Park

Minutes of the May 1<sup>st</sup>, 2017 meeting of the **Environmental Advisory Committee** were previously distributed. Noteworthy items include:

- New member Natalika Culhane
- MMEAC and CPEAC Joint meeting on June 5<sup>th</sup>, 2017
- Composting and recycling video
- Recycling Pamphlet

Action Report for the May 1<sup>st</sup>, 2017 meeting of the **Parks and Recreation Committee** was previously distributed. Noteworthy items include:

128144	Canadians Multi-Media Advertising
128224	Park Washroom Toilet Partitions

**STAFF RECOMMENDATION**

THAT Council approves Committees' decisions.

**COMMITTEE DECISION**

THAT Council approves Committees' decisions.

**COUNCIL ACTION**

Receive and Record

## **COMMUNICATION 128234**

Received from Joanne Henderson, Manager of Recreation and Culture  
Addressed to Community Issues Committee  
Date May 11<sup>th</sup>, 2017  
Topic Liquor Events

### **SUMMARY**

The following liquor requests have been received:

- 1) Saturday, May 27<sup>th</sup>, 2017 – Moore House Parking Lot – Wine'd Around Downtown – 1:00 p.m. – 5:00 p.m.
- 2) Saturday, June 24<sup>th</sup> and Sunday June 25<sup>th</sup> – Town Hall Auditorium – Mississippi Mudds Dinner Theatre
- 3) Sunday June 15<sup>th</sup> – Riverside Park – Lions Club – Beer Tent for Car Show – 11:00 a.m. – 4:00 p.m.

### **STAFF RECOMMENDATION**

THAT liquor be permitted to be served at the above events and locations.

### **COMMITTEE DECISION**

THAT liquor be permitted to be served at the above events and locations.

### **COUNCIL ACTION**

Receive and Record



Planning and Protection Committee  
Council Report  
May 16<sup>th</sup>, 2017

---

**COMMUNICATION 128235**

Received from        Les Reynolds, Director of Protective Services  
Addressed to        Planning and Protection Committee  
Date                    May 11<sup>th</sup>, 2017  
Topic                  Appeal Property Standards Order 01-17-22

**SUMMARY**

On March 27, 2017 staff issued Property Standards Order 01-17-22 to repair doors and flooring deficiencies at 47-49 Town Line E. The property owner has appealed the order.

**STAFF RECOMMENDATION**

That Property Standards Order 01-17-22 be confirmed.

**COMMITTEE DECISION**

THAT the order be amended to have a completion date of September 2017.

**COUNCIL ACTION**

Receive and Record

## COMMUNICATION 128236

Received from Joanna Bowes, Manager of Development Services  
 Addressed to Planning and Protection Committee  
 Date May 1<sup>st</sup>, 2017  
 Topic 27A Franklin Street

### SUMMARY

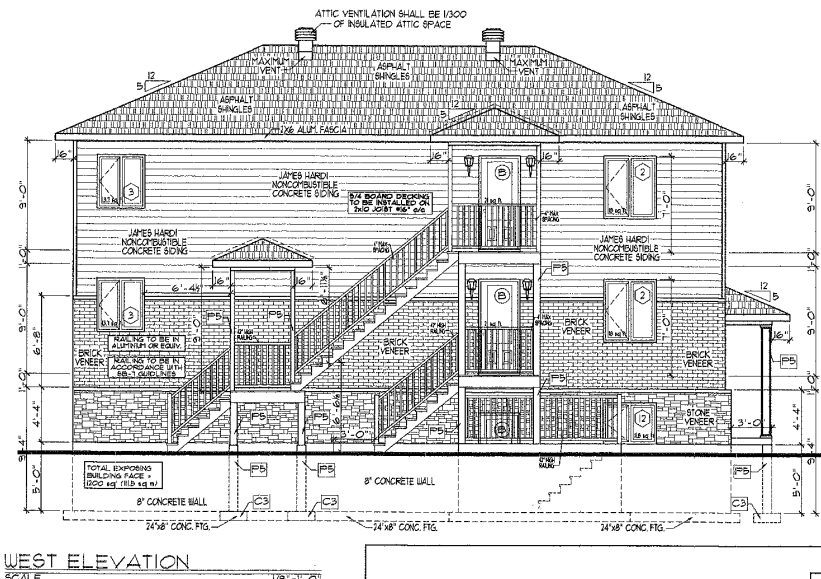
A committee meeting was held April 18, 2017 regarding the proposed development of a triplex to be located at 27A Franklin Street. Request had been made by council to approve the project in principal but to revise the drawings to include: additional brick or stone to the sides of the building facing Beckwith Street and Franklin Street, amend the location of the fence to provide appropriate sight lines to Memorial Park, revise the location of the second and third storey windows facing the neighbours toward the sides facing the parking lot and Beckwith Street and to discuss ways in which to deal with the garbage enclosure location or removal of waste.

### COMMENT

The developer has provided revised plans addressing the issues listed above.

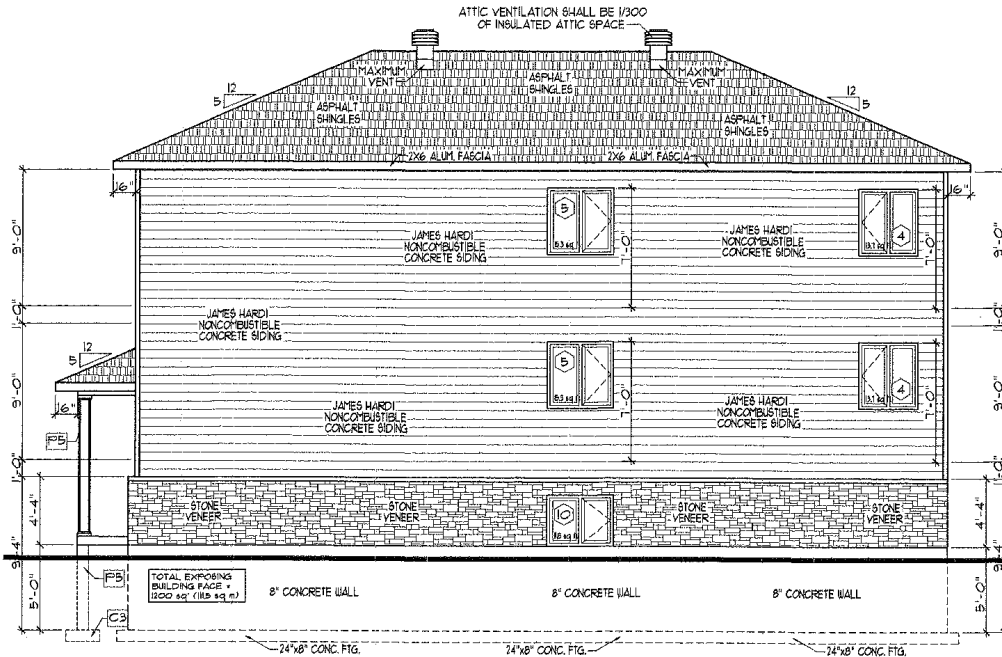
Below is the drawing illustrating the revision of the elevations in which the developer has shown 100% brick and stone along the façade along Franklin Street facing Memorial Park and the cenotaph. This is a reduction of 580 square feet of siding from the original proposal:

The elevation facing Beckwith Street has also been modified to 4 feet, 4 inches of stone and an additional 6 feet, 8 inches of brick. This allows for 11 feet of masonry, which extends past eye level giving the appearance of full masonry while walking along the sidewalk. This is a 35% reduction in siding. The developer feels that the breakline between stone and brick makes sense at that height.



**128236 Continued**

The elevation facing the parking area is much the same as the last rendering, although on all elevations that James Hardie Board is now horizontal rather than vertical. Four feet, 4 inches of stone has been indicated along the bottom of the building as seen previously.

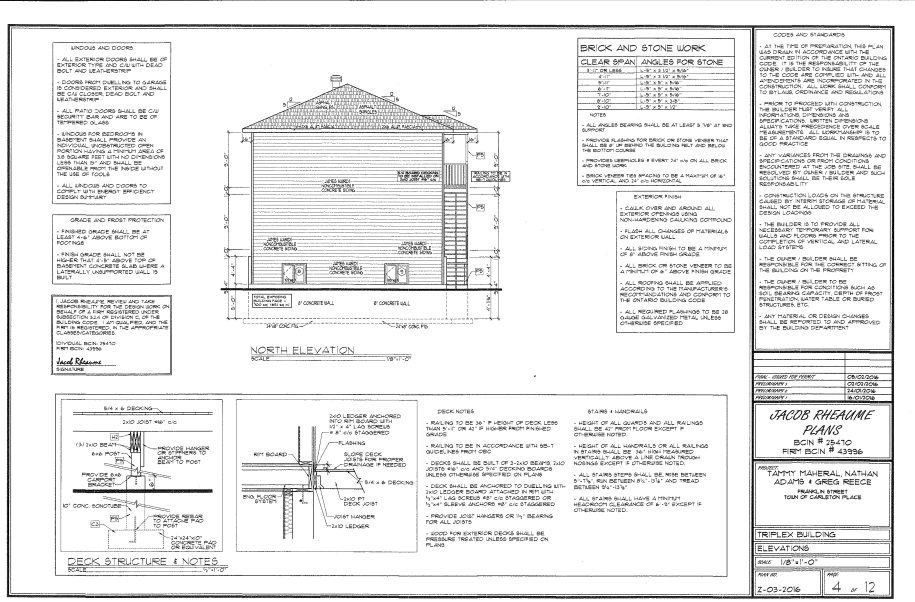


**EAST ELEVATION**  
SCALE 1/8"=1'-0"

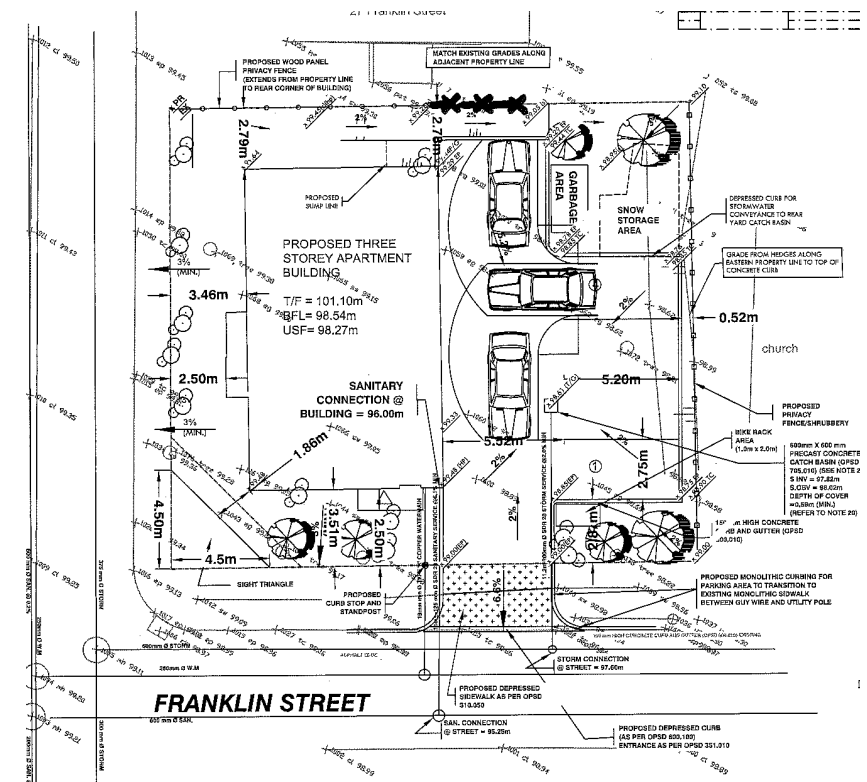
Finally, the elevation facing the neighbour is as requested with only the two windows for the first floor facing the adjacent property. These windows will be blocked by the proposed fence to allow for continued privacy of the neighbour. The second and third storey windows have been placed on the sides facing the parking lot and on the side facing Beckwith Street. This request was made by the neighbour at 27 Franklin Street. Further, as a condition within the Development Permit approval, the developer will be required to recognize that the installation of windows on the second and third storey for that side of the house will at no time in the future be permitted.

It should be noted

128236 Continued



The site plan indicates the fence line stopping at the edge of the neighbours building as requested. In reviewing the revised plans the neighbours requested that the fence be 6 feet in height and that they request that it mimic what is currently on site.



**128236 Continued**

With respect to garbage location, it has been determined that a garbage enclosure shall be constructed to ensure that both the garbage bags and their odours will be kept away and that there will be a condition within the Development Permit Agreement that will state that garbage must be removed weekly, although a dumpster and associate fee is not a requirement for the triplex.

Staff feel that at this time, the developer has met all the requests of committee that were brought to the developers' attention on April 18, 2017.

To review, the committee is approving 5 variances on the lot as listed below:

<b>Development Standard</b>	<b>Application Section of By-law</b>	<b>Required Standard</b>	<b>Provided</b>
No minimum lot size	Residential Sector (Section 6)	Nil	√
No maximum lot coverage	Residential Sector (Section 6)	60%	√
No maximum lot frontage	Residential Sector (Section 6)	15m	√
Front yard	Residential Sector (Section 6)	4.5 – 7.5m	3.46m from main wall
Exterior Side Yard	Residential Sector (Section 6)	4.5 – 7.5m	3.51m from main wall
Interior Side Yard	Residential Sector (Section 6)	1.2m	√
Rear Yard Depth	Residential Sector (Section 6)	9m	√
Usable Landscaped Open Space	Residential Sector (Section 6)	30m <sup>2</sup>	Not provided in rear, however on site
Building Height	Residential Sector (Section 6)	14m	√
No Encroachment Area Front on Exterior	Residential Sector (Section 6)	2.5m	√
Parking Spaces	Downtown District (Section 4.1.6)	1/unit	√
Parking Space Size	General Provisions (Section 3)	6mx2.75m	5.2mx2.75m
Aisle Width	General Provisions (Section 3)	6m	5.52m
Bicycle Parking	General Provisions (Section 3)	2 spaces	provided



**128236 Continued**

**STAFF RECOMMENDATION**

That the proposed development with the current changes be approved with the following conditions:

1. A garbage enclosure is constructed and that garbage is to be removed weekly.
2. That the conditions imposed by MNRFP regarding the Butternut Tree are adhered to and all guidelines with respect to replacement and monitoring are followed.
3. That the proposed fence be constructed at 6 feet in height in the location as indicated on the site plan and in a manner consistent with what is currently on the neighbour's site.
4. That at no point in the future, will windows be added to the second and third storey apartments on the elevation facing the neighbouring property.

**COMMITTEE DECISION**

That the proposed development with the current changes be approved with the following conditions:

1. A garbage enclosure is constructed and that garbage is to be removed weekly.
2. That the conditions imposed by MNRFP regarding the Butternut Tree are adhered to and all guidelines with respect to replacement and monitoring are followed.
3. That the proposed fence be constructed at 6 feet in height in the location as indicated on the site plan and in a manner consistent with what is currently on the neighbour's site.
4. That at no point in the future, will windows be added to the second and third storey apartments on the elevation facing the neighbouring property.

**RECORDED VOTE**

Mayor Antonakos	Yea	Councillor Black	Nay
Councillor Doucett	Yea	Deputy-Mayor Flynn	Yea
Councillor Fritz	Yea	Councillor Redmond	Yea
Councillor Trimble	Yea		

**CARRIED**

**COUNCIL ACTION**

Receive and Record

## **COUNCILLOR DOUCETT LEFT THE MEETING AT 8:17 P.M.**

### **COMMUNICATION 128237**

Received from Joanna Bowes, Manager of Development Services  
Addressed to Planning and Protection Committee  
Date May 1<sup>st</sup>, 2017  
Topic Refreshment Vehicle at 10348 Cavanagh Road (Rental Village)

#### **SUMMARY**

Mr. Wilson is proposing to set up a refreshment vehicle at 10348 Cavanagh Rd. The entrance will be off of Hooper Street. Permission has been given from the owners of Rental Village. This location is not within the permitted areas for refreshment vehicles listed in the existing refreshment vehicle by-law 16-2016

#### **COMMENT**

Staff have received a site plan indicating the location of the refreshment vehicle on the property and with sufficient parking spaces indicated.

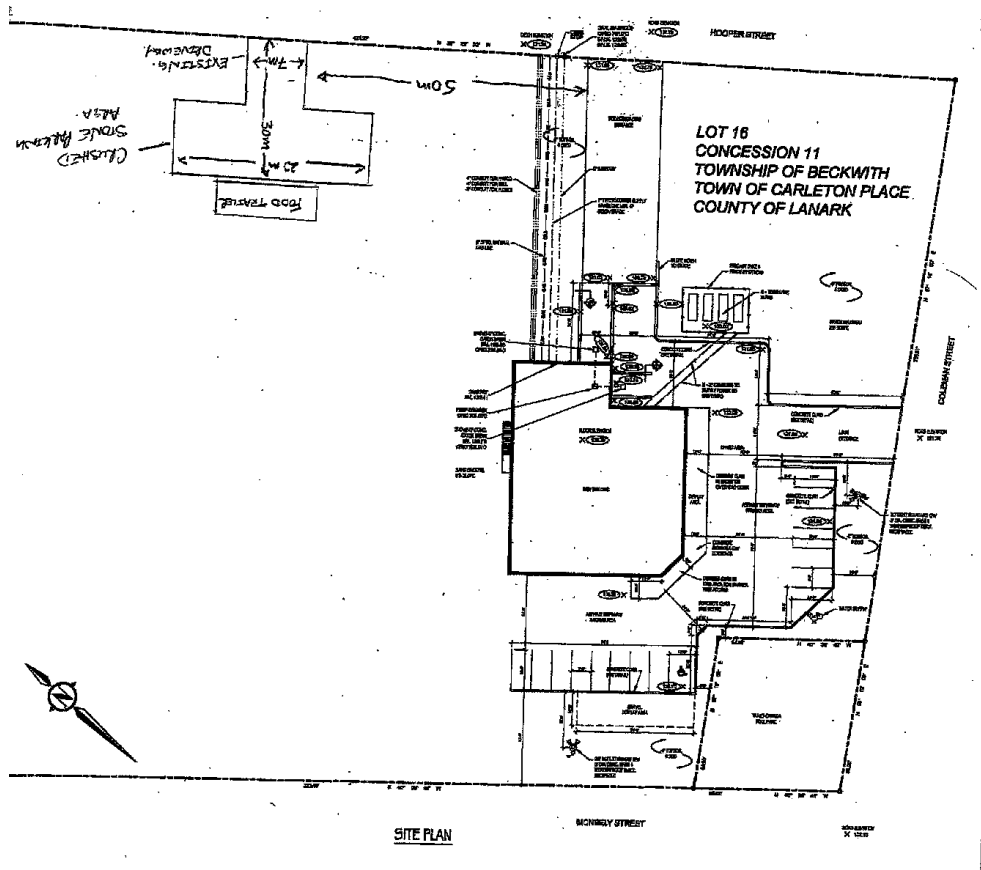
The County of Lanark was contacted given its location close to the intersection of two county road. There were no concerns expressed.

As per the by-law washrooms for staff of the refreshment vehicle will be provided at the Rental Village. Go huts are not required unless the applicant provides tables for customers. This has not been suggested in this proposal.

Please see below diagram for details.



128237 Continued



**STAFF RECOMMENDATION**

That Council amend by-law 16-2016 to include 10358 Cavanagh Road as a location for a refreshment vehicle.

**COMMITTEE DECISION**

That Council amend by-law 16-2016 to include 10358 Cavanagh Road as a location for a refreshment vehicle.

**COUNCIL ACTION**

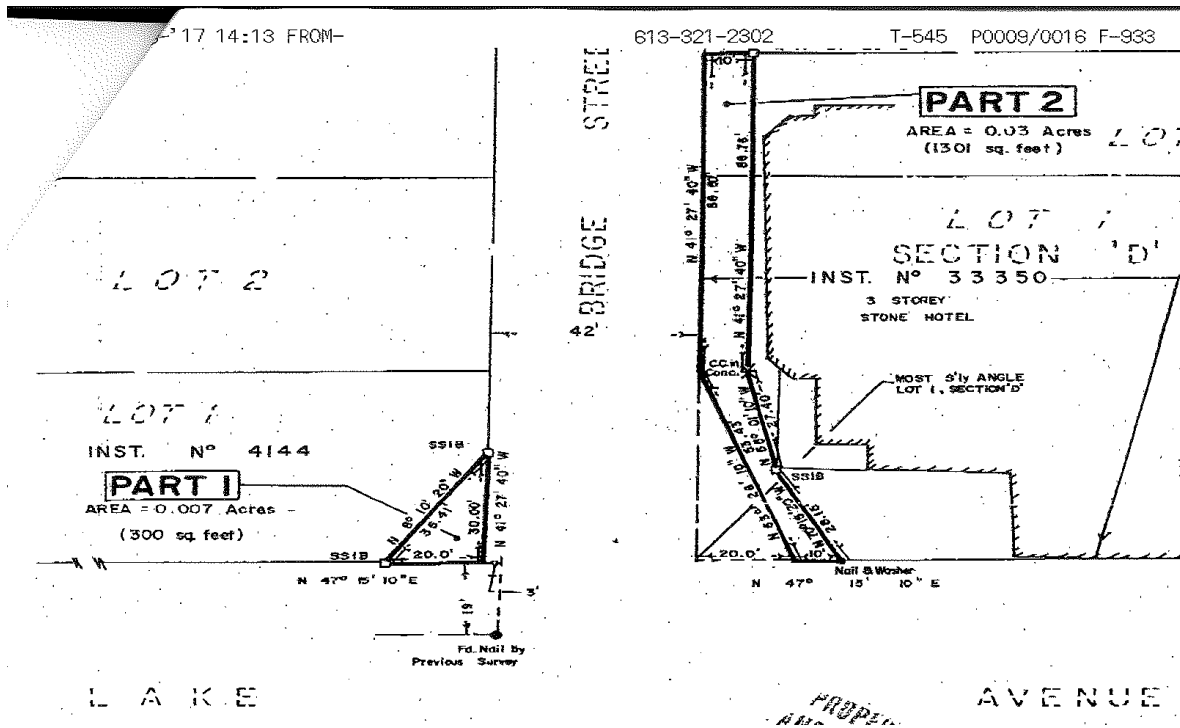
Receive and Record

## COMMUNICATION 128238

Received from Joanna Bowes, Manager of Development Services  
 Addressed to Planning and Protection Committee  
 Date May 16<sup>th</sup>, 2017  
 Topic Dedicate Certain Lands as Public Highway

### SUMMARY

The lawyer for the purchaser at 7 Bridge Street has noted that the portion of land as shown below legally described as Pt Bridge St Sec D Plan 276 Lanark N Beckwith; Pt Lt 1 Sec D PI 276 Lanark N Beckwith Pt 2, 26R356, as in RN13100 & Pt being a forced Rd; Pt Lt 17 Sec C PL 276 Lanark N Beckwith Pts 2 & 3, 26R1485; Pt Lt 18 Sec C PL276 Lanark N Beckwith Lying E of Pt 1, 26R1433 & W of Bridge St; Pt Lt 13 Sec C PI 276 Lanark N Beckwith; Pt Lt 14 Sec C PI 276 Lanark N Beckwith Pt 5, 26R1531; Town of Carleton Place has not been deemed as a public highway. The owner has requested the dedication of this land as public highway to ensure that they have access to their building.



### COMMENT

Staff notes that the dedication of public highway should have been done at the time of purchase circa 1975 but was missed. Staff are supportive of the dedication of public highway.

**128238 Continued**

**STAFF RECOMMENDATION**

That a by-law be forwarded to Council to dedicate the lands legally described as Pt Bridge St Sec D Plan 276 Lanark N Beckwith; Pt Lt 1 Sec D PI 276 Lanark N Beckwith Pt 2, 26R356, as in RN13100 & Pt being a forced Rd; Pt Lt 17 Sec C PL 276 Lanark N Beckwith Pts 2 & 3, 26R1485; Pt Lt 18 Sec C PL276 Lanark N Beckwith Lying E of Pt 1, 26R1433 & W of Bridge St; Pt Lt 13 Sec C PI 276 Lanark N Beckwith; Pt Lt 14 Sec C PI 276 Lanark N Beckwith Pt 5, 26R1531; Town of Carleton Place as public highway.

**COMMITTEE DECISION**

That a by-law be forwarded to Council to dedicate the lands legally described as Pt Bridge St Sec D Plan 276 Lanark N Beckwith; Pt Lt 1 Sec D PI 276 Lanark N Beckwith Pt 2, 26R356, as in RN13100 & Pt being a forced Rd; Pt Lt 17 Sec C PL 276 Lanark N Beckwith Pts 2 & 3, 26R1485; Pt Lt 18 Sec C PL276 Lanark N Beckwith Lying E of Pt 1, 26R1433 & W of Bridge St; Pt Lt 13 Sec C PI 276 Lanark N Beckwith; Pt Lt 14 Sec C PI 276 Lanark N Beckwith Pt 5, 26R1531; Town of Carleton Place as public highway.

**COUNCIL ACTION**

Receive and Record

## BY-LAW NO. 35-2017

### A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE ONE HUNDRED AND TWENTY EIGHTH COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE AT THE TENTH REGULAR MEETING OF COUNCIL OF MAY 23, 2017

**AND WHEREAS** Section 5 of the Municipal Act, S.O. 2001, the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** it is deemed expedient that the proceeding of the Council of the Corporation of the Town of Carleton Place at this meeting 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 action of the 128<sup>TH</sup> Council of the Corporation of the Town of Carleton Place at the TENTH Regular Meeting of Council held on May 23, 2017, in respect of each motion and resolution passed, and other action taken by the Council of the Corporation of the Town of Carleton Place at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. **THAT** the Mayor and proper officials of the Corporation of the Town of Carleton Place are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Town of Carleton Place referred to in the preceding section thereof.
3. **THAT** the Mayor and Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Town of Carleton Place.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 23<sup>RD</sup> DAY OF MAY 2017.

---

Louis Antonakos, Mayor

---

D.H. Rogers, Clerk