



AGENDA

SIXTEENTH REGULAR MEETING OF THE ONE HUNDRED AND TWENTY NINTH COUNCIL OF THE TOWN OF CARLETON PLACE

Tuesday, October 9, 2018, Council Chambers at 7:00 p.m.

I MOMENT OF SILENT REFLECTION

II DISCLOSURE OF PECUNIARY INTEREST OR CONFLICT OF INTEREST

III MINUTES OF PREVIOUS MEETING

Council Minutes dated September 25, 2018

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IV DELEGATIONS

None

V CORRESPONDENCE

None

VI REPORTS OF STANDING COMMITTEES

Recommended Motion

THAT Council hereby receives the consent items for the following Committee:

- Physical Environment Committee, October 2, 2018 (Communications 129324, 129325, 129326, 129327, 129328)

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VII READING OF BY-LAWS

- By-law 105-2018 – To Amend By-law 31-96 Collection of Connection Fee King St.
- By-law 106-2018 – To Appoint Wm. Glen Gordon as a contract on-call Building Official/Inspector and By-law Enforcement Officer
- By-law 107-2018 – To Appoint Lennox Smith as a contract on-call Building Official/Inspector and By-law Enforcement Officer
- By-law 108-2018 – To Appoint David Norton as a contract on-call Building Official/Inspector and By-law Enforcement Officer

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VIII OTHER BUSINESS

- Proclamation – Waste Reduction Week, October 15th to October 21st 2018

IX MAYOR'S ANNOUNCEMENTS/DATES TO REMEMBER

X BY-LAW NO. 109-2018 CONFIRMING COUNCIL PROCEEDINGS

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XI SINGING OF O'CANADA

XII ADJOURNMENT

MINUTES
OF THE FIFTEENTH REGULAR MEETING OF THE ONE HUNDRED
AND TWENTY NINTH COUNCIL OF THE TOWN OF CARLETON PLACE

The Fifteenth Regular Meeting of the One Hundred and Twenty Ninth Council of the Town of Carleton Place was held in the Town Hall Council Chambers on Tuesday, September 25, 2018 at 7:00 p.m.

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

STAFF: Diane Smithson, Chief Administrative Officer
 Stacey Blair, Deputy-Clerk

I MOMENT OF SILENT REFLECTION

Council and those present stood to witness a moment of silent reflection.

II DISCLOSURE OF PECUNIARY INTEREST OR CONFLICT OF INTEREST

None

III MINUTES OF PREVIOUS MEETING

Motion No. 15-129-01

Moved by Deputy-Mayor Flynn, seconded by Councillor Fritz

THAT the Minutes of the Fourteenth Regular Meeting of the 129th Council held on September 11, 2018 be adopted as printed.

CARRIED

IV DELEGATIONS

None

V CORRESPONDECE

None

VI REPORTS STANDING COMMITTEES

Motion No. 15-129-02

Moved by Councillor Black, seconded by Councillor Redmond

THAT Council hereby receive the consent items for the following Committees:

Policy Review Committee, September 11, 2018

Communication 129308

THAT a revised subdivision agreement be entered into with respect to modifications to securities for the Miller's Crossing Subdivision; and

THAT any outstanding securities for Phase 3 be paid by Cardel Homes prior to the registration of the lifting of the 1-foot reserves.

Communication 129285

THAT Council provide direction to staff to prepare a revised Procedural By-law based on a Committee of the Whole system; and
THAT the Committee of the Whole system commence with the new term of Council; and
THAT the Striking Committee Report be amended to remove any procedural By-law type elements.

Communication 129309

THAT Council approve the Council Code of Conduct, Employee Code of Conduct, and Council Staff Relations Policy; and
THAT the Clerk be authorized to prepare the necessary By-law.

Community Issues Committee – September 18, 2018

Communication 129315

THAT the following minutes be received:

- Carleton Place Environmental Advisory Committee Minutes of September 10, 2018, be received.

Communication 129316

THAT the Committee receives the Manager of Recreation and Culture Report on the highlights of the September 12, 2018 Parks and Recreation meeting as information.

Communication 129318

THAT Council receive the 2018 Community Marketing Strategy prepared by Cat's Cove Communications.

Communication 129319

THAT Council support the new proposed location of Carleton Junction for the community oven project; and

THAT Staff request permission from the County of Lanark to include the community oven on the Carleton Junction site in accordance with the provisions of the Town's lease of the lands.

Planning and Protection Committee – September 18, 2018

Communication 129322

THAT Council receive both the preliminary and supplemental reports from the Manager of Development Services and the Chief Building Official on the topic of Tiny Homes dates September 4 and September 18, 2018 as information; and

THAT Staff work with other Municipal Planners and Chief Building Officials to continue to explore how tiny homes can be accommodated in areas through the County from planning policy, Ontario Building Code and logistical perspectives; and

THAT in the interim, any applications received be reviewed on an as required and site-specific basis.

Communication 129323

THAT the September 18, 2018 Report by the Manager of Development Services regarding a revised subdivision and parking plan for Phase 1 of the Nu Globe

Subdivision be received for information and input.

CARRIED

Community Issues Committee – September 18, 2018

Motion No. 15-129-03

Moved by Councillor Redmond, seconded by Councillor Trimble

Communication 129316

THAT staff be authorized to proceed with the purchase of a 27HP Cub Cadet from Black's Corners Motorsport in the amount of \$11,879.10 plus HST.

CARRIED

Motion No. 15-129-04

Councillor Fritz declared a conflict of interest as she is a member of the community groups that is receiving an enrichment grant.

Deputy Mayor Flynn declared a conflict of interest as he is a member of the community groups that is receiving an enrichment grant.

Councillor Fritz and Deputy Mayor Flynn did not participate or vote on this matter.

Moved by Councillor Trimble, seconded by Councillor Redmond

Communication 129317

THAT Council approve the allocation of Community Enrichment Grants to various organizations under Intake 2 in the amount of \$8,681.46.

CARRIED

Planning and Protection Committee – September 18, 2018

Motion No. 15-129-05

Moved by Councillor Fritz, seconded by Councillor Trimble

Communication 129320

THAT Council approve the purchase of new helmets for the Ocean Wave Fire Company at the discounted cost of \$10,125 plus HST; and

THAT the cost remain unfunded at the end of 2018 and included in the Department's 2019 capital budget and funded at that time.

CARRIED

VII READING OF BY-LAWS

By-law No. 99-2018

Motion No. 15-129-06

Moved by Deputy-Mayor Flynn, seconded by Councillor Fritz

THAT By-law No. 99-2018 **(To Exempt Lands from Part Lot Control 13-31 Graham Street)** be read a first, a second and third time and finally passed.

CARRIED

By-law No. 100-2018

Motion No. 15-129-07

Moved by Councillor Black, seconded by Councillor Trimble

THAT By-law No. 100-2018 **(To Remove One Foot Reserves – Stokes Dr., Rathwell St. and Pye Way)** be read a first, a second and third time and finally passed.

CARRIED

By-law No. 101-2018

Motion No. 15-129-08

Moved by Councillor Redmond, seconded by Councillor Black

THAT By-law No. 101-2018 **(To Appoint a By-law Enforcement Officer – Mike Williams)** be read a first, a second and third time and finally passed.

CARRIED

By-law No. 102-2018

Motion No. 15-129-09

Moved by Councillor Trimble, seconded by Councillor Black

THAT By-law No. 102-2018 **(To Adopt a Council Staff Relations Policy)** be read a first, a second and third time and finally passed.

CARRIED

By-law No. 103-2018

Motion No. 15-129-10

Moved by Councillor Fritz, seconded by Councillor Redmond

THAT By-law No. 103-2018 **(To Adopt a Council Code of Conduct and an Employee Code of Conduct)** be read a first, a second and third time and finally passed.

CARRIED

VIII OTHER BUSINESS

The Mayor provided comments on a letter received from Nicole Person regarding her concerns about the scheduling of two different events on September 29th; The Brett Pearson Run in the morning and later at 2:00 p.m., the PRIDE event.

Deputy Mayor Flynn indicated that the focus of the Pride event will take place at 2:00 p.m., at Market Square as well the flag raising for Pride will take place on Friday, September the 28th at 3:30 p.m. and not on the 29th. This will help to mitigate any scheduling conflicts that could have otherwise occurred with the two events taking place on the same day.

IX MAYOR'S ANNOUNCEMENTS

On Thursday, September 27th, 2018 the Senior of the Year Award will be take place at the Canadian Golf Course at 5:30 p.m.

X BY-LAW CONFIRMING COUNCIL PROCEEDINGS

By-law No. 104-2018

Motion No. 15-129-11

Moved by Deputy Mayor Flynn, seconded by Councillor Fritz

THAT By-law No. 104-2018 **(Confirm Council Proceedings)** be read a first, a second and third time and finally passed.

CARRIED

XI SINGING OF O'CANADA

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

XII ADJOURNMENT – 7:20 p.m.

Motion No. 15-129-12

Moved by Councillor Black, seconded by Councillor Redmond

THAT the Fifteenth Regular Meeting of the One Hundred and Twenty Ninth Council be hereby adjourned.

CARRIED

Louis Antonakos, Mayor

S. Blair, Deputy Clerk



**Physical Environment Committee Action Report
October 2, 2018, at 7:00 p.m.
Carleton Place Town Hall, Council Chambers**

PRESENT: Mayor Antonakos, Councillor Black, Councillor Redmond, Councillor Fritz,
Staff: Diane Smithson, CAO, Duncan Rogers, Clerk, Stacey Blair, Deputy-Clerk, Dave Young, Director of Public Works

1) CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST

3) REGISTRATION OF PUBLIC WISHING TO SPEAK

4) COMMUNICATIONS (REPORTS)

**i. 2019 Water and Sewer Budget
(Communication 129324)**

Trisa McConkey, Treasurer

Moved by Councillor Fritz

Seconded by Councillor Redmond

THAT staff be authorized to present the draft Water and Sewer budget to the public for comment at the Corporate Services Committee meeting on October 16, 2018.

CARRIED – CONSENT

**ii. Drinking Water Quality Management System – 2018 2nd Quarterly Report
(Communication 129325)**

Dave Young, Director of Public Works

Moved by Councillor Fritz

Seconded by Councillor Redmond

THAT the Carleton Place Public Works Drinking Water Quality Management System Second Quarter Report be accepted as information.

CARRIED – CONSENT

**iii. King Street Connection Fee – Bylaw No. 31-96
(Communication 129326)**

Robin Daigle, Engineering Manager

Moved by Mayor Antonakos
Seconded by Councillor Redmond

THAT Council amend By-law 31-96 to adjust the established connection fee as per the Consumer Price Index and to specify that the amount payable is subject to HST.

CARRIED – CONSENT AND BY-LAW PREPARED

- iv. **2018 Waste Reduction Week**
(Communication 129327)
Dave Young, Director of Public Works

Moved by Mayor Antonakos
Seconded by Councillor Redmond

THAT Council officially proclaim October 15 to October 21, 2018 as Waste Reduction Week in Carleton Place; and

THAT Public Works Staff proceed with a promotional program that includes daily promotional information and illuminating the Town Hall with a blue and green light during Waste Reduction Week.

CARRIED – CONSENT

- v. **October Meeting Schedule**
(Communication 129328)
Stacey Blair, Deputy Clerk

Moved by Councillor Redmond
Seconded by Councillor Fritz

THAT the October 23rd, 2018 meetings of Council and the Policy Review Committee be rescheduled to October 30th, 2018 commencing at the regular time of 7:00 p.m.

CARRIED – CONSENT

5) ADJOURNMENT

Moved by Mayor Antonakos
Seconded by Councillor Redmond
THAT the meeting be adjourned at 7:17 p.m.

BY-LAW NO. 105-2018

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND BY-LAW 31-96 BEING A BY-LAW TO AUTHORIZE THE COLLECTION OF A CONNECTION FEE FROM A CERTAIN PROPERTY OWNER ON KING STREET.

WHEREAS on June 11, 1996, the Corporation of the Town of Carleton Place adopted By-law 31-96 being a By-Law to authorize the collection of a connection fee from a certain property owner on King Street; and

WHEREAS Section 326(1) authorizes a municipality to pass a by-law (a) to identify special services; (b) determine which of the costs, including capital costs, debenture charges, charges for depreciation or a reserve fund, of the municipality are related to that special service; (c) designate the area of the municipality in which the residents and property owners receive or will receive an additional benefit from the special service that is not received or will not be received in other areas of the municipality; and (d) determine the portion and set out the method of determining the portion of the costs determined in clause (b) which represent the additional costs to the municipality of providing the additional benefit in the area designated in clause (c); and

WHEREAS it is deemed necessary to amend By-law 31-96 to change the interest rate from the specified rate of 8.25% compounded annually to a monthly adjustment per the Consumer Price Index published by Statistics Canada, and that this amount be subject to HST.

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

1. That Clause 3 of By-law 31-96 be replaced with the following:

That the connection charge listed below is as of August 1, 1996 and this connection charge shall be subject to HST and be adjusted monthly per the Consumer Price Index published by Statistics Canada from August 1, 1996 until the date said connection charge is paid.

OWNER (1996)	DESCRIPTION OF LAND	CONNECTION CHARGE
Janet Eliza Gallipeau	Plan 222 Lot 43	\$2,500.00

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 9TH DAY OF OCTOBER, 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

BY-LAW NO. 106-2018

THE CORPORATION OF THE TOWN OF CARLETON PLACE

BEING a by-law to appoint Wm. Glen Gordon as a contract on-call Building Official/Inspector and a By-law Enforcement Officer.

WHEREAS the Building Code Act, 1992, Section 3 (2) authorizes the Council of a municipality to appoint such officials as are necessary for the purpose of the enforcement of the Building Code Act in the areas in which the municipality has jurisdiction;

AND WHEREAS Section 15(1) of the *Police Services Act*, R.S.O. 1990, Chapter P.15, as amended, permits a municipality to appoint persons to enforce the by-laws of the municipality.

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

1. **THAT** Wm. Glen Gordon is hereby appointed:
 - a) as a Building Official for the Corporation of the Town of Carleton Place;
 - b) as a By-law Enforcement Officer for the administration and enforcement of all the municipal by-laws for the Corporation of the Town of Carleton Place.
2. **THAT** this By-law shall take force and effect on the day of its passing.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 9TH DAY OF OCTOBER, 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

BY-LAW NO. 107-2018

THE CORPORATION OF THE TOWN OF CARLETON PLACE

BEING a by-law to appoint Lennox Smith as a contract on-call Building Official/Inspector and a By-law Enforcement Officer.

WHEREAS the Building Code Act, 1992, Section 3 (2) authorizes the Council of a municipality to appoint such officials as are necessary for the purpose of the enforcement of the Building Code Act in the areas in which the municipality has jurisdiction;

AND WHEREAS Section 15(1) of the *Police Services Act*, R.S.O. 1990, Chapter P.15, as amended, permits a municipality to appoint persons to enforce the by-laws of the municipality.

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

1. **THAT** Lennox Smith is hereby appointed:
 - a) as a Building Official for the Corporation of the Town of Carleton Place;
 - b) as a By-law Enforcement Officer for the administration and enforcement of all the municipal by-laws for the Corporation of the Town of Carleton Place.
2. **THAT** this By-law shall take force and effect on the day of its passing.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 9TH DAY OF OCTOBER, 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

BY-LAW NO. 108-2018

THE CORPORATION OF THE TOWN OF CARLETON PLACE

BEING a by-law to appoint David Norton as a contract on-call Building Official/Inspector and a By-law Enforcement Officer.

WHEREAS the Building Code Act, 1992, Section 3 (2) authorizes the Council of a municipality to appoint such officials as are necessary for the purpose of the enforcement of the Building Code Act in the areas in which the municipality has jurisdiction;

AND WHEREAS Section 15(1) of the *Police Services Act*, R.S.O. 1990, Chapter P.15, as amended, permits a municipality to appoint persons to enforce the by-laws of the municipality.

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

1. **THAT** David Norton is hereby appointed:
 - a) as a Building Official for the Corporation of the Town of Carleton Place;
 - b) as a By-law Enforcement Officer for the administration and enforcement of all the municipal by-laws for the Corporation of the Town of Carleton Place.
2. **THAT** this By-law shall take force and effect on the day of its passing.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 9TH DAY OF OCTOBER, 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

CONSENT AGENDA

Physical Environment Committee – October 2, 2018

1. **Communication 129324**
2019 Water and Sewer Budget
THAT staff be authorized to present the draft Water and Sewer budget to the public for comment at the Corporate Services Committee meeting on October 16, 2018.
2. **Communication 129325**
Drinking Water Quality Management System – 2018 2nd Quarterly Report
THAT the Carleton Place Public Works Drinking Water Quality Management System Second Quarter Report be accepted as information.
3. **Communication 129326**
King Street Connection Fee – Bylaw No. 31-96
THAT Council amend By-law 31-96 to adjust the established connection fee as per the Consumer Price Index and to specify that the amount payable is subject to HST.
4. **Communication 129327**
2018 Waste Reduction Week
THAT Council officially proclaim October 15 to October 21, 2018 as Waste Reduction Week in Carleton Place; and
THAT Public Works Staff proceed with a promotional program that includes daily promotional information and illuminating the Town Hall with a blue and green light during Waste Reduction Week.
5. **Communication 129328**
October Meeting Schedule
THAT the October 23rd, 2018 meetings of Council and the Policy Review Committee be rescheduled to October 30th, 2018 commencing at the regular time of 7:00 p.m.

BY-LAW NO. 109-2018

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE ONE HUNDRED AND TWENTY NINTH COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE AT THE SIXTEENTH REGULAR MEETING OF COUNCIL OF OCTOBER 9, 2018

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 129TH Council of the Corporation of the Town of Carleton Place at the SIXTEENTH Regular Meeting of Council held on October 9, 2018, 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 9TH DAY OF OCTOBER 2018.

Louis Antonakos, Mayor

Stacey Blair, Deputy Clerk