



AGENDA

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

Tuesday, March 13, 2018, Council Chambers at 7:00 p.m.

I OPENING PRAYER

II DISCLOSURE OF PECUNIARY INTEREST

III MINUTES OF PREVIOUS MEETING

Minutes of the Fourth Regular Meeting of the 129th Council of February 13, 2018

Minutes of the Second Special Meeting of the 129th Council of February 20, 2018

IV DELEGATIONS

None

V COMMUNICATIONS

129088 – 129119 (*copies of communications are available to view in the Clerk's Dept.*)

VI READING OF BY-LAWS

By-law 06-2018 – To Appoint a Chief Administrative Officer – Diane M. Smithson

By-law 07-2018 – To Appoint a Treasurer – Trisa McConkey

By-law 08-2018 – To Appoint a Deputy Treasurer – Phil Hogan

By-law 09-2018 – To Exempt Certain Lands from Part Lot Control – 103 & 105 Dulmage Cres.

By-law 10-2018 – To Exempt Certain Lands from Part Lot Control – Peever Place

By-law 11-2018 – To Exempt Certain Lands from Part Lot Control – Ridell Street

VII STANDING COMMITTEES

Policy Review Committee – February 13, 2018

129057 129088 129089

Corporate Services Committee – February 20, 2018

129102 129104 129105

Community Issues Committee – February 20, 2018

129095 129096 129103

Physical Environment Committee – March 6, 2018

129110 129111 129113 129115

Planning and Protection Committee – March 6, 2018

129106 129107 129108 128116

VIII OTHER BUSINESS

IX MAYOR'S ANNOUNCEMENTS/DATES TO REMEMBER

X BY-LAW NO. 12-2018 CONFIRMING COUNCIL PROCEEDING

XI SINGING OF O'CANADA

XII ADJOURNMENT

THE CORPORATION OF THE TOWN OF CARLETON PLACE

BY-LAW NO. 06-2018

BEING a By-law to appoint a Chief Administrative Officer for the Corporation of the Town of Carleton Place

WHEREAS Section 229 of the Municipal Act, R.S.O. 1990, Chapter M.45 as amended, authorizes Council to pass a by-law to appoint a Chief Administrative Officer;

AND WHEREAS Section 228 (2) of the Municipal Act, R.S.O. 1990, Chapter M.45 authorizes Council to appoint Deputy Clerks;

AND WHEREAS it is deemed desirable to establish the position Chief Administrative Officer/Deputy Clerk and to set forth the duties, and responsibilities for this position;

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

TITLE

1. This by-law may be cited as “The Appointment of Chief Administrative Officer/Deputy Clerk By-law”.

GENERAL

2. That Diane M. Smithson shall be appointed as Chief Administrative Officer for the Corporation of the Town of Carleton Place.
3. That Diane M. Smithson shall also be appointed as the Deputy Clerk for the Corporation of the Town of Carleton Place and shall have all of the powers and duties of the Clerk under this and every Act.
4. That the duties and responsibilities of the Chief Administrative Officer position shall be in accordance with **Schedule “A”** attached hereto and forming part of this by-law.

SEVERABILITY

5. If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

ENACTMENT

6. This By-law shall come into force and take effect on the day of passing.
7. THAT any other by-laws inconsistent with this by-law are hereby repealed.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED
THIS 13TH DAY OF MARCH 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

SCHEDULE 'A' TO BY-LAW 06-2018

Town of Carleton Place

Job Description

DATE: March 2018
TITLE: Chief Administrative Officer
REPORTS TO: Council

POSITION SUMMARY:

The Chief Administrative Officer, under the direction of the Mayor and Council, will advise Council on the development of policies and strategies that will best position the Municipality to address on-going challenges and opportunities by providing programs and initiatives that address the needs of the community. The CAO is responsible for the efficient administration of all municipal departments. The CAO will lead senior managers and employees to ensure delivery of good municipal government to the community.

COMPETENCIES:

- Change Management – able to identify, implement, and communicate organizational changes successfully to relevant stakeholders
- Coaching – engages in regular, structured discussions with employees in order to encourage and improve individual employee performance, and attain organizational objectives
- Continuous Improvement – strives to improve job responsibilities through developing skills and increasing knowledge
- Cooperation – works with others to prevent conflict and share resources to encourage cooperative relationships within the organization
- Cultural Sensitivity – promotes an inclusive environment exemplified by understanding all cultural groups
- Decision Making – makes concrete, well-informed and tough-out decisions that support the overall organization. Has the ability to make quick, effective decisions even when data and details are limited
- Leadership – works well with a wide range of individuals to provide support, coaching, encouragement, and direction
- Resource and Fiscal Management – uses resources such as human capital, supplies, products, materials, and other useable items effectively and with foresight to available and limited funds
- Strategic Thinking – analyzes and interprets the strategic direction of the organization. Has a clear and firm understanding of the vision, mission, values, and objectives of the workplace and uses that information to develop responsibilities, tasks, goals, and initiatives that align with long- term plans and growth.

GENERAL DUTIES & RESPONSIBILITIES:

1. To coordinate, lead and direct the senior managers in the administration of the business affairs of the Municipality in accordance with the bylaws, policies and plans established and approved by Council.
2. To be responsible for the overall efficient operation of the Municipality's administration, and to be responsible for motivating and developing the skills of the senior managers and their staff to foster productivity, professionalism and high morale.
3. To coordinate, lead and direct the senior managers in the preparation of plans and programmes to be submitted to Council for the construction, maintenance and rehabilitation of Municipal property and facilities, and for the development and improvement of Municipal services and for the development and redevelopment of land in the Municipality.
4. To coordinate, lead and direct the senior managers in the implementation, management and evaluation of all bylaws and programmes approved by Council.
5. To organize, coordinate, and present to Council, recommendations arising from administrative operations which require the approval of Council, and to propose legislation or resolutions arising from such recommendations.
6. To present to Council in cooperation with the senior managers of the Municipality, reports and information regarding progress and accomplishments of programmes and projects, the status of revenues and expenditures and the general administrative management of the Municipality.
7. To direct periodic review of the corporate organization, its structural, management and communication systems, and to report the outcome of those reviews to Council.
8. To designate, in cooperation with the Municipal Clerk, all communications from Local Boards, Commissions, Advisory Committees and task Forces, and to ensure action, coordination and recommendations to Council.
9. To convene and conduct regular meetings of the senior managers of the Municipality and other appropriate employees as required, to facilitate development of policy, education and development of staff and to coordinate administrative activities.
10. To appoint staff task forces as required and to direct them to report to him/her on any matter within the powers of Council.
11. To obtain the advice of the Municipal Solicitor, Municipal Auditor and consultants retained by the Municipality and the advice offered by various Provincial Ministries, as deemed necessary.
12. To attend Council, Committee of the Whole and Committee meetings with the right, with the consent of the Chair, to speak but not to vote thereat.
13. To coordinate, lead and direct the senior managers in the implementation and maintenance of the public relations as it pertains to the municipal staff, general public and taxpayers.
14. To provide resource information for members of Council.
15. Without limiting the generality of the foregoing, to perform the responsibilities and exercise the powers which may, from time to time, be assigned to the Chief Administrative Officer by Council.

16. To direct the activities of all municipal employees except the statutory duties of such officers as appointed under statute and whose duties are prescribed by statute.
17. To delegate appropriate duties and responsibilities to the senior managers within the organizational structure.
18. To maintain for reference purposes a comprehensive manual of policies approved by Council and/or the Chief Administrative Officer.
19. To attend to the interests of the Municipality on intergovernmental issues at the administrative level.
20. Appointed as Deputy Clerk and shall perform the statutory duties thereof.

PERSONNEL ADMINISTRATION:

1. To have authority to recommend to Council the appointment, promotion, demotion, suspension or dismissal of the senior managers reporting directly to him/her.
2. To have authority to employ, appoint, promote, demote, suspend or dismiss employees of the Municipality below the rank of senior manager and subject to their right to appeal to Council in respect of demotion, suspension or dismissal, and in accordance with the lines of authority that are defined in the organization structure.
3. To direct the process of arriving at recommendations to Council on matters related to salaries, wages, benefits and terms of service for all employees following the Town's Human Resource Management Policies and Procedures and Salary Administration Program. To make recommendations to Council and, upon approval by Council, direct the administration of all matters concerning salaries, wages, benefits and terms of service.
4. To administer all salaries of employees who are subject to the Chief Administrative Officer's supervision, within the limitation of any salary plan or salary contract agreement, after such plan or agreement has first been adopted by Municipal Council.

FINANCIAL ADMINISTRATION:

1. To take action, in cooperation with the Municipal Treasurer and senior managers, to prepare and compile annual estimates of current revenues and expenditures, and the capital forecast; to present estimates to Council; and to direct the regular review of fiscal policy and its management.
2. To exercise, in cooperation with the Municipal Treasurer and senior managers, financial control over all corporate operations in terms of appropriations approved by Council.
3. To ensure that all real property and other property owned by or vested in the name of the Municipality or any of its dependent legal boards are adequately insured.
4. To participate in the negotiation for the purchase, acquisition or sale of real property on behalf of the Municipality, provided that final authority for making or accepting offers shall rest with Council.
5. To ensure that no officer, employee or agent of the Municipality shall place any order to purchase or make any purchase, except for a purpose and in the sum authorized in the budget bylaw or any supplementary appropriation of funds, unless there are sufficient funds in the approved budget to cover the proposed

expenditure, and conforming at all times to the prevailing purchasing policy as approved by Council.

6. To have the authority, in the event of an emergency, to authorize an expenditure in excess of the maximum stated in the prevailing purchasing policy provided that a Council meeting shall be called and held within fourteen (14) days to approve such expenditure.
7. To provide, in tender offers, for proper instruments of security which, when received, shall forthwith be transmitted to the Municipal Treasurer for safekeeping until final disposition or award.
8. To enter into joint purchasing contracts with others where price or quality advantage may be gained.

ADMINISTRATIVE ORGANIZATION, MANAGEMENT AND POLICY DEVELOPMENT:

1. To create and reorganize such administrative Departments of the Municipality as may be considered necessary and proper to fulfil the functional obligations of the Municipality, subject to approval of Council.
2. To establish such limited administrative committees and task forces as may be considered necessary.
3. To submit periodic recommendations to Council concerning the administrative mandate of departments and thereafter to approve the organizational structure of Departments.

The above generally describes the duties involved with the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by Council.

SAFETY REQUIREMENTS:

The Town of Carleton Place believes that all accidents can be prevented. To achieve this goal, managers must ensure that employees make safety an integral part of every task and job. As a manager you must be familiar with the Town's safety policy and understand your staff's:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work; and

And:

- advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker;
- take every precaution reasonable in the circumstances for the protection of a worker;
- conduct regular safety meetings with workers;
- correct substandard acts or conditions;
- commend good health and safety performance; and

- maintains a log of their crew visits.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

POSITION REQUIREMENTS:

1. 3-5 years senior management experience in another municipality.
2. Possess a degree in Business/Public Administration (MPA or equivalent).
3. A combination of education and experience.
4. Computer literacy and knowledge of technology and its uses/opportunities in a municipal environment.
5. Possess and maintain a valid Class "G" licence and reliable vehicle to use on corporate business.

WORKING CONDITIONS: This position will be scheduled to work regular full-time hours in an office environment. However, additional work may be required to complete special requests or projects. After hours meeting attendance is required and travel may be required.

PHYSICAL DEMANDS: The position will work odd or long hours to complete special requests and/or projects and may have to spend long hours sitting and using office equipment, computers and attending sessions.

ENVIRONMENTAL DEMANDS: The position will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of Council, staff, community associations, residents, special interest groups, developers, and related external contacts.

SENSORY DEMANDS: They can include long hours of reading and use of the computer, close and constant attention to detail for accuracy of information, and a noisy and busy office environment all of which may cause eyestrain, fatigue, and occasional headaches.

MENTAL DEMANDS: The position is exposed to stress and pressure associated with positions that are responsible for supervising employees, coordinating large projects, responding to internal/external demands, and managing tight deadlines. The position will have to manage a number of requests at one time and must be prepared to deal with emergencies and stressful situations. The position will require handling complaints of a financial or political nature from internal/external contacts and business which may result in emotionally charged situations.

Approved:

MAYOR

EMPLOYEE

BY-LAW NO. 07-2018

**A BY-LAW OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF
CARLETON PLACE TO APPOINT A TREASURER FOR THE SAID MUNICIPALITY**

WHEREAS the Municipal Act S.O. 2001, Chapter 25, section 286(1) provides that Council may appoint a Treasurer;

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

1. That Trisa McConkey be hereby appointed to the position of Treasurer for the Town of Carleton Place, effective March 13, 2018.
2. That the duties and responsibilities of the Treasurer shall include duties described by Provincial Statutes and Regulations plus duties as detailed in the Town of Carleton Place Job Description for this position.
3. That statutory duties will change with changes in provincial legislation and regulations. Duties included in the covering job description may, from time to time, be amended following the Town's human resources policies and procedures.
4. That the Treasurer shall report to the Chief Administrative Officer.
5. That By-law No. 57-90 is hereby repealed in its entirety.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS
13TH DAY OF MARCH 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

BY-LAW NO. 08-2018

A BY-LAW OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO APPOINT A DEPUTY TREASURER FOR THE SAID MUNICIPALITY

WHEREAS Section 286(2) of the Municipal Act, 2001, Chapter 25 provides that Council may appoint a Deputy Treasurer and

WHEREAS the Deputy Treasurer shall have all the powers and authority of the Treasurer

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

1. That Phil Hogan be hereby appointed as Deputy Treasurer for the Town of Carleton Place.
2. That the Deputy Treasurer shall have all the powers and authority of the Treasurer and any other duties that may be assigned by Council.
3. That this appointment shall take effect upon adoption of By-law No. 07-2018

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF MARCH 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

BY-LAW NO. 09-2018

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL, BLOCK 87, REGISTERED PLAN 27M-60, PARTS 1 TO 6 INCLUSIVE ON PLAN 27R-11024, IN THE TOWN OF CARLETON PLACE, IN THE COUNTY OF LANARK.

WHEREAS Subsection 7 of Section 50 of *The Planning Act*, R.S.O. 1990 as amended, authorizes a Municipality to provide a by-law that part lot control does not apply to land that is within registered plans or plan of subdivision or parts thereof, subject to the approval of the County of Lanark;

AND WHEREAS it is deemed expedient to exempt certain lands located in an area designated Residential in Development Permit By-law 15-2015, and described as Block 87, Registered Plan 27M-60, Parts 1 to 6 inclusive on Plan 27R-11024 in the Town of Carleton Place, in the County of Lanark;

AND WHEREAS *The Planning Act*, subsection 50 (7.1) does not come into effect until approved by the County of Lanark;

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

1. Subsection 5 of Section 50 of *The Planning Act*, R.S.O. 1990, as amended, does not apply to Block 87, Registered Plan 27M-60 further described as Parts 1 to 6 inclusive on Plan 27R-11024 in the Town of Carleton Place, in the County of Lanark.
2. This by-law shall be effective only to the extent necessary to permit;
 - a) The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged
 - b) Individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser of each individual dwelling unit;
And this by-law shall not be construed as to permit the further severance or re-subdivision of any such parcel.
3. This by-law shall become effective upon the approval of the County of Lanark and registration of the by-law in the land titles office.
4. This by-law shall expire and be of no further force and effect as of March 12, 2019.
5. The property is locally known as 103 and 105 Dulmage Crescent.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF MARCH 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

BY-LAW NO. 10-2018

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL, BLOCK 172, REGISTERED PLAN 27M-81, PARTS 1 TO 12 INCLUSIVE ON PLAN 27R-11039, IN THE TOWN OF CARLETON PLACE, IN THE COUNTY OF LANARK.

WHEREAS Subsection 7 of Section 50 of *The Planning Act*, R.S.O. 1990 as amended, authorizes a Municipality to provide a by-law that part lot control does not apply to land that is within registered plans or plan of subdivision or parts thereof, subject to the approval of the County of Lanark;

AND WHEREAS it is deemed expedient to exempt certain lands located in an area designated Residential in Development Permit By-law 15-2015, and described as Block 172, Registered Plan 27M-81, Parts 1 to 12 inclusive on Plan 27R-11039 in the Town of Carleton Place, in the County of Lanark;

AND WHEREAS *The Planning Act*, subsection 50 (7.1) does not come into effect until approved by the County of Lanark;

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

1. Subsection 5 of Section 50 of *The Planning Act*, R.S.O. 1990, as amended, does not apply to Block 172, Registered Plan 27M-81 further described as Parts 1 to 12 inclusive on Plan 27R-11039 in the Town of Carleton Place, in the County of Lanark.
2. This by-law shall be effective only to the extent necessary to permit;
 - a) The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged
 - b) Individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser of each individual dwelling unit;
And this by-law shall not be construed as to permit the further severance or re-subdivision of any such parcel.
3. This by-law shall become effective upon the approval of the County of Lanark and registration of the by-law in the land titles office.
4. This by-law shall expire and be of no further force and effect as of March 12, 2019.
5. The property is locally known as 19, 21, 23, 25, 27 and 29 Peever Place.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF MARCH 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

BY-LAW NO. 11-2018

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL, PART OF BLOCK 112, REGISTERED PLAN 27M-77, PARTS 1 TO 12 INCLUSIVE ON PLAN 27R-11009, IN THE TOWN OF CARLETON PLACE, IN THE COUNTY OF LANARK.

WHEREAS Subsection 7 of Section 50 of *The Planning Act*, R.S.O. 1990 as amended, authorizes a Municipality to provide a by-law that part lot control does not apply to land that is within registered plans or plan of subdivision or parts thereof, subject to the approval of the County of Lanark;

AND WHEREAS it is deemed expedient to exempt certain lands located in an area designated Residential in Development Permit By-law 15-2015, and described as Part of Block 112, Registered Plan 27M-77, Parts 1 to 12 inclusive on Plan 27R-11009 in the Town of Carleton Place, in the County of Lanark;

AND WHEREAS *The Planning Act*, subsection 50 (7.1) does not come into effect until approved by the County of Lanark;

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

1. Subsection 5 of Section 50 of *The Planning Act*, R.S.O. 1990, as amended, does not apply to Part of Block 112, Registered Plan 27M-77 further described as Parts 1 to 12 inclusive on Plan 27R-11009 in the Town of Carleton Place, in the County of Lanark.
2. This by-law shall be effective only to the extent necessary to permit;
 - a) The creation of blocks and parcels for construction purposes and to permit such lots to be charged and/or discharged
 - b) Individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser of each individual dwelling unit;
And this by-law shall not be construed as to permit the further severance or re-subdivision of any such parcel.
3. This by-law shall become effective upon the approval of the County of Lanark and registration of the by-law in the land titles office.
4. This by-law shall expire and be of no further force and effect as of March 12, 2019.
5. The property is locally known as 100, 102, 104, 106, 108 and 110 Ridell Street.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF MARCH 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk



Policy Review Committee Council Report
for the February 13th, 2018 held at 7:00 p.m. in
the Town Auditorium

COMMUNICATION 129057

Received From: Paul Knowles, CAO
Addressed To: Corporate Services Committee
Date: January 18, 2018
Topic: Appreciation Night

SUMMARY

Last year only one caterer was available to submit a proposal for Appreciation Night.

UPDATE – February 8, 2018 Staff have contacted neighbouring municipalities and collected the following information. Appreciation Night in Beckwith is scheduled for Saturday, December 1st, Light Up the Night in Almonte is scheduled for Friday, December 7th and Mississippi Mills' Appreciation Night is scheduled for December 15th. Staff have confirmed that following dates available for Carleton Place's Appreciation Night: Friday, Nov. 30th, Saturday, Dec. 1st, Friday the 7th and Saturday, the 8th. The 8th is the recommended night as it does not conflict with events in adjacent communities.

STAFF RECOMMENDATION

THAT Appreciation Night be scheduled for Saturday, December 8th, 2018.

COMMITTEE DECISION

THAT Appreciation Night be scheduled for Saturday, December 8th, 2018.

COUNCIL ACTION

Receive and record.

COMMUNICATION 129088

Received From: Communications Coordinator
Date Received: February 2, 2018
Addressed To: Policy Review Committee
Topic: Mayor's 2018 Progress Edition

SUMMARY

The Mayor has requested his Progress Edition 2018 report be placed on the Town's website as a news article. As per the Digital Communications Policy, posting material from any member of Council requires the express permission of the remaining members of Council. If approved it would remain in the News module for 30 days.

STAFF RECOMMENDATION

THAT Council authorize the Communications Coordinator to post the Town's Progress Report on the news module of the Town's website for a period of 30 days.

COMMITTEE DECISION

THAT Council authorize the Communications Coordinator to post the Town's Progress Report on the news module of the Town's website for a period of 30 days.

COUNCIL ACTION

Receive and record.

COMMUNICATION 129089

Received From: Clerk's Department
Addressed To: Policy Review Committee
Date: January 30, 2018
Topic: Closed Meetings

SUMMARY

As authorized by the Municipal Act, Council should review selected items in closed session.

STAFF RECOMMENDATION

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda.

AGENDA

- 2018-02-13-1 Personal matters about an identifiable individual, including municipal or local board employees – General Nature – Integrity Commissioner Report/Penalties
- 2018-02-13-2 Sale of Property Disposition of Land

COMMITTEE DECISION (2018-02-13-1)

**THAT Council review 2018-02-13-1 in open session;
AND THAT members of the public be permitted to speak to the issue.
MOTION CARRIED**

2018-02-13-1 INTEGRITY COMMISSIONER'S REPORT OF JANUARY 22, 2018

SUMMARY

At the January 30th meeting of Council, the Integrity Commissioner's report dated January 22, 2018 was received as information. It was further moved that any action on this matter be referred to the Policy Review Committee for discussion and direction.

129089 Continued

COMMENT

In his report dated May 3, 2017, the Integrity Commissioner (IC) recommended that although of the Town's Code of Conduct delegates the power to the IC to impose sanctions independently of Council, he nevertheless advised that it would be prudent for Council to formally approve his recommendation. In this report, the IC has recommended a 30-day suspension of pay and also advised that Council cannot exceed a 90 day suspension as established by the Municipal Act section 223.4 (5) which states:

Penalties

(5) The municipality may impose either of the following penalties on a member of council or of a local board if the Commissioner reports to the municipality that, in his or her opinion, the member has contravened the code of conduct:

- 1. A reprimand.*
- 2. Suspension of the remuneration paid to the member in respect of his or her services as a member of council or of the local board, as the case may be, for a period of up to 90 days. 2006, c. 32, Sched. A, s. 98.*

Considering previous recommendations made by the IC, it is recommended that Council again formalize any imposed penalties by resolution.

STAFF RECOMMENDATION

THAT the Committee provide direction to staff.

COMMITTEE DECISION

THAT in accordance with the Municipal Act, a 90-day suspension of pay to Mayor Antonakos applies to each of the code of conduct violations, as confirmed in the Integrity Commissioner's report of January 22, 2018, for a total of 270 days; AND FURTHER that the discretionary fund for Mayor Antonakos be suspended for the balance of 2018.

The following recorded vote was taken:

Mayor Antonakos:	Nay
Deputy Mayor Flynn:	Yay
Councillor Black:	Yay
Councillor Doucett:	Yay
Councillor Fritz:	Yay
Councillor Redmond:	Yay
Councillor Trimble:	Yay

129089 Continued

The committee secretary declared the vote as CARRIED.

Item 2018-02-13-1 was dealt with at the February 20th Special meeting of Council.

COMMITTEE DECISION (2018-02-13-2)

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda.

AGENDA

2018-02-13-2 Sale of Property Disposition of Land

REPORT TO COUNCIL

2018-02-13-2 THAT staff negotiate and execute a new long term (5 year) lease for the property known as the former train station at 132 Coleman Street, with the current tenant (Tiffany Nixon) that includes a rent reduction of up to 3 months.
Receive and record.



Corporate Services Committee
Council Report
February 20, 2018

COMMUNICATION 129102

Received from: Phil Hogan
Addressed to: Corporate Services Committee
Date: February 15, 2018
Topic: Council Remuneration 2017

SUMMARY

Statement of remuneration for Council in 2017.

STAFF RECOMMENDATION

THAT Council hereby approves the attached Statement for Remuneration as prepared by the Treasurer for the year 2017.

COMMITTEE DECISION

THAT Council hereby approves the attached Statement for Remuneration as prepared by the Treasurer for the year 2017.

COUNCIL ACTION

THAT Council hereby approves the attached Statement for Remuneration as prepared by the Treasurer for the year 2017.

COMMUNICATION 129104

Received From: Phil Hogan
Addressed To: Corporate Services Committee
Date: February 20, 2018
Topic: By-law to appoint Treasurer

SUMMARY

That a by-law be forwarded to the Council of March 13th to appoint Trisa McConkey as Treasurer.

STAFF RECOMMENDATION

THAT a by-law be forwarded to Council March 13th to appoint Trisa McConkey as Treasurer.

COMMITTEE DECISION

THAT a by-law be forwarded to Council March 13th to appoint Trisa McConkey as Treasurer.

COUNCIL ACTION

Receive and record.

COMMUNICATION 129105

Received From: Phil Hogan
Addressed To: Corporate Services Committee
Date: February 20, 2018
Topic: By-law to appoint Deputy Treasurer

SUMMARY

That a by-law be forwarded to Council on March 13th to appoint Phil Hogan as Deputy Treasurer.

STAFF RECOMMENDATION

THAT a by-law be forwarded to Council on March 13th to appoint Phil Hogan as Deputy Treasurer.

COMMITTEE DECISION

THAT a by-law be forwarded to Council on March 13th to appoint Phil Hogan as Deputy Treasurer.

COUNCIL ACTION

Receive and record.



Community Issues Committee
Council Report
February 20, 2018

COMMUNICATION 129095

Received from Various Committees
Addressed to Community Issues Committee
Date January/February 2018
Topic Action Reports/Minutes

SUMMARY

Minutes of the **Carleton Place Urban Forest/River Corridor Committee** for January 24, 2018 are attached. Noteworthy items include:

- Climate Change Action Plan
- Hackberry Status – Seed Collection
- Spring Planting Workshop – Wednesday May 2, 2018

Minutes of the **Carleton Place Environmental Advisory Committee** for January 15 are attached. Noteworthy items include:

- EAC met with Urban Forest Committee

The Action report for the February 5, 2018 meeting of the **Parks and Recreation Committee** is attached. Noteworthy items include:

- 2018 Spring and Summer Ice Rental Rates,
- 2018 Rental Rates for Municipal Facilities, 2018 Rental Rates for Hall Facilities
- CPWD Swim Meet

Minutes of the January 25, 2018 meeting of the **Carleton Place Accessibility Advisory Committee** are attached. Noteworthy items include:

- Accessible On-Demand Taxis and Bus Shuttle Services
- Draft Accessibility Plan for 2018 Municipal Election

STAFF RECOMMENDATION

THAT Council approves Committees' decisions.

COMMITTEE DECISION

THAT Council approves Committees' decisions.

COUNCIL ACTION

Receive and record.

COMMUNICATION 129096

Received from Paul Knowles, Chief Administrative Officer
Addressed to Community Issues Committee
Date February 14th, 2017
Topic Appreciation Night

SUMMARY

Appreciation Night is scheduled for Saturday, December 8th, 2018. Responsibilities need to be assigned.

Invitation List
Food/Beverage
Coat Check
Greet and Food Bank
Decorations
Entertainment
Program

STAFF RECOMMENDATION

THAT Councillor responsibilities be assigned.

COMMITTEE DECISION

THAT Councillor responsibilities be assigned as follows:

Invitation List – Mayor Antonakos
Food/Beverage – Councillor Doucett
Coat Check – Councillor Black
Greet and Food Bank – Councillor Fritz
Decorations – Councillor Trimble
Entertainment – Deputy Mayor Flynn
Program - Councillor Redmond

COUNCIL ACTION

Receive and record.

COMMUNICATION 129103

Received from: Deputy-Mayor Flynn
Addressed to: Community Issues Committee
Date Received: 20/02/2018
Topic: E-mail to Council date January 6, 2016

SUMMARY

Deputy-Mayor Flynn would like to review the contents of his e-mail dated January 6, 2016 to Council. The Deputy-Mayor would like this e-mail made available to the public.

BACKGROUND

The e-mail referred to by the Deputy-Mayor as noted above reads as follows:

“Hi All

In light of the letter sent out by Louis on Dec 23rd, I am requesting an offsite “visioning” session to discuss same, as well as various other concerns that council may have. I do not want a structured agenda but would encourage candid conversation as to each individual’s expectations and direction going forward. I was at first going to request that the letter be discussed in open council, but after further consideration feel that this would not serve the best interest of the community. I would like this to happen ASAP and would like feedback with your thoughts and how soon you could be available. Suggestions on location of meeting would be appreciated as well.

Thanks,
Jerry”

STAFF RECOMMENDATION

To be discussed.

COMMITTEE DECISION

Receive and record.

COUNCIL ACTION

Receive and record.



Physical Environment Committee Action Report
for the March 6, 2018 meeting held in
the Council Chambers at 7:00 p.m.

COMMUNICATION 129110

Received From: Stacey Blair, Deputy Clerk
Addressed To: Physical Environment Committee
Date: February 22, 2018
Topic: Joint Compliance Audit Committee

SUMMARY

Pursuant to Section 88.37 of Municipal Elections Act, 1996, municipalities are required to establish a Compliance Audit Committee to deal with complaints regarding election campaign financing. In 2010 and 2014, the Town was a member of the Joint Lanark County Election Compliance Audit Committee.

COMMENT

Clerks within Lanark County have been working together on a wide variety of election matters. In developing the terms of reference, the Clerks have made recommendations with regard to recruitment and appointment and support a pooling of resources to ensure qualified members are represented on the Committee. Each municipality will be required to approve the terms of reference (Attached) and appointments.

Council approved a similar terms of reference for the Committee for the 2010 – 2014 and 2014 – 2018 terms.

FINANCIAL IMPLICATIONS

Under the Act, municipalities are responsible for the costs associated with the Compliance Audit Committee.

In the event of an application, the affected municipality will be responsible for the associated costs and the Clerk of that municipality will serve as Committee Secretary in dealing with the specific application. The terms of reference state that appointees will receive a stipend (\$150 per meeting) along with reimbursement of expenses associated with travel to be paid by the member municipality requiring the services of the Committee. The Committee has not had to convene since its inception was mandated in 2010.

129110 Continued

STAFF RECOMMENDATION

THAT Council approve the Town's membership in the Joint Lanark County Compliance Audit Committee;
AND THAT a by-law be brought forward that stipulates the Committee's terms of reference;
AND THAT a recommendation for Committee appointments be brought forward for approval in due course.

COMMITTEE DECISION

THAT Council approve the Town's membership in the Joint Lanark County Compliance Audit Committee;
AND THAT a by-law be brought forward that stipulates the Committee's terms of reference;
AND THAT a recommendation for Committee appointments be brought forward for approval in due course.

COUNCIL ACTION

Receive and record.

COMMUNICATION 129111

Received From: Dave Young, Director of Public Works
Addressed To: Physical Environment Committee
Date: March 6, 2018
Topic: 2018 Overlay Program

SUMMARY

Staff have evaluated several streets and are recommending the following projects for the 2018 Overlay Program:

129111 Continued

- William St. from Mullett St. to Townline Rd. E. – this section of road is still in good condition, it was reconstructed in 2008 and an application of an overlay will extend the life of this road section;
- Mississippi Rd., from Johnson St. to Morris St. – this section of road is beyond an overlay application, it would require an remove existing asphalt and replacement but the road base is still in good condition therefore it still is beneficial to undertake this project.

Staff are working through detail design on other identified 2018 projects. Points of interest of two of the projects are:

- the proposed limits for High St. reconstruction are from Bridge St to Moffatt St., and it is proposed that the existing cross section will remain close to what is in place today.
- Nelson St. is posing a significant challenge for staff as the existing right of way is very narrow and there are a number of conflicts such as trees and utilities that would have to be removed and/or relocated to attempt to construct a standard road width. Staff are developing a design with a reduced road width and no sidewalk in the proposed design. This will be indicated to residents in their invitation to the 2018 Construction Open House which is being planned for late April.

RECOMMENDATION

THAT staff incorporate William St. from Mullett St. to Townline Rd. E., and Mississippi Rd., from Johnson St. to Morris St. in the 2018 Overlay Program.

COMMITTEE DECISION

THAT staff incorporate William St. from Mullett St. to Townline Rd. E., and Mississippi Rd., from Johnson St. to Morris St. in the 2018 Overlay Program.

COUNCIL ACTION

THAT staff incorporate William St. from Mullett St. to Townline Rd. E., and Mississippi Rd., from Johnson St. to Morris St. in the 2018 Overlay Program.

COMMUNICATION 129113

Received From: Vanessa Greatrix, OCWA
Addressed To: Dave Young, Director of Public Works
Date: March 1, 2018
Topic: Carleton Place Drinking Water System 2017 Annual and Summary Reports

SUMMARY

Ms. Greatrix has provided the 2017 Annual Report for the Carleton Place Drinking Water System Annual and Summary Reports for Council's review and acceptance Ontario Reg.170/03. In order to comply with the Town's regulated obligation, the report needs to be made available to the public.

COMMENT

The reports contain results of drinking water samples taken over the year, ministry inspection findings, identification of maintenance activities that occurred over the year, and any significant issues that arose over the year.

All test results were within acceptable levels, and the 2017 Drinking Water Inspection resulted in a rating of 100%.

RECOMMENDATION

THAT Council hereby accepts the 2017 Annual and Summary Reports for the Carleton Place Drinking Water System as per Ontario Reg. 170/03.

COMMITTEE DECISION

THAT Council hereby accepts the 2017 Annual and Summary Reports for the Carleton Place Drinking Water System as per Ontario Reg. 170/03.

COUNCIL ACTION

THAT Council hereby accepts the 2017 Annual and Summary Reports for the Carleton Place Drinking Water System as per Ontario Reg. 170/03.

COMMUNICATION 129115

Received From: Dave Young, Director of Public Works
Addressed To: Physical Environment Committee
Date: March 1, 2018
Topic: PW1-2018 – Carambeck Site Works Tender

SUMMARY

Bids were received up until 11:00am Thursday March 1st for the installation of sanitary sewer, water, storm sewer, and construction of a parking lot at the Carambeck Site.

The following bids were received:

- Cavanagh Construction	- \$731,166.82
Site Preparation Ltd.	- \$732,305.00
Crain's Construction	- \$823,888.50
AWD Contractors	- \$972,760.00

COMMENT

This tender had been conducted last year in the middle of the construction season and at the time it was felt that prices were higher than desirable due to the fact that it late in the middle of the construction season, therefore it was decided to retender early this year in hopes of realizing cost savings. The bids received are actually higher but the scope of work has increased.

Regardless the Town is committed to proceed with the work in order to move forward with the new Public Works Facilities and the development of the Carambeck Site.

RECOMMENDATION

THAT Council authorize the Mayor and Clerk to execute a contract agreement with Thomas Cavanagh Construction Limited for PW1-2018 for Carambeck Site Services for the bid price of \$731,166.82.

COMMITTEE DECISION

THAT Council authorize the Mayor and Clerk to execute a contract agreement with Thomas Cavanagh Construction Limited for PW1-2018 for Carambeck Site Services for the bid price of \$731,166.82.

COUNCIL ACTION

THAT Council authorize the Mayor and Clerk to execute a contract agreement with Thomas Cavanagh Construction Limited for PW1-2018 for Carambeck Site Services for the bid price of \$731,166.82.



Planning and Protection Committee
Council Report
March 6, 2018

COMMUNICATION 129106

Received From: Joanna Bowes, Manager of Development Services
Addressed To: Planning and Protection Committee
Date: March 1, 2018
Topic: Planning Department Monthly Activity Report

SUMMARY

The February 2018 monthly activity report for the planning department is attached.

COMMENT

For information only.

STAFF RECOMMENDATION

Receive and record.

COMMITTEE DECISION

Receive and record.

COUNCIL ACTION

Receive and record.

COMMUNICATION 129107

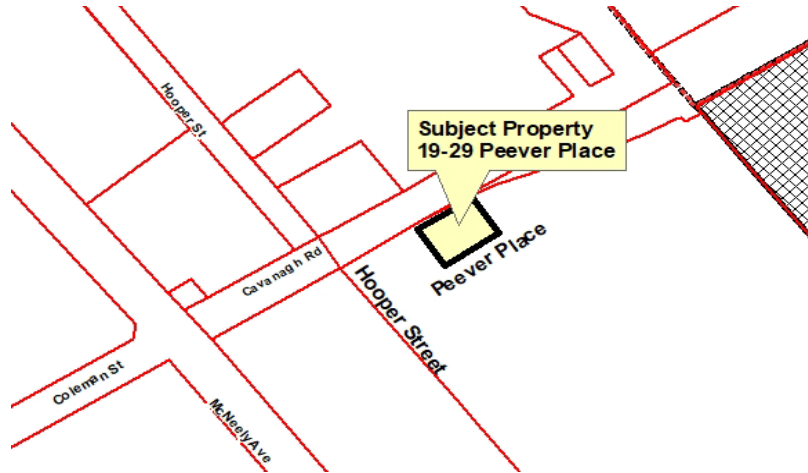
Received From: Joanna Bowes, Manager of Development Services
Addressed To: Planning and Protection Committee
Date: February 22, 2018
Topic: Part Lot Control for 19 – 29 Peever Place

SUMMARY

An application for the lifting of Part Lot Control has been made by Pegasus Development Corp. The request is proposed to legally separate the property on Block 172, Registered Plan 27M-81, municipally known as 19 – 29 Peever Place.

129107 Continued

This townhouse dwelling was constructed under building permits 17-035, 17-036, 17-037, 17-038, 17-039 and 17-210. In order to create individual lots, part lot control is required to be lifted. A total of 6 units will be created through this process. The lifting of part lot control will be done on a registered plan of subdivision. The required reference plans have been submitted.



COMMENT

The lands are designated as Residential under the Town of Carleton Place Official Plan and Development Permit By-law. The proposal is consistent with the Provincial Policy Statement and meets the intent of the Official Plan and Development Permit.

STAFF RECOMMENDATION

That a by-law regarding this application for lifting of part lot control at 19 – 29 Peever Place be forwarded to Council for approval and that the required documents be forwarded to the County of Lanark for approval.

COMMITTEE DECISION

THAT a by-law regarding this application for lifting of part lot control at 19 – 29 Peever Place be forwarded to Council for approval and that the required documents be forwarded to the County of Lanark for approval.

COUNCIL ACTION

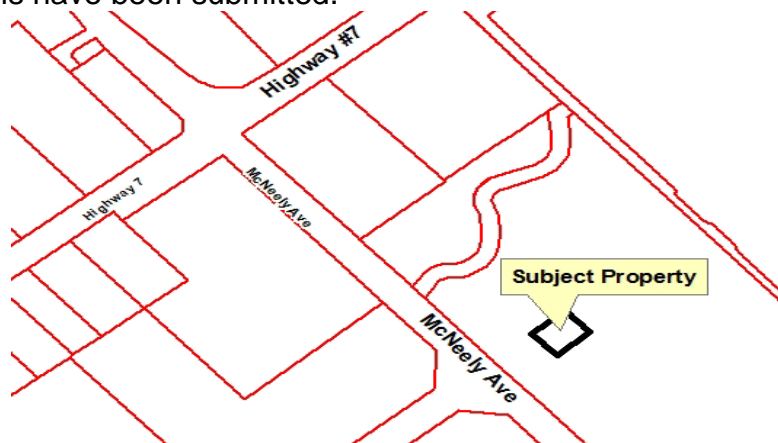
Receive and record.

COMMUNICATION 129108

Received From: Joanna Bowes, Manager of Development Services
Addressed To: Planning and Protection Committee
Date: February 22, 2018
Topic: Part Lot Control for 100 – 110 Ridell Street

SUMMARY

An application for lifting of Part Lot Control has been made by 1470424 Ontario Inc. (Cardel Homes). The request is proposed in order to legally separate the property on Block 112, Registered Plan 27M-77, municipally known as 100 – 110 Ridell Street. This townhouse dwelling was constructed under building permits 17-225, 17-226, 17-227, 17-228, 17-229 and 17-230. In order to create individual lots, part lot control is required to be lifted. A total of 6 units will be created through this process. The lifting of part lot control will be done on a registered plan of subdivision. The required reference plans have been submitted.



COMMENT

The lands are designated as Residential under the Town of Carleton Place Official Plan and Development Permit By-law. The proposal is consistent with the Provincial Policy Statement and meets the intent of the Official Plan and Development Permit.

STAFF RECOMMENDATION

THAT a by-law regarding this application for lifting of part lot control at 100 – 110 Ridell Street be forwarded to Council for approval and that the required documents be forwarded to the County of Lanark for approval.

COMMITTEE DECISION

THAT a by-law regarding this application for lifting of part lot control at 100 – 110 Ridell Street be forwarded to Council for approval and that the required documents be forwarded to the County of Lanark for approval.

COUNCIL ACTION

Receive and record.

COMMUNICATION 129116

Received from David Somppi
Addressed to Planning and Protection Committee
Date March 6, 2018
Topic Icelandic Model Grant Application – Community Partner
Request

SUMMARY

A request has been received by David Somppi via a communication sent to members of Council requesting that the Town’s Municipal Drug Strategy be listed as a community partner on a grant application submitted by Open Doors to work towards potentially adopting the Icelandic Model.

The Icelandic Model is a theoretical, evidence-based approach to community adolescent substance use prevention. The intervention focuses on reducing known risk factors for substance use, while strengthening a broad range of parental, school and community protective factors.

COMMENT

Per Mr. Somppi’s email, support, as a community partner, is being requested for the following reasons:

- Acting as a community partner does not commit any funding from the Town;
- If the application is successful, Open Doors would be responsible for managing the funds; and
- The intent of this request is to work towards the potential adoption of the Icelandic Model for reducing substance abuse in youth, as supported by the MDS Committee’s terms of reference.

STAFF RECOMMENDATION

THAT Council provide direction.

COMMITTEE DECISION

THAT Council supports the Municipal Drug Strategy Committee acting as a community partner for the Icelandic Model grant application.

COUNCIL ACTION

Receive and record.

BY-LAW NO. 12-2018

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 SECOND SPECIAL MEETING OF COUNCIL OF FEBRUARY 20, 2018 AND THE FIFTH REGULAR MEETING OF COUNCIL OF MARCH 13, 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 actions of the 129TH Council of the Corporation of the Town of Carleton Place at the SECOND Special meeting of Council held February 20, 2018 and the FIFTH Regular Meeting of Council held on March 13, 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 13TH DAY OF MARCH 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk