



**Policy Review Committee Action Report
April 10th, 2018, Immediately Following Council
Carleton Place Town Hall, Council Chambers**

1) CALL TO ORDER

The meeting was called to order at 8:05 p.m.

2) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST

None declared.

3) REGISTRATION OF PUBLIC WISHING TO SPEAK

None.

4) COMMUNICATIONS (REPORTS)

i. Traditional Land Acknowledgement Statement (Communication 129152)

Amanda Charania, Communications Coordinator

Committee Decision:

THAT a Traditional Land Acknowledgement Statement be considered together with the next comprehensive review of the Procedural By-law.

BRING FORWARD

ii. Private Fire Hydrants (Communication 129153)

Diane Smithson, CAO

Committee Decision:

THAT Council endorse the action plan regarding private fire hydrants outlined in the CAO's report dated April 10, 2018.

CARRIED – MOTION PREPARED

iii. Summer Recess (Communication 129154)

Stacey Blair, Deputy Clerk

Committee Decision:

THAT the regularly scheduled meetings of Council and Committees continue until June 26th, 2018 and resume on September 4th, 2018; and

THAT a Policy Review Committee meeting and Council meeting be held on August 7th, 2018.

CARRIED – MOTION PREPARED

5) CLOSED MEETING

i. Legal Opinion – Planning/Property Matter (IC 129155)

Clerk’s Department

Committee Decision:

THAT the Committee move into Closed Session at 8:40 p.m. to discuss a matter subject to: Section 239 (2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

AND FURTHERMORE THAT Diane Smithson, CAO, Duncan Rogers, Clerk Joanna Bowes, Manager of Planning and Stacey Blair, Deputy Clerk, remain in the room.”

Committee Decision:

THAT Council return to regular session at 8:59 p.m.

RISE AND REPORT:

No pecuniary interest was declared during the in-camera session.

Committee Decision:

THAT the Committee hereby repeals its earlier decision regarding DP-4-01-2017 for Phase 3 of the DRS Property (South Shore Landing Project); and

THAT the DP-4 fee of \$3500 be reimbursed to the developer.

At the request of the Mayor, a recorded vote was taken:

- Mayor Antonakos – Yes
- Councillor Black - Yes
- Councillor Doucett – Yes
- Deputy Mayor Flynn - Yes
- Councillor Fritz – Yes
- Councillor Redmond – Yes
- Councillor Trimble – Yes

The vote was declared as carried with a vote of 7-0.

CARRIED - CONSENT

Committee Decision:

THAT Council consider a Development Permit Amendment to remove the DP-4 process from the Development Permit By-law.

CARRIED – MOTION PREPARED

6) ADJOURNMENT

The meeting adjourned at 9:06 p.m.



**Policy Review Committee Agenda
April 10th, 2018, Immediately Following Council
Carleton Place Town Hall, Council Chambers**

Please silence all electronic devices.

- 1) **CALL TO ORDER**
- 2) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST**
- 3) **REGISTRATION OF PUBLIC WISHING TO SPEAK**
- 4) **COMMUNICATIONS (REPORTS)**

- i. **Traditional Land Acknowledgement Statement (Communication 129152)** p3
Amanda Charania, Communications Coordinator

Suggested Motion:

THAT the following Traditional Land Acknowledgement Statement be used in advance of Tuesday night Council and Committee meetings and also during community special events (at the discretion of the event organizer):

“As we gather here today, let us be reminded that the community in which we live, work, and play is situated on traditional, unceded Algonquin First Nation territory. We would like to acknowledge and thank the Anishinaabe people and express our respect and support for their rich history and culture.”

- ii. **Private Fire Hydrants (Communication 129153)** p4
Diane Smithson, CAO

Suggested Motion:

THAT Council endorse the action plan regarding private fire hydrants outlined in the CAO’s report dated April 10, 2018.

- iii. **Summer Recess (Communication 129154)** p6
Stacey Blair, Deputy Clerk

THAT the regularly scheduled meetings of Council and Committees continue until June 26th, 2018 and resume on September 4th, 2018; and
THAT a Special Policy Review Committee meeting and Council meeting be held on August 7th, 2018.

5) CLOSED MEETING

i. Legal Opinion – Planning/Property Matter (IC 129155)

Clerk's Department

Suggested Motion(s):

THAT the Committee move into Closed Session at _____ p.m. to discuss a matter subject to: Section 239 (2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

AND FURTHERMORE THAT Diane Smithson, CAO, Duncan Rogers, Clerk Joanna Bowes, Manager of Planning and Stacey Blair, Deputy Clerk, remain in the room.

THAT Council return to regular session at _____ p.m.

6) ADJOURNMENT

COMMUNICATION 129152

Received From: Communications Coordinator
Addressed To: Policy Review Committee
Date: April 10, 2018
Topic: Traditional Land Acknowledgement Statement

SUMMARY

AMO recently provided a policy update in reference to guidance on creating traditional land acknowledge statements. Traditional land acknowledgement statements are increasingly being used in Canada by governments, schools, post-secondary institutions, non-governmental organizations, and other civil institutions as a practice of reconciliation aimed at recognizing the traditional or treaty territories of Indigenous peoples.

After consultation with the local heritage museum and community member Debby Lytle, the Communications Coordinator has submitted the following statement for consideration to Council for the Town of Carleton Place.

“As we gather here today, let us be reminded that the community in which we live, work, and play is situated on traditional, unceded Algonquin First Nation territory. We would like to acknowledge and thank the Anishinaabe people and express our respect and support for their rich history and culture.”

FINANCIAL IMPLICATION

There are no financial implications associated with this recommendation.

STAFF RECOMMENDATION

THAT the following Traditional Land Acknowledgement Statement be used in advance of Tuesday night Council and Committee meetings and also during community special events (at the discretion of the event organizer):

“As we gather here today, let us be reminded that the community in which we live, work, and play is situated on traditional, unceded Algonquin First Nation territory. We would like to acknowledge and thank the Anishinaabe people and express our respect and support for their rich history and culture.”

COMMUNICATION 129153

Received From: Diane Smithson, CAO
Addressed To: Policy Review Committee
Date: April 10, 2018
Topic: Private Fire Hydrants

SUMMARY

Staff would like to propose changes to how private fire hydrants are addressed by the Town.

BACKGROUND

There are currently approximately 450 hydrants within Carleton Place with 38 of them being private. These private hydrants are generally located on large, privately owned properties that are a distance from services within the road allowance such as large industrial, commercial, institutional and multi-residential properties i.e. Walmart, Rona, Home Depot properties, etc. and are becoming more prevalent in municipalities across the Province.

Ontario Regulation 213/07, the Ontario Fire Code outlines the specific maintenance and inspection requirements for municipal and private fire hydrants. The Fire Code requires property owners to maintain all fire protection tools/equipment/appurtenances on their property and maintain a record of maintenance which could be requested during routine or other inspections by the Fire Department. Owner is defined in the Fire Code means “any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.”

The following sections of the Fire Code pertain to Hydrants:

- 6.6.4.1. Municipal and private hydrants shall be maintained in operating condition
- 6.6.4.2. Hydrants shall be maintained free of snow and ice accumulations
- 6.6.4.3. Hydrants shall be readily available and unobstructed for use at all times

Subsection 6.6.5 Inspection of Hydrants

- 6.6.5.1. Hydrants shall be inspected annually and after each use in accordance with Articles 6.6.5.2. to 6.6.5.5.

COMMENT

The responsibility for private fire hydrant maintenance is that of the property owner. The Town as well as many municipalities across the Province do not assume responsibility for these hydrant inspections due to liability and cost reasons. In order to ensure that property owners are aware of their responsibilities, Staff is proposing the following actions:

- An information letter will be prepared and forwarded to all owners of private fire hydrants outlining their responsibilities under the Fire Code
- In the future, a clause will be included in Development Permit Agreements regarding the owner’s responsibility for private fire hydrant. This agreement is registered on

title to the property.

- Checking of documentation related to private fire hydrants will be included on the Fire Department's checklist for inspections. These inspections occur anywhere from 1-3 years with the majority being undertaken annually. When the Fire Department inspector arranges for their inspection with the property owner about a month in advance, they will advise them that they require proof of the hydrant inspection when their inspection is conducted. If proof is not provided at that time, they will issue an order to the Owner. For those properties not scheduled for an annual inspection, a partial inspection of those properties' private fire hydrants only will be conducted.

FINANCIAL IMPLICATIONS

There are private firms in the business of conducting annual hydrant inspections of private hydrants. The costs of the annual inspection are the responsibility of the property owner. Firms in the area can be easily obtained by searching the internet.

The financial implications associated with this recommendation are minimal and include the cost of mailing a letter to owners of private hydrants.

STAFF RECOMMENDATION

THAT Council endorse the action plan regarding private fire hydrants outlined in the CAO's report dated April 10, 2018.

COMMITTEE DECISION

COMMUNICATION 129154

Received From: Stacey Blair, Deputy Clerk
Addressed To: Policy Review Committee
Date: April 10, 2018
Topic: Summer Meeting Schedule

SUMMARY

Summer is approaching and a meeting schedule for the summer months should be established. In past years, Council and Committee meetings have been cancelled during the months of July and August. In the past two years, a special Policy Review Committee meeting and Council meeting have been held on the first Tuesday in August. This practice is also recognized in the Striking Committee Report under Section 2.15: *“Recognizing that Council and Committees traditionally meet on only four (4) Tuesdays each month except for the months of July and August”*

STAFF RECOMMENDATION

THAT the regularly scheduled meetings of Council and Committees continue until June 26th, 2018 and resume on September 4th, 2018; and
THAT a Special Policy Review Committee meeting and Council meeting be held on August 7th, 2018.

COMMITTEE DECISION