

## Committee of the Whole Minutes

**Tuesday, December 17, 2019  
Immediately Following the Council Meeting  
Town Hall Council Chambers**

**COUNCIL PRESENT:** Mayor Black, Deputy Mayor Redmond, Councillor Fritz, Councillor Seccaspina, Councillor Randell, Councillor Tennant, Councillor Atkinson

**STAFF PRESENT:** Diane Smithson, CAO, Stacey Blair, Clerk, Trisa McConkey, Treasurer, Tyler Duval, Planning Consultant, Pascal Meunier, Director of Protective Services, Dave Young, Director of Public Works, Joanne Henderson, Manager of Recreation and Culture, Dee Dee Scissons, Planning Administrative Clerk, Jennifer Hughes, By-law Administrative Clerk

### **1. CALL TO ORDER**

The Chair called the meeting to order at 7:26 p.m.

### **2. APPROVAL OF AGENDA**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Tennant

THAT the agenda be accepted as presented.

**CARRIED**

### **3. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**

None.

### **4. MINUTES TO BE APPROVED AND RECEIVED**

1. Committee of the Whole Minutes

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Seccaspina

THAT the Committee of the Whole Minutes dated December 3 and December 10, 2019 be accepted as presented.

**CARRIED**

## **5. DELEGATIONS/PRESENTATIONS**

### **1. Trisa McConkey, Treasurer**

Trisa McConkey, Treasurer presented the 2020 draft budget. Her presentation included information on the following:

- the suggested draft net tax levy increase of 1.99%
- The percentage of taxes paid by residential (79%) and commercial and industrial (21%) assessments
- The average annual cost of different Town services per household
- What the proposed increase means from a dollar value (\$35.08 per year or \$2.92 per month) on the median home value of \$273,750
- A comparison of the suggested tax levy with other Ontario small towns from within and outside Eastern Ontario
- Sources of revenue for the Town which add up to \$31 million
- Where the Town's tax dollars are spent
- The cost of the various services per property
- Additional positions that are being added (Director of Development Services, Property / Project Manager, Assistant Chief of Fire Prevention and Machine Operator II)
- A summary of the Draft 10-Year Capital Investment Plan (excluding sewer and water)
- Major Capital Projects

Following the formal presentation, the floor was opened for questions from both the public and Council which were addressed by staff.

A motion will be presented at the January 17th, 2020 Council meeting to adopt the 2020 Town Budget.

The Draft Budget presentation will be posted on the Town's website. Comments will be accepted until January 6th, 2020.

## 6. REPORTS

### Physical Environment

1. Update on Bridge Street Reconstruction Project (Communication 131010)

**Moved by:** Councillor Tennant

**Seconded by:** Mayor Black

THAT Council authorize RV Anderson Associates Limited to present a plan for the reconstruction of Bridge Street at a public information session on January 27th 2020.

**CARRIED, CONSENT**

### Planning and Protection

2. Parking By-law Amendment (Communication 131011)

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Fritz

THAT a By-law to amend parking on four (4) Town streets to one side of the street be forwarded to Council for approval.

**CARRIED, BY LAW PREPARED**

3. Confirmation of Emergency Management Committee Membership (Communication 131012)

**Moved by:** Mayor Black

**Seconded by:** Deputy Mayor Redmond

THAT Council hereby confirms the following appointments to the Carleton Place Emergency Management Committee for 2019:

- Chair: Pascal Meunier, Director of Protective Services;
- Mayor Doug Black;
- Diane Smithson, CAO;
- Sgt. Rob Croth, OPP;
- David Young, Director of Public Works;
- Graham Patterson, Public Works;

- Randy Shaw, Carleton Place & District Memorial Hospital;
- Travis Mellema, Lanark County Paramedics;
- Mark Dorman, Public Member & Carleton Place CERV representative;
- Duncan Rogers, Emergency Management Assistant;
- Dave Joy, Deputy Chief; and

THAT this information be forwarded to the Office of the Fire Marshall and Emergency Management Ontario.

**CARRIED, MOTION PREPARED**

4. DP3-12-2019, 11487710 Canada Inc., 29 Roe Street – Daycare Facility (Communication 131013)

**Moved by:** Councillor Tennant

**Seconded by:** Deputy Mayor Redmond

THAT the Committee authorizes application DP3-12-2019 for the construction of Phase 1 of the proposed Daycare Facility at 29 Roe Street and directs Staff to move forward with the drafting of the Development Permit Agreement with conditions attached including:

1. THAT a minimum 3m wide undisturbed vegetated buffer be maintained inside the rear property line in order to provide some protection to the Hooper Drain and where the 3m wide buffer does not currently exist, the buffer shall be established with native plant species;
2. THAT prior to the construction of Phase 2, the Applicant shall hire a qualified professional to conduct an Environmental Impact Statement as per the recommendation of the MVCA. Until an EIS concludes that the minimum required 15 metre setback from the Hooper Drain may be reduced to the proposed 8 metres, only Phase 1 of the development may be constructed;
3. THAT a Class 1A Development Permit application be submitted for Phase 2 of the proposed development. The application will require an EIS in support of the proposed development in proximity to the Hooper Drain.
4. THAT the Committee authorizes staff to issue a Development Permit upon receipt of all required information, fees and securities.

**CARRIED**

5. DP3-11-2019, De Saulniers Construction, 10 Bennett Street – Addition to Autoparts Supply Outfit Benson Auto Parts (Communication 131014)

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Seccaspina

THAT the Committee hereby authorizes application DP3-11-2019 to construct a 708.2m<sup>2</sup> pre-engineered, metal-clad addition to the Benson Auto Parts building at 10 Bennett Street and directs Staff to move forward with the drafting of the Development Permit Agreement with conditions attached; and

THAT the Committee authorizes staff to issue a Development Permit upon receipt of all required information, fees and securities.

**CARRIED**

6. DP3-07-2019, ZanderPlan Inc., Roe Street – NAPA Autoparts Supply Outfit (Communication 131015)

**Moved by:** Mayor Black

**Seconded by:** Councillor Fritz

THAT the Committee hereby authorizes application DP3-07-2019 to construct a two-storey, 1031.6m<sup>2</sup> NAPA Auto Parts distribution centre at the intersection of Roe Street and Cavanagh Road; and directs Staff to move forward with the drafting of the Development Permit Agreement; and

THAT the Committee authorizes staff to issue a Development Permit upon receipt of all required information, fees and securities.

**CARRIED**

## **7. NEW/OTHER BUSINESS**

None.

## **8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES**

1. Advisory Committee Minutes and Updates

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Fritz

THAT the following minutes be received as information:

- Municipal Drug Strategy Committee - October 10, 2019
- Urban Forest River Corridor - November 27, 2019
- Parks and Recreation Committee - December 2, 2019
- Emergency Management Committee - December 5, 2019

**CARRIED**

Motions Received from the Parks and Recreation Committee

2. Parkland Dedication (Communication 131008)

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Atkinson

THAT the municipal-owned property located at 196, 200 and 204 Bridge Street be dedicated as parkland by By-Law.

**CARRIED, BY LAW PREPARED**

3. Naming of Municipal Property (Communication 131009)

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Seccaspina

THAT staff follow the Commemorative Naming Policy and advertise the properties at 196, 200 and 204 Bridge Street and the park on Dunlop Road for naming.

**CARRIED, CONSENT**

**9. INFORMATION LISTING**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Fritz

THAT the Information Listing dated December 17, 2019 be received as information

**CARRIED**

**10. NOTICE OF MOTIONS**

**11. ADJOURNMENT**

**Moved by:** Councillor Fritz

**Seconded by:** Deputy Mayor Redmond

THAT the meeting be adjourned at 9:00 p.m.

**CARRIED**

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Councillor Toby Randell

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Stacey Blair, Clerk