

## Committee of the Whole Minutes

**Tuesday, March 10, 2020  
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, Pascal Meunier,  
Director of Protective Services, Lennox Smith, Chief Building  
Official, Joanna Bowes, Manager of Development Services, Dee  
Dee Scissons, Planning Administrative Clerk

### 1. CALL TO ORDER

The Chair called the meeting to order at 7:22 p.m.

### 2. APPROVAL OF AGENDA

**Moved by:** Councillor Fritz

**Seconded by:** Deputy Mayor Redmond

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 Atkinson

THAT the Committee of the Whole Minutes dated February 18 and March 3, 2020 be accepted as presented.

**CARRIED**

**5. DELEGATIONS/PRESENTATIONS**

1. Dena Comley, Chair - Carleton Place Environmental Advisory Committee

Dena Comley, Chair of the Carleton Place Environmental Advisory Committee (CPEAC) gave a presentation on the group's 2020 Work Plan. The Work Plan included information on the history of the CPEAC and its goals. The CPEAC is working to make the Town of Carleton Place a sustainable community. To help achieve this, the CPEAC is working to educate and promote environmentalism within the community through various activities such as composting, waste disposal, recycling, tree planting and Electric Vehicle Charging locations. Ms. Comley also provided the Committee with a preliminary report on the CPEAC's anti-idling campaign.

2. Development Permit Housekeeping Amendment (Communication 131042) - Public Meeting Under the Planning Act - 8:00 p.m.

The Chair read a statutory notice as required by the Planning Act regarding the public meeting.

After the Manager of Development Services made a presentation regarding the recommended housekeeping amendment, the public was invited to make comments.

The Committee voted to defer this item pending further information on this matter being made available to members of Council.

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Tennant

THAT the Development Permit Housekeeping By-law be forwarded to Council for approval.

**DEFERRED**

**6. REPORTS**

Planning and Protection

1. Fire Master Plan (Communication 131041)

**Moved by:** Councillor Tennant  
**Seconded by:** Councillor Seccaspina

THAT Council receive the 2019-2024 Master Fire Plan.

**CARRIED, MOTION PREPARED**

2. Sea Container Policy (Communication 131030)

**Moved by:** Councillor Tennant  
**Seconded by:** Deputy Mayor Redmond

THAT Council approve the Sea Container Policy for utilization by the Building Department for all sea container building permit applications.

**CARRIED, MOTION PREPARED**

3. Amendment to Fees And Charges By-law 120-2019 (Communication 131043)

**Moved by:** Councillor Fritz  
**Seconded by:** Councillor Tennant

THAT Fees and Charges By-Law 120-2019 be amended to include a provision under the Building Department section of the By-law to allow for cost recovery of all Orders and Agreements that are to be registered on or removed from title.

**CARRIED, BY LAW PREPARED**

4. Closing a Portion of Begley Street Road Allowance (Communication 131044)

**Moved by:** Councillor Fritz  
**Seconded by:** Councillor Tennant

THAT Council authorize staff proceeding with the steps to close a 3m portion of Begley Street Road Allowance on the south side of the Neelin Community Centre property to accommodate an expansion to Arena No. 1.

**CARRIED, BY LAW PREPARED**

5. Committee Terms of Reference - Roles and Responsibilities  
(Communication 131045)

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Atkinson

THAT the Terms of Reference for the following Advisory Committees be approved:

- Urban Forest/River Corridor Committee
- Parks and Recreation Committee
- Accessibility Advisory Committee

**CARRIED, MOTION PREPARED**

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

None.

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

1. Advisory Committee and Board Minutes

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Seccaspina

THAT the following minutes be received:

- Business Improvement Area Board of Directors - November 2019
- Urban Forest/River Corridor Advisory Committee - February 27, 2020

**CARRIED**

## **9. INFORMATION LISTING**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Tennant

THAT the Information Listing dated March 10, 2020 be received as information

**CARRIED**

## **10. NOTICE OF MOTIONS**

1. Community Improvement Plan

**Mayor Black**

WHEREAS there are brownfield sites within the Town of Carleton Place;

AND WHEREAS redeveloping brownfield sites takes significant financial resources;

AND WHEREAS environmental rehabilitation and development of brownfield properties encourages investment and development on lands by making efficient use of existing infrastructure thereby improving Carleton Place's tax base;

AND WHEREAS in order to assist developers in rehabilitating brownfield sites, some financial incentives may need to be offered;

AND WHEREAS in order to determine these financial incentives a Community Improvement Plan needs to be developed for the Town of Carleton Place;

AND WHEREAS the Town has the necessary Community Improvement Plan provisions within its Official Plan;

NOW THEREFORE BE IT RESOLVED THAT Council authorizes proceeding with a Community Improvement Plan (CIP) for the Town of Carleton Place as a whole; and

THAT staff be directed to submit an application to the Federation of Canadian Municipalities Green Municipal Fund to pay for up to 50% of the cost of the CIP; and

THAT the balance of the CIP cost be paid through Development Charges and from the Town's overall 2020 surplus if any, and if not through reserves.

**11. CLOSED SESSION**

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Atkinson

THAT the Committee move into closed session at 8:38 p.m. to discuss matters subject to the *Municipal Act, S.O. 2001, Sec. 239 (2)*:

(b) personal matters about an identifiable individual, including municipal or local board employees;

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

1. Staff Conflict of Interest Issue
2. Sale of Lands
3. Terms of Employment

AND THAT Diane Smithson, CAO and Stacey Blair, Clerk, and Pascal Meunier, Director of Protective Services (Item 3) remain in the room.

**CARRIED**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Tennant

THAT the Committee of the Whole return to regular session at 9:23 p.m.

**CARRIED**

**12. RISE AND REPORT**

During the Closed Session, the CAO was given direction on Closed Session Items 2 and 3. Item 1 was received as information.

**13. ADJOURNMENT**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Tennant

THAT the meeting be adjourned at 9:24 p.m.

**CARRIED**

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Councillor Toby Randell

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Stacey Blair, Clerk