

Committee of the Whole Minutes

Tuesday, May 26, 2020
Immediately Following the Council Meeting

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, Dave Young, Director of Public Works, Joanna
Bowes, Manager of Development Services

Virtual Meeting via Zoom

1. **CALL TO ORDER**

Chair Sean Redmond called the meeting to order at 6:06 p.m.

2. **APPROVAL OF AGENDA**

The CAO advised the Committee that Mr. Mikulasik had approached staff prior to the Procedural By-law's deadline to speak regarding an extension of his Development Permit for McArthur Island. As there was an agenda item regarding development permit extensions already on the agenda, staff advised him that there was no need to speak. As he had applied to speak prior to the deadline, staff requested that the Committee consider allowing him to speak.

Moved by: Mayor Black

Seconded by: Councillor Fritz

THAT the agenda be accepted as amended as follows:

- THAT Communication 131071 be deferred to a future meeting to allow for an education session with members of Council; and
- That an item be added to the Closed Session - Extension of Development Permit for McArthur Island under Section 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

CARRIED

Moved by: Councillor Fritz

Seconded by: Councillor Randell

THAT Mr. Mikulasik be permitted to speak regarding the extension of his development permit for McArthur Island.

CARRIED

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

1. Councillor Seccaspina - Highways 7 & 15 - Sidewalk Construction (Communication 131072)

Councillor Seccaspina's family owns property in this area that could be impacted by this decision.

4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

Moved by: Councillor Atkinson

Seconded by: Councillor Tennant

THAT the Committee of the Whole Minutes dated May 12, 2020 be accepted as presented.

CARRIED

5. DELEGATIONS/PRESENTATIONS

None.

6. REPORTS

Physical Environment

1. Drinking Water Quality Management System - 2020 1st Quarterly Report (Communication 131067)

Moved by: Councillor Fritz

Seconded by: Councillor Seccaspina

THAT the Carleton Place Drinking Water Quality Management System 2020 First Quarter Report be received as information.

CARRIED, CONSENT

2. Transition to Full Producer Responsibility for Blue Box Services
(Communication 131068)

The Council resolution for this item will also be forwarded to the Environmental Advisory Committee, the BIA, the Chamber of Commerce and MPP Randy Hillier.

Moved by: Councillor Fritz

Seconded by: Councillor Tennant

WHEREAS the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern;

AND WHEREAS reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly;

AND WHEREAS the transition to full producer responsibility for packaging, paper and paper products is critical to reducing waste, improving recycling and driving better economic and environmental outcomes;

AND WHEREAS the move to a circular economy is a global movement, and the transition of Blue Box programs would go a long way towards this outcome;

AND WHEREAS the Town of Carleton Place is supportive of a timely, seamless and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products;

AND WHEREAS the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility;

NOW THEREFORE BE IT RESOLVED THAT the Town of Carleton Place would like to transition their Blue Box program to full producer responsibility on January 1, 2023;

AND this decision is based on the following rationale:

The Town of Carleton Place recently entered into a contract for recyclable material collection and processing with the term of the contract expiring on January 1, 2023. The new contract incorporated a significant increase in cost for these services which should not be the burden of the Town's residents but of producers;

AND the Town of Carleton Place would be interested in providing collection services to Producers should we be able to arrive at mutually agreeable commercial terms;

AND FURTHER THAT any questions regarding this resolution can be directed to Dave Young, Director of Public Works, at dyoung@carletonplace.ca;

AND THAT this Resolution be forwarded to the Honorable Jeff Yurek, Minister of Environment, Conservation, and Parks, and to Jamie McGarvey, President of the Association of Municipalities of Ontario.

CARRIED, MOTION PREPARED

Planning and Protection

3. Extension of Deadlines for Development Permit Applications Approved During COVID Emergency (Communication 131069)

This item was moved to the end of the agenda so that the Committee could receive legal advice from the Town's solicitor regarding a potential legal matter in relation to a request for an extension of development permit timelines for the McArthur Island project.

4. Proposed Changes to the Fee By-law 120-2019 for Consultations (Communication 131070)

Moved by: Councillor Tennant

Seconded by: Councillor Seccaspina

THAT By-law 120-2019 be amended to include provisions for consultations at various stages of the Development Permit Application process as follows:

“Additional consultation meetings (in person, by phone or email) as follows at a cost of \$50.00/per hour, min ½ hour fee for recovery of costs:

Pre-consult Stage: two (2) pre-consults; charges begin after second pre-consult

Application/Circulation Stage: four (4) consultations; charges begin after fourth consult

Drafting of Agreement Stage: two (2) consultations; charges begin after second consult”

CARRIED, BY LAW PREPARED

5. New Lawn Watering By-law and Repeal of By-law 19-2002
(Communication 131071)

This item will be brought back at a future meeting following a Special Committee of the Whole session on June 4th, 2020 to provide members with training on By-law matters.

6. Highways 7 & 15 - Sidewalk Construction (Communication 131072)

Councillor Seccaspina declared a conflict on this item. (Councillor Seccaspina's family owns property in this area that could be impacted by this decision.)

Councillor Seccaspina was placed on hold for this portion of the meeting and did not participate or vote on this matter.

Moved by: Councillor Tennant

Seconded by: Councillor Fritz

THAT Council supports the construction of sidewalks along Highway 7 as outlined on Schedule D of the Secondary Plan for the Highway 7 / 15 area of Town; and

THAT the necessary financial planning be undertaken to ensure the Town's share of sidewalk construction is included in the Town's long-term financial plan and Development Charges Background Study to ensure they can be completed when appropriate.

CARRIED, MOTION PREPARED

Corporate Services

7. Request for Downtown BIA Signs on Town Property (Communication 131073)

Moved by: Councillor Fritz

Seconded by: Councillor Randell

THAT the Downtown Carleton Place Business Improvement Area (BIA) be authorized to install their entrance signs on the following Town properties:

1. The green space boulevard approaching the intersection of Franktown Road and Coleman
2. Green space outside of the Carleton Place Train Station closer to the Subway restaurant; and

THAT all costs of this project be borne by the BIA.

CARRIED, MOTION PREPARED

8. CAO's Report - Delegated Authority (Communication 131074)

The CAO provided an update to Council on the hiring of the Director of of Public Works, Director Development Services and Property and Project Manager positions.

Moved by: Mayor Black

Seconded by: Councillor Atkinson

THAT Council accept the CAO's Delegated Authority Report dated May 26, 2020 as information.

CARRIED, CONSENT

9. Federation of Canadian Municipalities Asset Management Grant (Communication 131075)

Moved by: Councillor Randell

Seconded by: Councillor Atkinson

THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for training in developing a compliant Asset Management Plan, software implementation and training to maintain the plan, and assistance with improving data for the plan; and

THAT the Municipality commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities'

Municipal Asset Management Program to advance our asset management program:

- Training staff to be able to complete future compliant Asset Management Plans
- Acquisition, training, and implementation of CityWide Asset Manager software; and,
- Assistance with improving data for use in both the software and the Asset Management Plan; and

THAT the Town of Carleton Place commits up to \$100,000 from its budget plus any required staff time towards the costs of this initiative.

CARRIED, MOTION PREPARED

7. NEW/OTHER BUSINESS

None.

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

None.

9. INFORMATION LISTING

None.

10. NOTICE OF MOTIONS

None.

11. CLOSED SESSION

Moved by: Councillor Randell

Seconded by: Councillor Fritz

THAT the Committee move into closed session at 7:17 p.m. to discuss matters subject to:

Section 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;

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and

(d) labour relations or employee negotiations;

1. Terms of Employment
2. Personnel Matter
3. Purchase of Land
4. Discussion of the Extension of a Development Permit

AND THAT Diane Smithson, CAO, Stacey Blair, Clerk, Trisa McConkey, Treasurer (item 1), and Joanna Bowes, Manager of Development Services (item 4), and Emma Blanchard, Solicitor (item 4) be permitted to participate in the teleconference.

CARRIED

Moved by: Councillor Tennant

Seconded by: Councillor Atkinson

THAT the Committee return to regular session and report progress at 9:32 p.m.

CARRIED

12. RISE AND REPORT

With regard to items discussed in Closed Session:

1. Terms of Employment - Staff direction was provided;
2. Personnel Matter - Staff direction was provided;
3. Purchase of Land - Staff direction was provided and staff is to report back;
4. McArthur Island, Request for Extension of Timelines - the Committee has directed that they will have an emergency Committee of the Whole meeting on May 28th, 2020 at 6:00 p.m. to continue discussions on this matter. There will be an in camera portion as the Committee will be receiving further information from the Town's lawyer.

Moved by: Councillor Seccaspina

Seconded by: Councillor Tennant

THAT Committee provide an extension to Development Permit Agreements that would have expired within the period of the provincial COVID-19 emergency equivalent to the length of the declared provincial COVID-19 emergency; and
THAT DP3-04-2019 McArthur Island be excluded from this approval.

CARRIED

13. ADJOURNMENT

Moved by: Councillor Fritz

Seconded by: Councillor Randell

THAT the meeting be adjourned at 9:33 p.m.

CARRIED

Deputy Mayor Sean Redmond

Stacey Blair, Clerk