

Committee of the Whole Minutes

Tuesday, October 27, 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, Guy Bourgon,
Director of Public Works, Niki Dwyer, Director of Development
Services, Lennox Smith, CBO, Trisa McConkey, Treasurer,
Pascal Meunier, Director of Protective Services

1. CALL TO ORDER

The meeting was called to order at 7:12 p.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Fritz

Seconded by: Mayor Black

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 Seccaspina

Seconded by: Councillor Tennant

THAT the Committee of the Whole Minutes dated October 13th and 20th be accepted as presented.

CARRIED

5. REPORTS

Physical Environment

1. Quarterly DWQMS Report - 3rd Quarter 2020 (Communication 131113)

Moved by: Councillor Atkinson

Seconded by: Councillor Randell

THAT the 3rd quarter DWQMS report be received as information.

CARRIED, CONSENT

2. Lake Avenue West Restrictions (Communication 131114)

Moved by: Councillor Fritz

Seconded by: Councillor Seccaspina

THAT Council approves amending Traffic and Parking By-law 46-2003 as outlined in the report prepared by the Director of Public Works dated October 27, 2020.

CARRIED, BY LAW PREPARED

3. Transportation Master Plan Award (Communication 131115)

Moved by: Councillor Atkinson

Seconded by: Councillor Tennant

THAT Council award the Transportation Master Plan to Parsons as outlined in the report prepared by the Director of Public Works dated October 27, 2020; and

THAT the project be funded from Development Charges and from funds to be budgeted in the 2021 budget.

CARRIED, MOTION PREPARED

Corporate Services

4. Financial Report to September 30, 2020 (Communication 131116)

The Town of Carleton Place was recently recognized by the Ministry of Municipal Affairs and Housing for being one of the first fifteen municipalities in Ontario to submit their Financial Information Return for 2019. The Deputy Mayor congratulated the Treasurer for her department's role in this achievement.

Moved by: Councillor Seccaspina

Seconded by: Councillor Tennant

THAT Council receive as information the Financial Report from the Treasurer to September 30, 2020 and the Town's forecasted year end.

CARRIED, CONSENT

5. 2021 Water and Sewer Budget (Communication 131117)

Moved by: Councillor Atkinson

Seconded by: Councillor Fritz

THAT staff be authorized to present the draft 2021 Water and Sewer budget to the public for comment at the Committee of the Whole meeting on November 10, 2020.

CARRIED, CONSENT

6. Safe Restart Fund - Request for Phase 2 Funding (Communication 131118)

Due to the timely nature of this matter, this motion will be considered and dispensed with by Council this evening upon the conclusion of the Committee of the Whole meeting.

Moved by: Councillor Fritz

Seconded by: Councillor Tennant

THAT Council requests additional Provincial funding under the Safe Restart – Municipal Operating Funding Phase 2 stream to assist with mitigating increased costs and financial pressures due to COVID-19 in 2020.

CARRIED, MOTION PREPARED

Planning and Protection

7. Public Meeting Summary Report - Holding Zones (Communication 131119)

The Planner, Niki Dwyer, provided a short presentation for the public meeting under the Planning Act regarding the proposed amendments to the Town's Development Permit By-law in relation to general holding provisions as well as to a site specific holding provision for 150 Mill Street.

Moved by: Mayor Black

Seconded by: Councillor Tennant

THAT Council receives the Public Meeting Summary Report for information and have regard for public comments received at the public meeting.

CARRIED, CONSENT

8. Request for Relief - DP3 Permit Fee - Lanark County Food Bank (Communication 131120)

Moved by: Councillor Randell

Seconded by: Councillor Seccaspina

THAT Committee provide direction to staff to execute an Undertaking with 2485851 Ontario Inc. to recognize the conveyance of land for the purpose of the installation of a sidewalk on Mill Street in exchange for waiving the Class 3 Development Permit fees associated with the application to recognize the Food Bank as a permitted use at 82-84 Mill Street.

CARRIED

9. Public Meeting - 2021 Permit Fees (Communication 131121)

Moved by: Councillor Tennant

Seconded by: Councillor Fritz

THAT staff be directed to advertise the public meeting on the Building Department's proposed 2021 Building Permit Fee Schedule as outlined in the Chief Building Official's report dated October 27, 2020.

CARRIED, CONSENT

10. Ocean Wave Fire Company (OWFC) and By-law Enforcement Activity Report for September 2020 (Communication 131122)

Moved by: Councillor Atkinson

Seconded by: Councillor Randell

THAT the Director of Protective Services' Report on the activities of the Ocean Wave Fire Company (OWFC) and By-law Enforcement for the month of September 2020 be received as information.

CARRIED, CONSENT

11. Animal Control By-law Amendment (Communication 131123)

It was requested that provisions regarding safety/emergency access will be integrated into the development of a right of entry By-law.

Moved by: Mayor Black

Seconded by: Councillor Fritz

THAT Council approves amending Animal Control By-law 122-2018 in accordance with the Director of Protective Services' Report dated October 27, 2020; and

THAT Council direct staff to develop a right of entry By-law addressing inspection and enforcement powers for applicable Town By-laws.

CARRIED, BY LAW PREPARED

12. Proposed Changes to Property Standards By-law 65-2008 (Communication 131124)

A lengthy discussion took place regarding what should be covered by the future Property Standards By-law and how the By-law should be interpreted. Some items discussed included gravel parking lots, the word "unsightly", commercial vehicles, brush kept in yards and lawn furniture.

Moved by: Councillor Fritz

Seconded by: Councillor Atkinson

THAT Council approve the revised Property Standards By-law which will repeal By-law 65-2008.

CARRIED, BY LAW PREPARED

6. NEW/OTHER BUSINESS

None.

7. INFORMATION LISTING

Moved by: Councillor Tennant

Seconded by: Councillor Seccaspina

THAT the Town of Carleton Place supports the letter from the County of Lanark to support retaining the storage of surplus records.

CARRIED, CONSENT

8. NOTICE OF MOTIONS

None.

9. CLOSED SESSION

Moved by: Councillor Tennant

Seconded by: Councillor Randell

THAT the Committee move into closed session at 9:25 p.m. to discuss matters subject to:

the Municipal Act, 2001, S.O. 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;
- (F) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (K) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

AND THAT Diane Smithson, CAO and Stacey Blair, Clerk, Niki Dwyer, Director of Development Services (Item 3) and Vincent Panetta, Solicitor (Item 3) participate in the Closed Session Zoom meeting.

1. Future Capital Development - Schools (C & K)
2. Legal Matter (E)
3. Staffing Matter (B & F)

CARRIED

10. RISE AND REPORT

Members of the Committee received information on Closed Session items 1 and 2. Staff direction was provided regarding item 3.

11. ADJOURNMENT

Moved by: Councillor Seccaspina

Seconded by: Mayor Black

THAT the meeting be adjourned at 10:50 p.m.

CARRIED

Deputy Mayor Sean Redmond

Stacey Blair, Clerk