

## **Committee of the Whole Minutes**

**Tuesday, October 22, 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, Dee Dee Scissons, Planning Administrative Clerk, Joanna Bowes, Manager of Development Services, Paul Knowles, Town Engineer, Amanda Charania, Communications Coordinator

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

Councillor Randell called the meeting to order at 7:28 p.m.

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

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Fritz

THAT the agenda be accepted as presented.

**CARRIED**

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

1. Councillor Seccaspina - Item 6.1 Cost Sharing for the South East Area of Town (Communication 130187)

Councillor Seccaspina's sons own property related to this matter. She left the Council Chambers while this matter was dispensed with.

2. Councillor Seccaspina - Delegation 5.2 Paul Knowles, Town Engineer - Cost Sharing Agreement

Councillor Seccaspina's sons own property related to this matter. She left the Council Chambers while this matter was dispensed with.

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

1. Committee of the Whole Minutes

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Tennant

THAT the Committee of the Whole Minutes dated October 8, 2019 be accepted as presented.

**CARRIED**

#### **5. DELEGATIONS/PRESENTATIONS**

1. Edward Darby, TDC Group - Fire Master Plan

The Director of Protective Services, Pascal Meunier introduced Edward Darby of TDC Group. Mr. Darby made a presentation to the Committee providing an overview of the Fire Master Plan process.

Subjects covered included:

- The objectives and process of developing of a Fire Master Plan;
- What the Plan should include;
- The strategic planning framework for the process of developing a Fire Master Plan;
- The next steps which include presenting the final draft, revising as required and approval.

2. Paul Knowles, Town Engineer - Cost Sharing Agreement

Councillor Seccaspina declared a conflict on this item. (Councillor Seccaspina's sons own property related to this matter. She left the Council Chambers while this matter was dispensed with.)

Paul Knowles, Town Engineer, made a presentation to the Committee regarding the need to finalize cost sharing agreements that were entered into by the Town and local developers in 2016 regarding new infrastructure south of Highway 7. Mr. Knowles summarized the history of this matter and the rationale for the Town's approach to the agreements.

The members of the Committee were given the opportunity to ask the Town Engineer questions regarding the presentation and the Cost Sharing Agreement Project.

## 6. REPORTS

### PHYSICAL ENVIRONMENT

1. Cost Sharing for the South East Area of Town (Communication 130187)

Councillor Seccaspina declared a conflict on this item. (Councillor Seccaspina's sons own property related to this matter. She left the Council Chambers while this matter was dispensed with.)

Registered speaker, Mark Smith spoke about how this project would impact, trees, wetlands and endangered species in the area.

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Fritz

THAT the cost sharing calculations be finalized, and the Developer's mortgage and security payments related to the pumping station be adjusted; and

THAT the solicitor be instructed to prepare an amendment to the 2016 cost sharing agreement to address the changes that have occurred since 2016; and

THAT the finalized cost sharing calculations and By-laws be presented to all directly impacted owners and the public in December 2019; and

THAT the finalized By-law 32-2016 be presented to Council in January 2020; and

THAT staff arrange for clearing the Captain A. Roy Brown Blvd. right-of-way during the winter of 2020 so that rock elevations and detailed design elements can be determined, and cost estimated refined.

**CARRIED, BY LAW PREPARED**

2. Drinking Water Quality Management System - 2019 Third Quarter Report (Communication 130188)

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Fritz

THAT the Drinking Water Quality Management System (DWQMS) Third Quarter Report for the Carleton Place Drinking Water Distribution System be received as information.

**CARRIED, CONSENT**

PLANNING AND PROTECTION

3. DP1-18-2019, 101 Hurdis Way (Communication 130189)

**Moved by:** Mayor Black

**Seconded by:** Deputy Mayor Redmond

THAT Committee approve DP1-18-2019 for 101 Hurdis Way; and

THAT Committee direct staff to issue a development permit.

**CARRIED**

**Moved by:** Mayor Black

**Seconded by:** Councillor Tennant

THAT staff be directed to organize a meeting with representatives from Pegasus/Olympia Homes and their consultants to discuss ways of reducing the number of variances requested in the remaining phases of the Carleton Landing North Subdivision; and

THAT staff report back to Committee on outcomes from the meeting prior to the end of the year.

**CARRIED, CONSENT**

4. DP3-09-2019, Town of Carleton Place, 3 Francis Street, Carleton Place Childcare Facility Addition (Communication 130190)

**Moved by:** Councillor Tennant

**Seconded by:** Deputy Mayor Redmond

THAT the Committee hereby authorizes application DP3-09-2019 for the construction of a two-storey addition to the existing Childcare Facility at 3 Francis 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**

5. Taber Street Subdivision Extension, 2nd Request (Communication 130191)

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Mayor Black

THAT Council supports a one (1) year extension of the Draft Approval for the Taber Street Subdivision; and

THAT Staff be instructed to inform the County of Lanark.

**CARRIED, MOTION PREPARED**

6. Development Services Planning Activity Report- September/October 2019 (Communication 130192)

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Fritz

THAT the Planning Activity Report for the month of September/October 2019 be received as information.

**CARRIED, CONSENT**

#### CORPORATE SERVICES

7. Business Retention + Expansion Update (Communication 130193)

**Moved by:** Councillor Fritz

**Seconded by:** Deputy Mayor Redmond

THAT Council receive the Business Retention + Expansion report from the Communications Coordinator dated October 22, 2019 as information; and

THAT Staff continue working with the County to develop and implement priority items resulting from the program.

**CARRIED, CONSENT**

8. Communications Survey Summary (Communication 130194)

**Moved by:** Councillor Tennant

**Seconded by:** Deputy Mayor Redmond

THAT Council receive the Community Survey Summary report prepared by Communications Coordinator as information; and

THAT Staff develop a plan to address the areas for improvement identified by the survey.

**CARRIED, CONSENT**

9. 3rd Quarterly Digital Communications Report 2019 (Communication 130195)

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Atkinson

THAT the 2019 3rd Quarterly Digital Communications Report be received as information.

**CARRIED, CONSENT**

10. CAO's Report - Delegated Authority (Communication 130196)

**Moved by:** Mayor Black

**Seconded by:** Councillor Fritz

THAT Council accept the CAO's Delegated Authority Report dated October 22, 2019 as information.

**CARRIED, CONSENT**

**7. NEW/OTHER BUSINESS**

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

1. Advisory Committee Minutes and Updates

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Atkinson

THAT the following minutes be received as information:

- Municipal Drug Strategy, April 11, 2019
- Urban Forest/River Corridor Advisory Committee, September 25, 2019

**CARRIED**

**9. INFORMATION LISTING**

**10. NOTICE OF MOTIONS**

## 11. CLOSED SESSION

Rise and Report - the Committee provided the CAO with direction regarding lease negotiations.

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Tennant

THAT the Committee move into closed session at 9:15 p.m. to discuss matters subject to Section 239 (2):

- (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, remain in the room.

1. Lease Negotiations, Diane Smithson, CAO

**CARRIED**

**Moved by:** Councillor Seccaspina

**Seconded by:** Councillor Tennant

THAT the committee return to regular session at 9:30 p.m.

**CARRIED**

## 12. ADJOURNMENT

**Moved by:** Mayor Black

**Seconded by:** Councillor Fritz

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

**CARRIED**

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Councillor Toby Randell

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Stacey Blair, Clerk