

## **Committee of the Whole Minutes**

**Tuesday, March 9, 2021**  
**Immediately Following the Council Meeting**

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

**STAFF PRESENT:** Diane Smithson, CAO, Stacey Blair, Clerk, Guy Bourgon, Director of Public Works, Niki Dwyer, Director of Development Services, Pascal Meunier, Director of Protective Services, Trisa McConkey, Treasurer

**OTHERS PRESENT:** Howard Allan, Partner, Allan and Partners LLP  
Serena Deschamps, Auditor, Allan and Partners LLP

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

Councillor Linda Seccaspina, Chair of the Committee of the Whole, called the meeting to order at 7:42 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**

1. Councillor Tennant - DP3-04-2020, Jackson Homes Inc. - 14 Coleman Street (Communication 132037)

Councillor Tennant's company has a business relationship with Jackson Homes.

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

1. Committee of the Whole Minutes

**Moved by:** Councillor Randell  
**Seconded by:** Councillor Parsons

THAT the Committee of the Whole Minutes dated February 23rd and March 2nd, 2021 be accepted as presented.

**CARRIED**

## **5. DELEGATIONS/PRESENTATIONS**

1. Howard Allan, Partner, Howard Allan and Partners LLP

The Town's Auditor, Howard Allan, Allan & Partners, LLP provided a report on the Town's 2020 financial year end. Ms. Deschamps explained the process of the annual audit to members of the Committee and summarized its findings. Mr. Allan commended the Town on the fact that revenues were higher than expected despite COVID, while expenses were down. He attributed that success to strong financial management by staff and Council.

2. Audited Financial Statements for 2020

**Moved by:** Deputy Mayor Redmond  
**Seconded by:** Mayor Black

THAT Council approve the 2020 Audited Consolidated Financial Statements; and

THAT the statements be posted on the Town's website.

**CARRIED, MOTION PREPARED**

## **6. REPORTS**

1. Vacant Unit Rebate Program (Communication 132034)

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

THAT Council direct staff to prepare a by-law to eliminate all vacant unit rebates in the Town of Carleton Place in accordance with the application made to the Province in 2020.

**CARRIED, BY LAW PREPARED**

2. Water Control By-law (Communication 132035)

After much discussion, members of the Committee were not able to reach a consensus on the proposed By-law.

**Moved by:** Mayor Black

**Seconded by:** Councillor Atkinson

THAT Council approve the Water Control By-law which will repeal By-law 19-2002 as outlined in the report prepared by the Director of Public Works dated March 9, 2021.

**DEFEATED**

3. Backyard Hens By-law (Communication 132036)

Staff direction was provided to make the following changes to the draft By-law prior to Council approval:

- an annual fee; and
- amend the definition to encompass dual purpose birds.

**Moved by:** Councillor Randell

**Seconded by:** Councillor Tennant

THAT Council approves the Backyard Hens By-law as amended, and the amendments to the Animal Control By-law 122-2018 and the Fees and Charges By-law 114-2020 as outlined in the report prepared by the Director of Protective Services dated March 9, 2021.

**CARRIED, BY LAW PREPARED**

4. DP3-04-2020, Jackson Homes Inc. - 14 Coleman Street (Communication 132037)

Councillor Tennant declared a conflict on this item. (Councillor Tennant's company has a business relationship with Jackson Homes.)

Councillor Tennant did not participate in discussions or vote on Communication 132037.

The applicant's representative, Chris Clarke, of ZanderPlan spoke regarding the application. As well, the applicant, Josh Jackson addressed some of the Committee's concerns regarding the proposed development.

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Atkinson

THAT the Committee hereby authorizes the approval of application DP3-04-2020 respecting the property known as 14 Coleman Street with the following conditions:

1. That the proponent pay cash-in-lieu of parking for one (1) visitor parking space;
2. That the approval is granted recognizing the variation from the requirement for landscape open space in the rear yard from 20% to 3.5% as outdoor amenity space can be accommodated through the provision of balconies and a rear yard gazebo; and

THAT the Committee directs Staff to execute a Development Permit Agreement in accordance with Section 2.25 of Development Permit By-law 15-2015.

**CARRIED**

5. Carleton Place Official Plan Review (Communication 132038)

Members of the Committee stated that they wanted additional time to consider this matter. The Committee chose to defer this matter to allow staff to gather more feedback from members of Council to help identify areas of the Official Plan which should be reviewed.

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Atkinson

THAT Council provide direction to staff to undertake Option 1B of the Director of Development Services Report on the Carleton Place Official Plan Review dated March 9, 2021; and

THAT Council provide direction to staff to commence the review with the specific policy areas as outlined in Appendix A of Communication 132038.

**DEFERRED**

6. Social Media Policy (Communication 132039)

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

THAT Council approve the Social Media Policy; and

THAT an annual review and sign off of the Social Media Policy be a requirement for Departmental Staff who post on the Town's approved social media channels.

**CARRIED, CONSENT**

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

THAT the Committee of the Whole Meeting extend beyond 10:00 p.m.

**CARRIED**

7. CAO's Report - Delegated Authority (Communication 132040)

**Moved by:** Councillor Parsons  
**Seconded by:** Councillor Tennant

THAT Council accept the CAO's Delegated Authority Report dated March 9, 2021 as information.

**CARRIED, CONSENT**

**7. NEW/OTHER BUSINESS**

1. Managing Growth in Carleton Place

Councillor Tennant withdrew his motion and the matter was not voted on.

**Moved by:** Councillor Tennant  
**Seconded by:** Mayor Black

WHEREAS Council is in receipt of a 2020 Yearly Activity Report regarding development activities and trend data for community growth dated February 23, 2021; and

WHEREAS the report highlights the high level of activity and growth currently occurring and projected to occur within the community;

NOW THEREFORE BE IT RESOLVED THAT the Director of Development Services be instructed to prepare a report for Council's

consideration to outline methods / tools to slow / better manage growth within the community.

**WITHDRAWN**

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

1. Parks and Recreation Committee Minutes

**Moved by:** Councillor Randell

**Seconded by:** Councillor Atkinson

THAT the Parks and Recreation Committee minutes dated March 1, 2021 be received.

**CARRIED**

2. Swim Time Rates (Communication 132032)

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Tennant

THAT the Carleton Place Water Dragon's be charged \$30.53/hr + HST for all morning rentals from 5:30 a.m. - 7:15 a.m., Monday to Friday and 7:00 a.m. – 9:00 a.m. on Saturdays until August 31, 2021.

**CARRIED, CONSENT**

3. Road Naming Policy

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Atkinson

THAT the Town's Road Naming Policy be expanded to include employees with 25+ years of service.

**CARRIED, CONSENT**

**9. INFORMATION LISTING**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Parsons

THAT the Information Listing dated March 9th, 2021, be received as information

**CARRIED**

**10. NOTICE OF MOTIONS**

None.

**11. CLOSED SESSION**

- a. Park Naming, Joanne Henderson, Manager of Recreation and Culture
- b. Pay Equity / Internal Equity Study, Trisa McConkey, Treasurer
- c. Application to the Urban Forest/River Corridor Committee, Stacey Blair, Clerk

**Moved by:** Mayor Black

**Seconded by:** Deputy Mayor Redmond

THAT the Committee move into closed session at 10:25 p.m. to discuss matters subject to:

(b) Personal Matters about an identifiable individual, including municipal or local board employees; and

(d) labour relations or employee negotiations; and

THAT Joanne Henderson, Manager of Recreation and Culture (item a only) Trisa McConkey, Treasurer (item b only) and Diane Smithson, CAO and Stacey Blair, Clerk, be permitted to participate in the Zoom meeting.

**CARRIED**

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Parsons

THAT Council return to regular session at 10:46 p.m.

**CARRIED**

**12. RISE AND REPORT**

The Clerk reported that during the Closed Session staff direction was provided for Items 1.(b) and 2. The other matters will be dispensed with motions to be considered in Open Session.

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Mayor Black

THAT Council approve that the park located at the north end of the Central Bridge be officially named as Sinclair Square.

**CARRIED, MOTION PREPARED**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Tennant

THAT Council recommends the following Advisory Committee appointments:

1. Todd Boyce – Urban Forest/River Corridor Committee

**CARRIED, CONSENT**

### **13. ADJOURNMENT**

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Atkinson

THAT the meeting be adjourned at 10:51 p.m.

**CARRIED**

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Councillor Linda Seccaspina

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Stacey Blair, Clerk