

## **Committee of the Whole Minutes**

**Tuesday, October 12, 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, Niki Dwyer, Director of Development Services, Lennox Smith, CBO, Trisa McConkey, Treasurer, Meriah Caswell, Library CEO, Joanne Henderson, Manager of Recreation and Culture

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

Chair Andrew Tennant called the meeting to order at 7:10 p.m.

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

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Atkinson

THAT the agenda be accepted as presented.

**CARRIED**

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

1. Additional Funding Request Town Hall repointing Budget (Communication 132129)

Councillor Tennant's company is involved with this contract.

Councillor Tennant declared a conflict on this item. (Councillor Tennant's company is involved with this contract.)

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

1. Committee of the Whole Minutes

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

THAT the Committee of the Whole Minutes dated September 21st, 2021, be accepted as presented.

**CARRIED**

## **5. DELEGATIONS/PRESENTATIONS/PUBLIC MEETINGS**

### **1. Building Permit Fee Changes**

CBO, Lennox Smith provided a short presentation on the rationale supporting the recommended changes in Building Permit Fees.

### **2. Development Permit Application - 347 Franktown Road**

Niki Dwyer, Director of Development Services provided a summary of the development permit application for the proposed Living Green Retirement Community to be located at 347 Franktown Road. Benjamin Clare of McIntosh Perry provided a presentation on behalf of the applicant summarizing the proposal on behalf of the developer.

Members of the public were given the opportunity to provide their input and comments regarding the proposal.

## **6. REPORTS**

### **1. Taber Street – Block 4 Townhome Proposal (DP3-05-21) (Communication 132123)**

Members of the public were given the opportunity to provide their input and comments regarding the proposal.

**Moved by:** Councillor Randell  
**Seconded by:** Councillor Seccaspina

THAT the Committee conditionally approve Development Permit application DP3-05-2021 respecting the property known as Block 4 on 27M-97 located on Taber Street subject to the following conditions to be identified in the Development Agreement;

1. That the approval is granted for the development in accordance with the plans identified in a Development Agreement;

2. That the approval is granted to recognize the variations from the Development Permit By-law to reduce the minimum lot frontage to 4.57m and the minimum driveway width to 4.8m;
3. That all garbage will be stored within the garage until the time of private collection at which time it shall be collected at the end of each unit's driveway;
4. That snow will be removed from the site after every significant snowfall and transported off-site;
5. That a wooden privacy fence be erected on the eastern property line to buffer the impact of headlights from the parked vehicles in the designated visitor spaces; and
6. That prior to the transfer of ownership of the units, the property shall be subdivided by a common elements plan of condominium in accordance with Section 50 of the Planning Act.

**DEFEATED**

2. 2022 Water and Sewer Budget (Communication 132124)

**Moved by:** Councillor Randell

**Seconded by:** Councillor Seccaspina

THAT staff be authorized to present the draft 2022 Water and Sewer budget to the public for comment at the Committee of the Whole meeting on October 26, 2021.

**CARRIED**

3. 2022 Fee Schedule (Communication 132125)

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Atkinson

THAT Council adopt the proposed comprehensive Fees and Charges By-law incorporating both proposed new rates and rates which are not being recommended to change in 2022.

**CARRIED, BY LAW PREPARED**

4. Voting Methods – 2022 Municipal and School Board Elections  
(Communication 132126)

**Moved by:** Councillor Parsons

**Seconded by:** Councillor Seccaspina

THAT Council supports passing a By-law to authorize the use of electronic voting for Municipal and School Board Elections; and

THAT the Town of Carleton Place authorize the Clerk to enter into a joint agreement with other Lanark County municipalities with Intellivote for E-Voting Services for the 2022 Municipal and School Board Elections.

**CARRIED, BY LAW PREPARED**

5. Municipal Modernization Fund - Records and Information Management Improvements (Communication 132127)

**Moved by:** Councillor Randell

**Seconded by:** Councillor Seccaspina

THAT Council supports staff's application for digital modernization improvements under Intake 3 of the Municipal Modernization Fund with the Town's share of funding to be included in the draft 2022 budget.

**CARRIED, CONSENT**

6. Carleton Place Public Library and the Howard Allan Cost Sharing Agreement (Communication 132128)

**Moved by:** Mayor Black

**Seconded by:** Councillor Seccaspina

THAT library services be removed from the Howard Allan Cost Sharing Agreement; and

THAT future negotiations for any new library services agreement(s) be made by the Carleton Place Public Library Board in accordance with the provisions of the Public Libraries Act.

**CARRIED, MOTION PREPARED**

7. Additional Funding Request Town Hall Repointing Budget  
(Communication 132129)

Councillor Tennant declared a conflict on this item. (Councillor Tennant's company is involved with this contract.)

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Randell

THAT Council authorizes a budget deviation of up to \$100,000 for the Town Hall Repointing Project to address construction and consulting extras on the project with the additional funding to be paid from Town Hall capital reserves.

**CARRIED, MOTION PREPARED**

**7. NEW/OTHER BUSINESS**

None.

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

**1. Advisory Committee and Local Board Minutes**

**Moved by:** Councillor Atkinson

**Seconded by:** Deputy Mayor Redmond

THAT the following Committee/Board Minutes be received:

- BIA Board Minutes - June 16th, 2021
- MVCA Board Meeting Minutes - July 1st and September 9th, 2021
- MVCA Board Summary - September 15th, 2021
- Urban Forest/River Corridor Minutes - September 22, 2021
- Parks and Recreation Minutes - October 4th, 2021

**CARRIED**

**2. Request for Tree Conservation By-law**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Seccaspina

THAT the Carleton Place Urban Forest/River Corridor Advisory Committee recommends to Council that staff be given priority to prepare a Carleton

Place Tree Conservation By-law to prevent instances of clear cutting prior to permits being issued; and

THAT this By-law shall be limited for areas greater than 1 acre so as not to interfere with individual homeowners.

**CARRIED, BY LAW PREPARED**

3. Carleton Place Water Dragons (Communication 132117)

**Moved by:** Councillor Parsons

**Seconded by:** Deputy Mayor Redmond

THAT the morning hourly rental rate for the Carleton Place Water Dragons be reduced to \$30.97 + HST for all morning rentals – Monday to Saturday from September 6, 2021 to September 4, 2022; and

THAT the Carleton Place Water Dragons be charged a ½ pool rate of \$48.67 + HST per hour provided that pool programs are operating at the same time in the pool.

**CARRIED, CONSENT**

**9. INFORMATION LISTING**

None.

**10. NOTICE OF MOTIONS**

None.

**11. CLOSED SESSION**

1. Pending Acquisition or Disposition of Land - Extension of Conditions
2. Agreement Negotiations Update - Cost Sharing
3. Receiving Legal Advice - Policy Development
4. Consideration of Appointments to the Urban Forest/River Corridor Committee
5. Sale of Land

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Mayor Black

THAT Item 3 of the Closed Session be moved to open session.

**DEFEATED**

**Moved by:** Councillor Randell

**Seconded by:** Councillor Atkinson

THAT the Committee move into closed session at 9:22 p.m. to discuss matters subject to the Municipal Act Section 239 2:

(b) personal matters about an identifiable individual, including municipal or local board employees (Item 4);

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Items 1 and 5);

(f) solicitor-client privilege, including communications necessary for that purpose (Item 3); 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 (Items 1, 2 and 5).

AND THAT Diane Smithson, CAO, Stacey Blair, Clerk, Niki Dwyer, Director of Development Services (Item 1 only), and Trisa McConkey, Treasurer (Item 2 only) participate in the video conference.

**CARRIED**

**Moved by:** Mayor Black

**Seconded by:** Councillor Parsons

THAT the Committee return to regular session at 10:54 p.m.

**CARRIED**

## **12. RISE AND REPORT**

Diane Smithson, CAO provided the reported that during the Closed Session a motion was passed to extend the meeting beyond 10:00 p.m. She also reported that staff direction was provided on items 1, 2, 3 and 5. With respect to item 4, the following motion was presented.

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Randell

THAT Kahlan Bare and Nathan Bare be appointed to the Urban Forest/River Corridor Committee.

**CARRIED, MOTION PREPARED**

**13. ADJOURNMENT**

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Mayor Black

THAT the meeting be adjourned at 10:58 p.m.

**CARRIED**

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Councillor Andrew Tennant

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Stacey Blair, Clerk