

Committee of the Whole Minutes

Tuesday, December 10, 2024

6:00 p.m.

COUNCIL PRESENT: Toby Randell, Andrew Tennant, Linda Seccaspina, Jeff Atkinson, Dena Comley, Sarah Cavanagh, Mark Hinton

STAFF PRESENT: Diane Smithson, CAO, Trisa McConkey, Treasurer, Guy Bourgon, Director of Public Works, Niki Dwyer, Director of Development Services

1. LAND ACKNOWLEDGMENT

Councillor Dena Comley read the Town's Land Acknowledgment Statement.

2. CALL TO ORDER

Councillor Dena Comley called the meeting to order at 6:00 p.m.

3. APPROVAL OF AGENDA

Moved by: Toby Randell

Seconded by: Mark Hinton

THAT the agenda be accepted as amended to add the Year of Service Awards Ceremony.

CARRIED

4. ANNOUNCEMENTS

1. The Mayor called on the members of Council to announce the 2024 Year of Service Awards for employees receiving 5, 15, 20, 25 and 30 year awards.

2. The Mayor recognized the many accomplishments of Art Quartermain, a former member of Carleton Place Council who recently passed away.

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

1. Andrew Tennant - Report on Strategic Properties (Communication 135194)

Deputy Mayor Tennant is the owner of property close to one of the Strategic Properties.

2. Sarah Cavanagh - Report on Strategic Properties (Communication 135194)

Councillor Cavanagh is the owner of property close to one of the sites being proposed by staff to be considered as a Strategic Property.

6. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

Moved by: Toby Randell

Seconded by: Linda Seccaspina

THAT the Committee of the Whole Minutes dated November 26, 2024, be accepted as presented.

CARRIED

7. REPORTS

1. Carleton Lifestyles Subdivision (347 Franktown Road) - Carleton Lifestyles Ltd. (09-T-22002) (Communication 135187)

Moved by: Toby Randell

Seconded by: Andrew Tennant

THAT Council accept the amended conditions of draft approval for the 347 Franktown Road Subdivision (347 Franktown Road) as identified in the Director of Development Services Report dated November 26, 2024 and subject to the following additions:

- That the Owner shall provide an updated Traffic Impact Assessment which considers the cumulative traffic impact of development to the satisfaction of the Town prior to registration of the plan;
- That the Owner shall install a sidewalk and accompanying drainage infrastructure along the frontage of the property on Franktown Road to the satisfaction of the Town; and
- That the density of Blocks 4 and 5 shall be limited to no more than 35 units per net hectare.

AND THAT Council directs staff to forward the conditions of draft approval to the County of Lanark.

CARRIED, CONSENT

2. 355 Franktown Subdivision - Conditions of Draft Approval (Communication 135191)

Moved by: Toby Randell

Seconded by: Mark Hinton

THAT Council accept the amended conditions of draft approval for the 355 Franktown Road Subdivision as identified in the Director of Development Services Report dated November 26, 2024 and subject to the following additions:

- That the Owner shall provide an updated Traffic Impact Assessment which considers the cumulative traffic impact of development to the satisfaction of the Town prior to registration of the plan;
- That the Owner shall install a sidewalk and accompanying drainage infrastructure along the frontage of the property on Franktown Road to the satisfaction of the Town; and
- That the density of Block 2 shall be limited to no more than 35 units per net hectare.

AND THAT Council directs staff to forward the conditions of draft approval to the County of Lanark.

CARRIED, CONSENT

3. Report on Strategic Properties (Communication 135194)

Andrew Tennant declared a conflict on this item. (Deputy Mayor Tennant is the owner of property close to one of the Strategic Properties.)

Sarah Cavanagh declared a conflict on this item. (Councillor Cavanagh is the owner of property close to one of the sites being proposed by staff to be considered as a Strategic Property.)

Moved by: Jeff Atkinson
Seconded by: Mark Hinton

THAT Council accepts as information the report from the Director of Development Services dated December 10, 2024 providing an update on “Strategic Properties”;

AND THAT staff be directed to bring the report back in January 2025 to consider investigating adding properties 9, 12, 13, 14, 15, 17 and 19 in the development of site-specific policies of “Strategic Properties” for inclusion in the Development Permit By-law.

CARRIED, CONSENT

4. Water & Wastewater Rate Study and Water Financial Plan (Communication 135195)

Moved by: Linda Seccaspina
Seconded by: Jeff Atkinson

THAT Council authorizes staff to sole source the Water & Wastewater Rate Study and Water Financial Plan to Watson & Associates Economists Ltd. as outlined in the report prepared by the Director of Public Works dated December 10th, 2024; and

THAT the budget deviation of \$38,831.62 be paid for from the Water and Sewer Reserve.

CARRIED, CONSENT

5. 2025 Cyber Insurance Policy (Communication 135196)

Moved by: Mark Hinton
Seconded by: Toby Randell

THAT the Treasurer be authorized to enter into agreements as required with CFC for the placement of cyber insurance services for the period January 1, 2025, to January 1, 2026, in the amount of \$26,188.00 including non-refundable PST.

CARRIED, CONSENT

6. 2025 Insurance Renewal (Communication 135197)

Moved by: Sarah Cavanagh

Seconded by: Mark Hinton

THAT the Treasurer be authorized to enter into agreements as required with Intact Public Entities for the placement of insurance services for the period January 1, 2025, to January 1, 2026, provided that the total cost is within the 2025 budgeted amount of \$635,460 including non-refundable PST.

CARRIED, CONSENT

8. **NEW/OTHER BUSINESS**

None.

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

Moved by: Jeff Atkinson

Seconded by: Sarah Cavanagh

THAT the resignations of Derek Trevorrow and Bill Slade from the Carleton Place Environmental Advisory Committee (CPEAC) be accepted with regrets.

CARRIED

10. **INFORMATION LISTING**

Moved by: Sarah Cavanagh

Seconded by: Andrew Tennant

- Letter from the Minister of Municipal Affairs and Housing regarding Additional Residential Units (ARUs)
- Letter from the Chair of the Eastern Ontario Wardens' Caucus regarding an Ontario-wide licensing framework for rideshare companies
- Resolution No. 2024-383 Resolution regarding OPP costs 2025

THAT the Information Listing dated December 10, 2024 be received.

CARRIED

11. **CLOSED SESSION**

Moved by: Mark Hinton
Seconded by: Sarah Cavanagh

THAT the Committee move into closed session at 6:49 p.m. to discuss matters subject to the *Municipal Act* Section 239 (2):

(f) advice that is subject to solicitor-client privilege; (Item 1)

(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 and 2)

AND THAT the following persons be permitted to participate in the meeting:

- Diane Smithson, CAO (Items 1 and 2)
- Niki Dwyer, Director of Development Services (Items 1 and 2)
- Emma Blanchard, Solicitor (Item 1)

CARRIED

Moved by: Sarah Cavanagh
Seconded by: Mark Hinton

THAT the Committee return to regular session at 7:52 p.m.

CARRIED

12. RISE AND REPORT

The CAO reported that for Item 1. Legal Advice – Planning Matter, direction was provided in closed session to the Town’s Solicitor and Staff and for Item 2, direction was provided to Staff.

13. ADJOURNMENT

Moved by: Sarah Cavanagh
Seconded by: Andrew Tennant

THAT the meeting be adjourned at 7:52 p.m.

CARRIED

Councillor Comley

Diane Smithson, CAO/Deputy Clerk