

Committee of the Whole Minutes

Tuesday, February 18, 2025
Immediately Following Council

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

STAFF PRESENT: Diane Smithson, CAO, Stacey Blair, Clerk, Dave Joy, Acting Director of Development Services, Tracey Freill, Manager of Childcare Services, Trisa McConkey, Treasurer, Niki Dwyer, Director of Development Services, Tyler Duval, Senior Planner, Joanne Henderson, Manager of Recreation and Culture

OTHERS PRESENT: Robin Daigle, Project Manager, Inverness Homes & Realty

1. CALL TO ORDER

Councillor Dena Comley called the meeting to order at 6:13 p.m.

2. APPROVAL OF AGENDA

Moved by: Sarah Cavanagh

Seconded by: Jeff Atkinson

THAT the agenda be accepted as presented.

CARRIED

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

1. 1 Year Update - Interim Control By-law - Strategic Properties
(Communication 135194)

Councillor Cavanagh lives in close proximity to one of the identified strategic properties.

2. 1 Year Update - Interim Control By-law - Strategic Properties
(Communication 135194)

Councillor Seccaspina has family members with financial interests in some of the strategic properties.

3. Heritage Grant Program By-law Update (Communication 136009)
Councillor Atkinson resides in a building which has applied for a Heritage Grant.

Jeff Atkinson declared a conflict on this item. (Councillor Atkinson resides in a building which has applied for a Heritage Grant.)

4. Communication 136016 IC - Community Planning Matter
Councillor Hinton has a business relationship with the owner of the subject property.

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

1. Committee of the Whole Minutes

Moved by: Toby Randell

Seconded by: Andrew Tennant

THAT the Committee of the Whole Minutes dated January 28, 2025 be accepted as presented.

CARRIED

5. **REPORTS**

1. Carleton Place Fire Department and Municipal Law Enforcement - 2024 4th Quarter Activity Report (Communication 136007)

Moved by: Jeff Atkinson

Seconded by: Sarah Cavanagh

THAT the Acting Director of Protective Services' Report on the 4th Quarter 2024 activities of the Carleton Place Fire Department and Municipal Law Enforcement be accepted as information.

CARRIED, CONSENT

2. Childcare Fee Increase (Communication 136008)

Tracey Freill, Manager of Carleton Place Childcare Services, expressed why the increase in fees is required at this time and how it relates to staff retention.

Treasurer Trisa McConkey further explained that, in accordance with the newly approved Development Charges By-law, the fee increase will be needed to fund the Town's share of future childcare needs, including facilities and equipment, as the community continues to grow.

Moved by: Toby Randell

Seconded by: Andrew Tennant

THAT the School-Age Childcare fees as outlined in the report by the Manager of Childcare Services dated February 18, 2025, be approved based on a 2.5% fee increase effective June 1, 2025; and

THAT the necessary by-law to enact the fees be forwarded to Council for approval.

CARRIED, BY LAW PREPARED

3. 1 Year Update - Interim Control By-law – Strategic Properties
(Communication 135194)

Sarah Cavanagh declared a conflict on this item. (Councillor Cavanagh lives in close proximity to one of the identified strategic properties.)

Linda Seccaspina declared a conflict on this item. (Councillor Seccaspina has family members with financial interests in some of the strategic properties.)

Councillors Seccaspina and Cavanagh did not participate in the discussion or in the voting on this matter.

Moved by: Jeff Atkinson

Seconded by: Andrew Tennant

THAT Council directs staff to investigate 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 as identified in the report by the Director of Development Services dated December 10, 2024.

CARRIED, CONSENT

4. Inverness Homes, Comrie Hills Addendum DPA-02-2024 (Communication 136018)

This matter was deferred at the January 28th, 2025 Committee of the Whole meeting so that staff could seek legal advice to see if the motion could be split into different elements of the application. Staff reported that the application is required to be approved or denied in entirety. Legal counsel recommended that the amending by-law include a provision requiring the maximum unit count for a Planned Unit Development to conform to the policies in the Town's Official Plan.

Robin Daigle, Project Manager from Inverness Homes & Realty was in attendance and spoke to the committee in support of the application and to provide clarity on matters raised at the last meeting.

Most members of Council raised concerns with amending the Town's guiding documents to permit planned unit developments (PUDs).

The Director of Development Services, Niki Dwyer explained what the developer's options would be if the application was refused.

Moved by: Jeff Atkinson

Seconded by: Toby Randell

THAT Council pass a by-law to amend Development Permit By-law 15-2015 in accordance with DPA-02-2024 for the Comrie Hills Subdivision as outlined in the report by the Senior Planner dated January 28, 2025 and as amended by the February 18, 2025 report.

DEFEATED

Moved by: Andrew Tennant

Seconded by: Mark Hinton

THAT Council refuses application DPA-02-2024 for the Comrie Hills Subdivision.

CARRIED

5. Heritage Grant Program By-law Update (Communication 136009)

Jeff Atkinson declared a conflict on this item. (Councillor Atkinson resides in a building which has applied for a Heritage Grant.)

Councillor Atkinson did not participate in the discussion or in the voting on this matter.

Moved by: Andrew Tennant
Seconded by: Linda Seccaspina

THAT Council pass a By-law to amend By-law 26-2022 to increase the maximum contribution of the Heritage Grant Program from \$5,000 to \$15,000.00 per project.

CARRIED, BY LAW PREPARED

- 6. Annual Development Activity Report Card (Communication 136010)

Moved by: Sarah Cavanagh
Seconded by: Toby Randell

THAT the 2024 Development Activity Report Card by the Director of Development Services dated February 18, 2025 be received as information.

CARRIED, CONSENT

- 7. Administrative Monetary Penalties (Communication 136011)

Moved by: Jeff Atkinson
Seconded by: Andrew Tennant

THAT Council direct the Clerk to proceed with the drafting of an Administrative Monetary Penalties By-law for further consideration.

CARRIED, CONSENT

- 8. 2024 Communications Year in Review (Communication 136012)

Moved by: Andrew Tennant
Seconded by: Sarah Cavanagh

THAT the 2024 Communications Year in Review Report from the Communications Coordinator dated February 18th, 2025 be received as information.

CARRIED, CONSENT

6. NEW/OTHER BUSINESS

None.

7. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

1. Committee Resignations

Moved by: Toby Randell

Seconded by: Andrew Tennant

THAT the following resignations be accepted with regrets:

- David Sompii, Municipal Drug Strategy
- Jennifer Irwin, Municipal Heritage Committee
- Andrew Elliott, Municipal Heritage Committee
- John McIntyre, Municipal Heritage Committee

CARRIED

2. Committee and Board Minutes

Moved by: Jeff Atkinson

Seconded by: Sarah Cavanagh

THAT the following minutes be received:

- Urban Forest/River Corridor Committee - January 22, 2025
- Environmental Advisory Committee - February 3, 2025

CARRIED

8. INFORMATION LISTING

- Peterborough County, Proposed U.S. Tariffs on Canadian Goods, February 5, 2025
- Town of Hanover, United States Imposition of Tariffs on Canada, February 6, 2025
- Eastern Ontario Wardens' Caucus - Support of Canadian and Ontario Government's Negotiations with the United States Government on Trade Tariffs, February 10, 2025

Moved by: Toby Randell
Seconded by: Sarah Cavanagh

THAT the Information Listing dated February 18, 2025 be received.

CARRIED

9. CLOSED SESSION

Communication 136013 IC - Identifiable Individual

Communication 136014 IC - Legal Matter

Communication 136015 IC - Community Planning Matter

Communication 136016 IC - Community Planning Matter

Communication 136017 IC - Acquisition or Disposition of Land

Communication 136019 IC - Committee Appointment/Identifiable Individual

Moved by: Sarah Cavanagh

Seconded by: Jeff Atkinson

THAT the Committee move into closed session at 7:42 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 (Communications 136013 IC and 136019 IC);

(c) Proposed or pending acquisition or disposition of land by the municipality or local board (Communication 136017 IC);

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Communication 136014 IC)

(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; (Communications 136015 IC and 136016 IC)

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

- Diane Smithson, CAO (all items)
- Stacey Blair, Clerk (all items)
- Joanne Henderson, Manager of Recreation (Communication 136013 IC)

- Niki Dwyer, Director of Development Services (Communication 136014 IC)

CARRIED

Moved by: Toby Randell
Seconded by: Sarah Cavanagh

THAT the Committee of the Whole return to regular session at 8:24 p.m.

CARRIED

10. RISE AND REPORT

Mark Hinton declared a conflict on this item. (Councillor Hinton has a business relationship with the owner of the subject property.)

During the closed session, Councillor Hinton declared a conflict of interest with Communication 136016 IC - Community Planning Matter. This item was dispensed with at the end of the closed session and Councillor Hinton who had been attending virtually, exited the meeting prior to the discussion of this matter.

CAO Diane Smithson reported that during the closed session, staff direction was provided for all items with the exception of Communication 136019 IC which was dispensed with in open session with the following motion.

Moved by: Sarah Cavanagh
Seconded by: Linda Seccaspina

THAT Irene Tobis be appointed to the Urban Forest/River Corridor Committee for the remainder of the current term of Council.

CARRIED, CONSENT

11. ADJOURNMENT

Moved by: Toby Randell
Seconded by: Andrew Tennant

THAT the meeting be adjourned at 8:26 p.m.

CARRIED

Councillor Comley

Stacey Blair, Clerk