

## **Committee of the Whole Minutes**

**Tuesday, April 8, 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, Niki Dwyer, Director of Development Services, Ross Rankin, Property and Project Manager, Joanne Henderson, Manager of Recreation and Culture

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

Councillor Dena Comley called the meeting to order at 6:09 p.m.

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

**Moved by:** Toby Randell

**Seconded by:** Sarah Cavanagh

THAT the agenda be accepted as presented.

**CARRIED**

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

None.

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

#### **1. Committee of the Whole Minutes**

**Moved by:** Mark Hinton

**Seconded by:** Andrew Tennant

THAT the Committee of the Whole Minutes dated March 25, 2025 be accepted as presented.

**CARRIED**

## **5. REPORTS**

1. Development Approval Validity Periods - Development Permit By-law Amendment (Communication 136035)

**Moved by:** Jeff Atkinson

**Seconded by:** Mark Hinton

THAT Council pass a by-law to amend Development Permit By-law 15-2015 in accordance with DPA-01-2025 respecting Validity Periods for Development Approvals as outlined in the report by the Director of Development Services dated April 8, 2025.

**CARRIED, BY LAW PREPARED**

## **6. NEW/OTHER BUSINESS**

None.

## **7. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES**

**Moved by:** Sarah Cavanagh

**Seconded by:** Linda Seccaspina

THAT the following minutes be received:

- BIA Board, January 22, 2025
- Library Board, February 19, 2025
- Municipal Heritage Committee, March 24, 2025

**CARRIED**

## **8. INFORMATION LISTING**

- Mississippi Valley Conservation Authority Board Summary Report, March 18, 2025

**Moved by:** Toby Randell

**Seconded by:** Mark Hinton

THAT the Information Listing dated April 8, 2025 be received.

**CARRIED**

## **9. CLOSED SESSION**

1. Administrative Tribunal Matter
2. Sale of Land
3. Community Planning Matter
4. Appointment to an Advisory Committee

**Moved by:** Sarah Cavanagh

**Seconded by:** Andrew Tennant

THAT the Committee move into closed session at 6:17 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) proposed or pending acquisition or disposition of land by the municipality or local board (item 2);

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (item 1)

(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; (item 3)

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

- Diane Smithson, CAO
- Stacey Blair, Clerk
- Emma Blanchard, Solicitor (item 1 only)
- Ross Rankin, Property and Project Manager (item 2 only)
- Joanne Henderson, Manager of Recreation and Culture (item 2 only)

**CARRIED**

**Moved by:** Jeff Atkinson

**Seconded by:** Sarah Cavanagh

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

**CARRIED**

**10. RISE AND REPORT**

CAO Diane Smithson reported that during the closed session, staff direction was provided for items 1 and 3, item 2 was received as information. The motion for item 4 was presented in open session as follows:

**Moved by:** Mark Hinton

**Seconded by:** Sarah Cavanagh

THAT Kathleen Marie Fernandes be appointed to the Environmental Advisory Committee.

**CARRIED, CONSENT**

**11. ADJOURNMENT**

**Moved by:** Mark Hinton

**Seconded by:** Sarah Cavanagh

THAT the meeting be adjourned at 7:54 p.m.

**CARRIED**

---

Councillor Comley

---

Stacey Blair, Clerk