

## **Committee of the Whole Minutes**

**Tuesday, January 17, 2023  
Immediately Following Council**

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

STAFF PRESENT: Diane Smithson, CAO, Stacey Blair, Clerk, Guy Bourgon, Director of Public Works

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

Chair Tennant called the meeting to order at 7:08 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**

None.

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

1. Committee of the Whole Minutes

**Moved by:** Dena Comley

**Seconded by:** Toby Randell

THAT the Committee of the Whole Minutes dated January 10, 2023, be accepted as presented.

**CARRIED**

### **5. DELEGATIONS/PRESENTATIONS**

None.

## **6. REPORTS**

1. Recycling Transition to Producer Responsibility Update (Communication 134003)

**Moved by:** Mark Hinton

**Seconded by:** Sarah Cavanagh

THAT Council receive the report by the Director of Public Works providing an update on recycling Transition to Producer Responsibility dated January 17, 2023 as information; and

THAT Council direct staff to send a letter to ICI properties informing them of upcoming recycling changes occurring July 1, 2023.

**CARRIED, CONSENT**

2. 2022 Municipal and School Board Elections – Accessibility Report (Communication 134004)

**Moved by:** Sarah Cavanagh

**Seconded by:** Linda Seccaspina

THAT the 2022 Municipal and School Board Elections – Accessibility Report dated January 17, 2023 be received as information.

**CARRIED, CONSENT**

3. Amendment to Procedural By-law - Start Times (Communication 134005)

**Moved by:** Mark Hinton

**Seconded by:** Dena Comley

THAT Procedural By-law 117-2018 be amended in accordance with the Clerk's Report dated January 17, 2023.

**CARRIED, BY LAW PREPARED**

## **7. NEW/OTHER BUSINESS**

None.

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

- MVCA Board Summary Report, December 7, 2022

**Moved by:** Mark Hinton

**Seconded by:** Jeff Atkinson

THAT the MVCA Board Summary Report dated December 7, 2022, be received as information.

**CARRIED**

## **9. INFORMATION LISTING**

- 2022 4th Quarter Drinking Water Quality Management System Report to Council

**Moved by:** Dena Comley

**Seconded by:** Sarah Cavanagh

THAT the Information Listing dated January 17, 2023 be received as information

**CARRIED**

## **10. NOTICE OF MOTIONS**

Councillor Atkinson provided the following motion to be brought forward at the March 21st, 2023 Committee of the Whole Meeting:

THAT Council establish a Traffic Advisory Committee, the mandate of which will be to advise Council on matters pertaining to traffic, active transportation, and parking in accordance with the *Highway Traffic Act* and the Town's *Master Transportation Plan*. The Committee will review matters related to roadways, parking, speed zones, pedestrian paths, sidewalks, crosswalks, cycling lanes/paths and trails, and provide recommendations that promote safety and livability in the Town of Carleton Place; and

THAT Terms of Reference for the Committee be drafted by staff for the approval of Council in order that the Committee may be established and begin its work ahead of the 2024 budget year.

## **11. ADJOURNMENT**

**Moved by:** Jeff Atkinson

**Seconded by:** Sarah Cavanagh

THAT the meeting be adjourned at 7:27 p.m.

**CARRIED**

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Deputy Mayor Tennant

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Stacey Blair, Clerk