

# Committee of the Whole Minutes

**Tuesday, March 26, 2024  
Immediately Following Council**

COUNCIL PRESENT: Toby Randell, Andrew Tennant, Linda Seccaspina, Dena Comley, Sarah Cavanagh

COUNCIL ABSENT: Jeff Atkinson, with regrets, Mark Hinton, with regrets

STAFF PRESENT: Diane Smithson, CAO, Stacey Blair, Clerk, Guy Bourgon, Director of Public Works, Lennox Smith, CBO, Michael Cooke, Senior Plans Examiner, Trisa McConkey, Treasurer, Ross Rankin, Property and Project Manager, Joanne Henderson, Manager of Recreation and Culture

## 1. CALL TO ORDER

Councillor Sarah Cavanagh called the meeting to order at 6:13 p.m.

## 2. APPROVAL OF AGENDA

**Moved by:** Dena Comley

**Seconded by:** Toby Randell

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:** Linda Seccaspina

**Seconded by:** Dena Comley

THAT the Committee of the Whole Minutes dated March 5, 2024, be accepted as presented.

**CARRIED**

**5. REPORTS**

1. Carleton Place 2023 Stormwater Management Annual Report (Communication 135018)

**Moved by:** Dena Comley

**Seconded by:** Andrew Tennant

THAT Council accepts the Carleton Place 2023 Stormwater Management Annual Report as information; and

THAT the report be made available to the Public via the Town's website.

**CARRIED, CONSENT**

2. Carleton Place Wastewater System 2023 Annual Report (Communication 135019)

**Moved by:** Toby Randell

**Seconded by:** Andrew Tennant

THAT Council accepts the Carleton Place Wastewater System 2023 Annual Report as information; and

THAT the report be made available to the Public via the Town's Website.

**CARRIED, CONSENT**

3. New Sign By-Law (Communication 135020)

CBO Smith commented that some additional changes are being proposed to the draft by-law pertaining to digital signs which project into the sidewalk (13.3 exemption to allow digital sign types; and 8.1.7 to permit signs to project onto Town property)

Members of Council requested that staff obtain feedback from the BIA with respect to section 13.1.8 (hours of permitted illumination for digital signs) prior to the next Council meeting, when the draft by-law will be considered. Staff will present the updated by-law to Council on April 9, 2024.

**Moved by:** Linda Seccaspina

**Seconded by:** Andrew Tennant

THAT Council repeal Sign By-law 65-2008, as amended, and replace the Sign By-law as outlined in the Chief Building Official's report dated March 26, 2024.

**CARRIED, BY LAW PREPARED**

4. 2023 Statement of Obligatory Reserve Funds (Communication 135021)

**Moved by:** Andrew Tennant

**Seconded by:** Dena Comley

THAT Council accepts the 2023 Development Charges and Reserve Funds Report as information.

**CARRIED, CONSENT**

5. 2024 Public Sector Accounting Board (PSAB) Budget (Communication 135022)

**Moved by:** Toby Randell

**Seconded by:** Dena Comley

THAT Council approves the 2024 Public Sector Accounting Board (PSAB) Budget prepared by the Treasurer as required by the Municipal Act, 2001 O. Reg. 284/09.

**CARRIED, CONSENT**

6. 2023 Council Remuneration Report (Communication 135023)

**Moved by:** Linda Seccaspina

**Seconded by:** Dena Comley

THAT Council accept the 2023 Council Remuneration Report as information.

**CARRIED, CONSENT**

7. OPP Detachment Board Draft Budget and Composition (Communication 135024)

**Moved by:** Dena Comley

**Seconded by:** Andrew Tennant

THAT Council of the Corporation of the Town of Carleton Place approve the proposed Draft 2024 Budget for the 20-member Lanark County OPP Detachment Board and the allocation of costs to the respective municipalities within Lanark County based on weighted assessment as outlined in the CAO's report dated March 26, 2024; and

THAT the budget deviation of \$24,009 be taken from the Town's overall surplus at year end, if any, and if not, from the Administration Reserve.

**CARRIED, CONSENT**

**Moved by:** Toby Randell  
**Seconded by:** Dena Comley

THAT Council of the Corporation of the Town of Carleton Place recommend to the Province that the composition of the Lanark County OPP Detachment Board be reduced from a 20-member Board to a 12-member Board that would be comprised of one (1) municipal representative from each of the eight (8) municipalities served by the Board, two (2) community representatives and two (2) provincial representatives.”

**CARRIED, CONSENT**

- 8. Carleton Place Library Exit Accessibility Ramp (Communication 135025)

**Moved by:** Toby Randell  
**Seconded by:** Dena Comley

THAT Council approves proceeding with the library exit accessibility ramp in 2024 at a cost of \$89,000; and

THAT the budget deviation of \$29,924 be taken from the Town's overall surplus at year end, if any, and if not, from the Administration Reserve.

**CARRIED, CONSENT**

- 9. Carleton Place Tennis Court Maintenance (Communication 135026)

**Moved by:** Dena Comley  
**Seconded by:** Linda Seccaspina

THAT Council approves proceeding with the tennis court maintenance in 2024 at a cost of \$225,000; and

THAT the budget deviation of \$65,000 be taken from the Town's overall surplus at year end, if any, and if not, from the Asset Management Reserve.

**CARRIED, CONSENT**

10. Town Hall Administrative Space Retrofit (Communication 135027)

After much discussion, the Committee voted to have this matter deferred until the next Committee of the Whole meeting on April 9, 2024. Members of the Committee requested that staff provide additional options and price points for consideration.

**Moved by:** Dena Comley  
**Seconded by:** Andrew Tennant

THAT Council approves proceeding with the Option 1 to complete the Town Hall Administrative Space Retrofit in 2024 at a cost of \$245,000 with the project being funded as follows:

- 1. partially by the \$45,000 included in the 2024 Budget for flooring and painting on the second floor; and
- 2. the remaining budget deviation of \$200,000 to be taken from the Town's overall surplus at year end, if any, and if not, from the Administration Reserve.

**DEFERRED**

11. Community Enrichment Grants – Intake 1 (Communication 135028)

**Moved by:** Andrew Tennant  
**Seconded by:** Linda Seccaspina

THAT the allocation of Community Enrichment Grants to various organizations under Intake 1 be approved in the amount of \$26,008.85.

**CARRIED, CONSENT**

**6. NEW/OTHER BUSINESS**

None.

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

**Moved by:** Toby Randell  
**Seconded by:** Andrew Tennant

THAT the following minutes be received:

- Library Board - February 21, 2024
- Board of Health - February 22, 2024
- Environmental Advisory Committee - March 4, 2024

**CARRIED**

**8. INFORMATION LISTING**

- National Fire Fighting Strategy - Township of Limerick
- Blue Box Regulations for 'Ineligible' Sources - Loyalist Township

**Moved by:** Dena Comley  
**Seconded by:** Linda Seccaspina

THAT the Information Listing dated March 26, 2024 be received.

**CARRIED**

**9. ADJOURNMENT**

**Moved by:** Andrew Tennant  
**Seconded by:** Toby Randell

THAT the meeting be adjourned at 8:12 p.m.

**CARRIED**

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Councillor Cavanagh

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Stacey Blair, Clerk