

## Committee of the Whole Minutes

**Tuesday, October 8, 2024**  
**Immediately Following Council**

COUNCIL PRESENT: Andrew Tennant, Jeff Atkinson, Dena Comley, Sarah Cavanagh, Mark Hinton

COUNCIL ABSENT: Toby Randell, with regrets, Linda Seccaspina, with regrets

STAFF PRESENT: Diane Smithson, CAO, Trisa McConkey, Treasurer, Guy Bourgon, Director of Public Works, Lennox Smith, CBO, Ross Rankin, Property and Project Manager, Niki Dwyer, Director of Development Services

OTHERS PRESENT: Jennifer Irwin, Manager; Robert Probert, President; Julie Sadler, Treasurer; Ryan Goode, Board Member, Carleton Place and Beckwith Historical Society.

### 1. CALL TO ORDER

Councillor Sarah Cavanagh called the meeting to order at 6:05 p.m.

### 2. APPROVAL OF AGENDA

**Moved by:** Andrew Tennant

**Seconded by:** Dena Comley

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:** Jeff Atkinson

THAT the Committee of the Whole Minutes dated September 24, 2024 be accepted as presented.

**CARRIED**

**5. DELEGATIONS/PRESENTATIONS**

- 1. Carleton Place and Beckwith Historical Society - Activities Update

Members of the Carleton Place and Beckwith Historical Society gave a detailed presentation on the Museum's mandate; activities including events and exhibits; its budget; and operations. The Museum reported a backlog of artifacts, continual growth, and opportunities for more funding to support the Museum and its collections in the future. The Museum is looking for an increased contribution for the Museum in 2025 of \$20,000 to assist with hiring a part-time staff member.

- 2. 2025 Water and Sewer Draft Budget

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

THAT Staff are authorized to present the Draft 2025 Water and Sewer Budget to the public for comment except the Water and Wastewater Treatment Plant expansions at the October 22, 2024 Committee of the Whole meeting.

**CARRIED, CONSENT**

**6. REPORTS**

- 1. 2025 Proposed Building Permit Fee Changes (Communication 135180)

**Moved by:** Jeff Atkinson  
**Seconded by:** Dena Comley

THAT Council approves amending Building Permit Fees in Fees and Charges By-law 81-2023 as outlined in the report prepared by the Chief Building Official dated October 8, 2024.

**CARRIED, BY LAW PREPARED**

- 2. 2025 Fee Schedule (Communications 135181)

**Moved by:** Mark Hinton  
**Seconded by:** Andrew Tennant

THAT Council adopt the proposed comprehensive Fees and Charges By-law incorporating both proposed new rates and rates which are not being recommended to change in 2025.

**CARRIED, BY LAW PREPARED**

3. Parking Restrictions – Hawthorne Avenue (Communication 135182)

**Moved by:** Mark Hinton  
**Seconded by:** Andrew Tennant

THAT Traffic and Parking By-law 46-2003 be amended to restrict parking on Hawthorne Avenue 15 m north of Lake Avenue West to a maximum of 15 minutes, and to update stop signs at intersections, as identified in the report prepared by the Director of Public Works dated October 8, 2024.

**CARRIED, BY LAW PREPARED**

4. Carleton Place Library HVAC Replacement (Communication 135183)

**Moved by:** Jeff Atkinson  
**Seconded by:** Dena Comley

THAT Council approves proceeding with Option 1 for the replacement of Air Handling Unit #3 at the Library as outlined in the Property and Project Manager's report dated October 8, 2024; and

THAT the budget deviation of \$5,409 be taken from the Town's overall surplus at year end, if any, and if not, from the Asset Management Plan Reserve.

**CARRIED, CONSENT**

5. Canada Green and Inclusive Community Buildings Fund Update (Communication 135185)

**Moved by:** Jeff Atkinson  
**Seconded by:** Dena Comley

THAT Council authorizes Staff to proceed with applying for Option 2 elements under the Green and Inclusive Community Building Fund as

outlined in the Property and Project Manager's report dated October 8, 2024.

**CARRIED, CONSENT**

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

**Moved by:** Mark Hinton

**Seconded by:** Andrew Tennant

THAT the following minutes be received:

- BIA Board Meeting, August 8, 2024
- Environmental Advisory Committee, September 16, 2024
- Carleton Place Public Library, August 21, 2024

**CARRIED**

**8. INFORMATION LISTING**

**Moved by:** Dena Comley

**Seconded by:** Jeff Atkinson

THAT the Information Listing dated October 8, 2024 be received.

**CARRIED**

**9. NOTICE OF MOTIONS**

None.

**10. CLOSED SESSION**

- Disposition or acquisition of land

**Moved by:** Andrew Tennant

**Seconded by:** Mark Hinton

THAT the Committee move into closed session at 7:03 p.m. to discuss a proposed or pending acquisition or disposition of land by the municipality or local board subject to the *Municipal Act* Section 239 (2)(c)

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

- Diane Smithson, CAO

- Niki Dwyer, Director of Development Services

**CARRIED**

**Moved by:** Jeff Atkinson

**Seconded by:** Andrew Tennant

THAT the Committee return to regular session at 7:25 p.m.

**CARRIED**

**11. RISE AND REPORT**

CAO Diane Smithson reported that direction was provided to Staff during the closed session.

**12. ADJOURNMENT**

**Moved by:** Dena Comley

**Seconded by:** Jeff Atkinson

THAT the meeting be adjourned at 7:26 p.m.

**CARRIED**

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Councillor Cavanagh

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Diane Smithson, CAO/Deputy Clerk