

## Committee of the Whole Minutes

**Tuesday, November 12, 2024**  
**Immediately Following Council**

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

STAFF PRESENT: Diane Smithson, CAO, Blake Cram, IT/Business Analyst, Guy Bourgon, Director of Public Works, Dave Joy, Acting Director of Protective Services, Niki Dwyer, Director of Development Services, Mike Walker, Development Review Officer

OTHERS PRESENT: Pierre Wilder, Environmental Engineer, Stantec; Pascal Pitre, Managing Principal, Stantec.

### 1. CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

**Moved by:** Jeff Atkinson

**Seconded by:** Toby Randell

THAT the agenda be accepted as presented.

**CARRIED**

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

Councillor Linda Seccaspina declared a conflict of interest with respect to the expansions of the Water and Wastewater Treatment Plants (items 5. b. and 7. a.) as her sons own property in Town.

### 4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

**Moved by:** Sarah Cavanagh

**Seconded by:** Mark Hinton

THAT the Committee of the Whole Minutes dated October 22, 2024 be accepted as presented.

**CARRIED**

## **5. DELEGATIONS/PRESENTATIONS**

### **1. Blake Cram, IT/Business Analyst**

Blake Cram gave a presentation to Council on IT related projects the Town has been undertaking to improve staff efficiency as well as service to the Town's residents. In terms of services to the public, when adding a new electronic service, the public will be able to do so through a single-sign on (SSO) into the Town's portal. IT changes are generally implemented after business process analysis to find efficiencies and a cost-benefit analysis have been conducted. After all questions of the Committee were addressed, Blake was thanked for his presentation.

### **2. Pierre Wilder, Environmental Engineer, Stantec**

Pierre Wilder and Pascal Pitre from Stantec were in attendance to provide an update on the status of the 90% designs for the Town's Water and Wastewater Treatment Expansions. The presentation included information on the projects' background which commenced with the Environmental Assessment (EA) throughout 2021-2022, outlined the reasons why the projects were necessary, provided an explanation as to how the designs were approached by the consulting team and the resulting design solutions that have been incorporated into the expansion projects, included an explanation of the reasons why the projects have increased in cost since the initial EA was undertaken and lastly, outlined next steps including tendering the projects by the end of January with construction occurring over a three-year period, 2025-2028. Following the presentation, members of Council were provided the opportunity to ask questions of the consultants.

## **6. REPORTS**

### **1. Carleton Place Fire Department and Municipal Law Enforcement 2024 3rd Quarter Activity Report (Communication 135188)**

**Moved by:** Andrew Tennant

**Seconded by:** Linda Seccaspina

THAT the Acting Director of Protective Services' Report on the 3<sup>rd</sup> Quarter 2024 activities of the Carleton Place Fire Department (CPFD) and Municipal Law Enforcement be accepted as information.

**CARRIED, CONSENT**

2. Updated Emergency Plan (Communication 135189)

**Moved by:** Toby Randell

**Seconded by:** Jeff Atkinson

THAT Council approves the updated Emergency Plan for 2025 and instructs staff to forward this information to the Office of the Fire Marshal and Emergency Management Ontario as part of the Province's annual compliance process.

**CARRIED, BY LAW PREPARED**

3. Financial Report to October 31, 2024 (Communication 135190)

**Moved by:** Andrew Tennant

**Seconded by:** Mark Hinton

THAT Council receives the Financial Report from the Treasurer to October 31, 2024, as information.

**CARRIED, CONSENT**

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

1. Growth and the need for Water and Wastewater Plant Expansions

THAT the discussion on Growth and the need for the Water and Wastewater Plant expansion be deferred.

Following the earlier presentation from Stantec regarding the Water and Wastewater expansion projects, the Committee had a lengthy discussion on expected growth in the community, the need for the plant expansions and the impacts that the projects will have on the community. Niki Dwyer, Director of Development Services, Trisa McConkey, Treasurer, Guy Bourgon, Director of Public Works and Diane Smithson, CAO were on hand to address questions or provide information related to planning densities and obligations under the Provincial Policy Statement, the need to undertake the plant expansions, how to control growth to extend the

time the plant expansions will be able to service the Town, and financing for the projects including impacts on Development Charges. Following a lengthy discussion, the following motion was presented:

**Moved by:** Jeff Atkinson

**Seconded by:** Sarah Cavanagh

THAT the discussion on Growth and the need for the Water and Wastewater Plant expansion be deferred.

**WITHDRAWN**

**Moved by:** Andrew Tennant

**Seconded by:** Mark Hinton

THAT the Water and Wastewater Plant expansions be added as capital projects in the 2025 Water and Sewer Budget; and

THAT the Treasurer be directed to seek long term debt financing for the expansion projects and report back to Council; and

THAT staff be authorized to proceed to tender the Water and Wastewater Plant expansions in January and report back on tender results.

**CARRIED, MOTION PREPARED**

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

**Moved by:** Mark Hinton

**Seconded by:** Linda Seccaspina

THAT the following minutes be received:

- Municipal Drug Strategy Committee - May 2, 2024
- Library Board - September 23, 2024
- Urban Forest/River Corridor Committee - September 25, 2024
- Environmental Advisory Committee - October 7, 2024
- Parks and Recreation Committee - November 4, 2024

**CARRIED**

## **9. ADJOURNMENT**

**Moved by:** Mark Hinton  
**Seconded by:** Sarah Cavanagh

THAT the meeting be adjourned at 9:18 p.m.

**CARRIED**

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Councillor Comley

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Diane Smithson, CAO/Deputy Clerk