

MINUTES
COUNCIL OF THE TOWN OF CARLETON PLACE

Tuesday, March 11, 2025
6:00 p.m.

COUNCIL PRESENT: Deputy Mayor Tennant
Councillor Seccaspina
Councillor Atkinson
Councillor Comley
Councillor Cavanagh

COUNCIL ABSENT: Mayor Randell, with regrets
Councillor Hinton, with regrets

STAFF PRESENT: Diane Smithson, CAO
Stacey Blair, Clerk

1. LAND ACKNOWLEDGEMENT

Deputy Mayor Tennant read the Town's Land Acknowledgement Statement.

2. CALL TO ORDER

Deputy Mayor Tennant called the meeting to order at 6:00 p.m.

3. APPROVAL OF AGENDA

Motion No. 136 04-01

Moved by: Councillor Cavanagh

Seconded by: Councillor Seccaspina

THAT the Agenda be approved as presented.

CARRIED

4. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

1. Councillor Atkinson - By-law No. 13-2025 (To Amend By-law 26-2022 - Heritage Grants Policy)

The building that Councillor Atkinson lives in is a recipient of this program.

5. APPROVAL OF MINUTES

1. Council Minutes

Motion No. 136 04-02

Moved by: Councillor Comley

Seconded by: Councillor Atkinson

THAT the Council Minutes dated February 18, 2025, be accepted as presented.

CARRIED

6. CONSENT REPORT

Motion No. 136 04-03

Moved by: Councillor Atkinson

Seconded by: Councillor Seccaspina

THAT Council receive the Consent Report dated March 11, 2025:

Carleton Place Fire Department and Municipal Law Enforcement - 2024 4th Quarter Activity Report (Communication 136007)

THAT the Acting Director of Protective Services' Report on the 4th Quarter 2024 activities of the Carleton Place Fire Department and Municipal Law Enforcement be accepted as information.

Year Update - Interim Control By-law – Strategic Properties (Communication 135194)

THAT Council directs staff to investigate adding properties 9, 12, 13, 14, 15, 17 and 19 in the development of site-specific policies of “Strategic Properties” for inclusion in the Development Permit By-law as identified in the report by the Director of Development Services dated December 10, 2024.

Annual Development Activity Report Card (Communication 136010)

THAT the 2024 Development Activity Report Card by the Director of Development Services dated February 18, 2025 be received as information.

Administrative Monetary Penalties (Communication 136011)

THAT Council direct the Clerk to proceed with the drafting of an Administrative Monetary Penalties By-law for further consideration.

2024 Communications Year in Review (Communication 136012)

THAT the 2024 Communications Year in Review Report from the Communications Coordinator dated February 18th, 2025 be received as information.

Appointment to the Urban Forest/River Corridor Committee

THAT Irene Tobis be appointed to the Urban Forest/River Corridor Committee for the remainder of the current term of Council.

CARRIED

7. BY-LAWS

1. By-law No. 11-2025 (Local improvement Charge - Better Homes Lanark)

Motion No. 136 04-04

Moved by: Councillor Cavanagh

Seconded by: Councillor Comley

THAT By-law 11-2025 (Local Improvement Charge - Better Homes Lanark) be read a first, second, and third time, and finally passed.

CARRIED

2. By-law No. 12-2025 (To Amend the Town's Fees and Charges By-law 74-2024 - Childcare)

Motion No. 136 04-05

Moved by: Councillor Atkinson

Seconded by: Councillor Seccaspina

THAT By-law 12-2025 (To Amend the Town's Fees and Charges By-law 74-2024 - Childcare) be read a first, second, and third time, and finally passed.

CARRIED

3. By-law No. 13-2025 (To Amend By-law 26-2022 - Heritage Grants Policy)

Councillor Atkinson declared a conflict on this item. (The building that Councillor Atkinson lives in is a recipient of this program.)

Councillor Atkinson did not participate in the discussion or in the voting on this matter.

Motion No. 136 04-06

Moved by: Councillor Seccaspina

Seconded by: Councillor Comley

THAT By-law 13-2025 (To Amend By-law 26-2022 - Heritage Grants Policy) be read a first, second, and third time, and finally passed.

CARRIED

- 4. By-law 14-2025 (Sale of Land to the Ministry of Transportation - Widening of Highway 15)

Motion No. 136 04-07

Moved by: Councillor Cavanagh

Seconded by: Councillor Comley

THAT By-law 14-2025 (Sale of Land to the Ministry of Transportation - Widening of Highway 15) be read a first, second, and third time, and finally passed.

CARRIED

8. ANNOUNCEMENTS

Deputy Mayor Tennant noted the following date of significance:

- World Down Syndrome Day - March 21, 2025

Other highlighted and announced events can be found on the Community Events calendar located on the Town's website.

9. CONFIRMATORY BY-LAW

- 1. By-law No. 15-2025 (Confirmation of Council Proceedings)

Motion No. 136 04-08

Moved by: Councillor Comley
Seconded by: Councillor Cavanagh

THAT By-law 15-2025 (Confirmation of Council Proceedings for March 11, 2025) be read a first, second and third time, and finally passed.

CARRIED

10. ADJOURNMENT

Motion No. 136 04-09

Moved by: Councillor Comley
Seconded by: Councillor Cavanagh

THAT the meeting be adjourned at 6:05 p.m.

CARRIED

Andrew Tennant, Deputy Mayor

Stacey Blair, Clerk