

## **Committee of the Whole Minutes**

**Tuesday, March 25, 2025  
Immediately Following Council**

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

**STAFF PRESENT:** Diane Smithson, CAO, Stacey Blair, Clerk, Niki Dwyer, Director of Development Services, Guy Bourgon, Director of Public Works, Tracey Freill, Manager of Childcare Services, Trisa McConkey, Treasurer, Joanne Henderson, Manager of Recreation and Culture

**OTHERS PRESENT:** Stephanie Gray, Coordinator, Lanark County Situation Table

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

Councillor Dena Comley called the meeting to order at 6:10 p.m.

### **2. APPROVAL OF AGENDA**

**Moved by:** Sarah Cavanagh

**Seconded by:** Linda Seccaspina

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:** Sarah Cavanagh

**Seconded by:** Toby Randell

THAT the Committee of the Whole Minutes dated March 11, 2025, be accepted as presented.

**5. DELEGATIONS/PRESENTATIONS**

1. Stephanie Gray, Coordinator, Lanark County Situation Table

Ms. Gray provided an update on the Community Safety and Well-Being (CSWB) Plan for Lanark County and the Town of Smiths Falls. As required under the Community Safety and Policing Act, 2019, municipalities must develop and adopt these plans. The 2025–2029 version builds on the original plan approved by local councils in 2019. The updated plan is set to be submitted to the Ministry of the Solicitor General by the July 1, 2025, deadline.

In accordance with Section 211(8) of the Community Safety and Policing Act, 2019, the Town is required to pass a motion to adopt the plan: *“A municipal council shall, by resolution, adopt the community safety and well-being plan prepared by the municipality.”*

Municipalities, stakeholders, and the broader community will receive regular updates on the plan’s progress as this living document evolves.

2. Niki Dwyer, Director of Development Services

A Statutory Public Meeting under the Planning Act was held to consider a proposed Amendment to Development Permit By-law 15-2015. Director Dwyer provided an overview of the purpose of the amendment. This change will provide additional flexibility with respect to the issuance of extensions and the validity periods of Development Permit application decisions.

Director Dwyer explained that if approved, the amendment will permit applicants up to three (3) years from the date of approval to fulfill any conditions and execute a Development Agreement with the Town if applicable. The amendment will also permit extensions of the lapsing period for a cumulative total of no more than one (1) year at the discretion of the Director of Development Services and any period in excess of one (1) year by resolution of Council, but in no case shall the validity period be extended beyond seven (7) years from the date of the original approval.

The public was invited to provide comments on the proposed amendment during the meeting; however, no members of the public spoke or submitted feedback.

## 6. REPORTS

1. Carleton Place Wastewater System 2024 Annual Report (Communication 136025)

**Moved by:** Jeff Atkinson

**Seconded by:** Mark Hinton

THAT Council accepts the Carleton Place Wastewater System 2024 Annual Report as information; and

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

**CARRIED, CONSENT**

2. Proposed Summer Closure Week for Carleton Place Childcare Services (Communication 136026)

**Moved by:** Toby Randell

**Seconded by:** Andrew Tennant

THAT Council approves the summer closure week for Carleton Place Childcare Services to take effect in 2026, as outlined in the report by the Manager of Childcare Services dated March 25, 2025.

**CARRIED, CONSENT**

3. Coleman Central Subdivision Phase 2 Agreement (Communication 136027)

**Moved by:** Jeff Atkinson

**Seconded by:** Mark Hinton

THAT Council pass a by-law authorizing the Mayor and Clerk to execute a Subdivision Agreement with 1384341 Ontario Ltd. for the Coleman Central Subdivision – Phase 2; and

THAT Council pass a by-law to amend By-law 46-2003 being the Traffic and Parking By-law to recognize stops signs (Schedule VI) within the Coleman Central Subdivision – Phase 2 as described in the Subdivision Agreement.

**CARRIED, BY LAW PREPARED**

4. 2024 Council Remuneration Report (Communication 136028)

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

THAT Council accepts the 2024 Council Remuneration Report by the Treasurer dated March 25, 2025 as information.

**CARRIED, CONSENT**

5. Procurement Policy Revision (Communication 136029)

Council chose to amend the proposed policy to require Council approval when the exclusion of bids from a trade partner result in the cost of the goods or services being procured is 10% or more than the lowest domestic bid received.

**Moved by:** Toby Randell  
**Seconded by:** Mark Hinton

THAT Council pass a by-law to enact the proposed new Procurement Policy as amended and

THAT By-law 57-2017 be rescinded.

**CARRIED, BY LAW PREPARED**

6. 2025 Public Sector Accounting Board (PSAB) Budget (Communication 136030)

**Moved by:** Sarah Cavanagh  
**Seconded by:** Jeff Atkinson

THAT Council approves the 2025 Public Sector Accounting Board (PSAB) Budget prepared by the Treasurer as required by the Municipal Act, 2001 O. Reg. 284/09.

**CARRIED, CONSENT**

7. 2024 Statement of Obligatory Reserve Funds (Communication 136031)

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

THAT Council accepts the 2024 Obligatory Reserves Report by the Treasurer dated March 25, 2025, as information.

**CARRIED, CONSENT**

8. Preliminary Year-End Results for 2024 (Communication 136032)

The motion was amended to remove the clause, 'THAT Council approves using \$2,189,328 in unexpected surplus, which had been added to the Strategic Reserve, to pay down the additional unfunded debt.'

Members indicated a preference to consider the use of the surplus funds later this year during the 2026 budget deliberations.

**Moved by:** Jeff Atkinson

**Seconded by:** Andrew Tennant

THAT Council accepts the Financial Report by the Treasurer dated March 25, 2025, as information.

**CARRIED, CONSENT**

9. CAO's Report – Delegated Authority (Communication 136033)

**Moved by:** Mark Hinton

**Seconded by:** Andrew Tennant

THAT Council accepts the CAO's Delegated Authority Report dated March 25, 2025, as information.

**CARRIED, CONSENT**

10. Award of Ball Diamond Tender (Communication 136034)

The Committee provided verbal permission for the Manager of Recreation and Culture to commence with the necessary next steps immediately (before the next Council meeting) due to time constraints on the project.

**Moved by:** Toby Randell

**Seconded by:** Linda Seccaspina

THAT the price for the replacement of the McLaren Ball Diamond as outlined in the report by the Manager of Recreation and Culture dated March 25, 2025 be awarded to the low bidder, Troy Property Maintenance in the amount of \$68,434.31; and

THAT the budget deviation of \$13,022.48 be taken from any surplus remaining at year end or alternatively from the Parkland Reserve.

**CARRIED, CONSENT**

**7. NEW/OTHER BUSINESS**

1. 2025 to 2029 Community Safety and Well-being Plan

The following motion was brought forward under New Business as a result of the presentation by Stephanie Gray on the Community Safety and Well-Being Plan earlier in the meeting.

**Moved by:** Mark Hinton

**Seconded by:** Sarah Cavanagh

WHEREAS the Corporation of the Council of the Town of Carleton Place is committed to community safety and well-being for its citizens; and WHEREAS the Community Safety and Policing Act states that "every municipality shall prepare and, by resolution, adopt a community safety and well-being plan;

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the Town of Carleton Place adopts the 2025 to 2029 Community Safety and Well-being Plan for Lanark County and the Town of Smiths Falls.

**CARRIED, CONSENT**

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

**Moved by:** Jeff Atkinson

**Seconded by:** Sarah Cavanagh

THAT the Environmental Advisory Committee minutes dated March 3, 2025, be received.

**CARRIED**

**9. CLOSED SESSION**

- Community Planning Matter

**Moved by:** Toby Randell

**Seconded by:** Sarah Cavanagh

THAT the Committee move into closed session at 7:49 p.m. to discuss a matter subject to the *Municipal Act* Section 239 (2):

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;

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

- Diane Smithson, CAO
- Stacey Blair, Clerk

**CARRIED**

**Moved by:** Jeff Atkinson

**Seconded by:** Andrew Tennant

THAT the Committee of the Whole return to regular session at 8:27 p.m.

**CARRIED**

**10. RISE AND REPORT**

CAO Diane Smithson reported that an information update was provided during the closed session.

**11. ADJOURNMENT**

**Moved by:** Mark Hinton

**Seconded by:** Andrew Tennant

THAT the meeting be adjourned at 8:27 p.m.

**CARRIED**

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Councillor Comley

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Stacey Blair, Clerk