

**MINUTES**  
**COUNCIL OF THE TOWN OF CARLETON PLACE**

**Tuesday, April 8, 2025**  
**6:00 p.m.**

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

STAFF PRESENT: Diane Smithson, CAO  
Stacey Blair, Clerk

**1. LAND ACKNOWLEDGEMENT**

Mayor Randell read the Town's Land Acknowledgement Statement.

**2. CALL TO ORDER**

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

**3. APPROVAL OF AGENDA**

**Motion No. 136 06-01**

**Moved by:** Councillor Comley

**Seconded by:** Councillor Atkinson

THAT the Agenda be approved as presented.

**CARRIED**

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

None.

**5. APPROVAL OF MINUTES**

1. Council Minutes

**Motion No. 136 06-02**

**Moved by:** Deputy Mayor Tennant

**Seconded by:** Councillor Hinton

THAT the Council Minutes dated March 25, 2025, be accepted as presented.

**CARRIED**

6. **CONSENT REPORT**

**Motion No. 136 06-03**

**Moved by:** Councillor Cavanagh

**Seconded by:** Councillor Seccaspina

THAT Council receive the Consent Report dated April 8, 2025:

**Carleton Place Wastewater System 2024 Annual Report (Communication 136025)**

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.

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

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.

**2024 Council Remuneration Report (Communication 136028)**

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

**2025 Public Sector Accounting Board (PSAB) Budget (Communication 136030)**

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.

**2024 Statement of Obligatory Reserve Funds (Communication 136031)**

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

**Preliminary Year-End Results for 2024 (Communication 136032)**

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

**CAO's Report – Delegated Authority (Communication 136033)**

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

**Award of Ball Diamond Tender (Communication 136034)**

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.

**2025 to 2029 Community Safety and Well-being Plan**

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**

**7. BY-LAWS**

1. By-law No. 17-2025 (To Approve a Procurement Policy and Repeal By-law 57-2017)

**Motion No. 136 06-04**

**Moved by:** Councillor Hinton

**Seconded by:** Councillor Atkinson

THAT By-law 17-2025 (To Approve a Procurement Policy and Repeal By-law 57-2017) be read a first, second, and third time, and finally passed.

**CARRIED**

2. By-law Nos. 18-2025 to 20-2025 (Part-Lot Control By-laws)

**Motion No. 136 06-05**

**Moved by:** Councillor Comley

**Seconded by:** Councillor Cavanagh

THAT the following Part Lot Control By-laws be read a first, second and third time, and finally passed:

- By-law 18-2025 Part Lot Control 118 and 120 O'Donovan Drive
- By-law 19-2025 Part Lot Control 124 and 126 O'Donovan Drive
- By-law 20-2025 Part Lot Control 130 and 132 O'Donovan Drive

**CARRIED**

3. By-law No. 21-2025 (To Authorize a Subdivision Agreement - Coleman Central Phase II)

**Motion No. 136 06-06**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Hinton

THAT By-law 21-2025 (To Authorize a Subdivision Agreement - Coleman Central Phase II) be read a first, second, and third time, and finally passed

**CARRIED**

**8. ANNOUNCEMENTS**

Mayor Randell noted the following date of significance:

- April 9 - Vimy Ridge Day
- April 27 to May 3, 2025 - National Volunteer Week

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. 22-2024 (Confirmation of Council Proceedings)

**Motion No. 136 06-07**

**Moved by:** Deputy Mayor Tennant  
**Seconded by:** Councillor Cavanagh

THAT By-law 22-2025 (Confirmation of Council Proceedings for April 8, 2025) be read a first, second and third time, and finally passed.

**CARRIED**

**10. ADJOURNMENT**

**Motion No. 136 06-08**

**Moved by:** Councillor Comley  
**Seconded by:** Councillor Atkinson

THAT the meeting be adjourned at 6:08 p.m.

**CARRIED**

---

Toby Randell, Mayor

---

Stacey Blair, Clerk