

MINUTES
COUNCIL OF THE TOWN OF CARLETON PLACE

Tuesday, June 10, 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 10-01

Moved by: Councillor Comley

Seconded by: Councillor Hinton

THAT the Agenda be approved as presented.

CARRIED

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

1. Jeff Atkinson - Consent Report, Boulton Brown Mill (49 Mill Street)
Heritage Grant

Councillor Atkinson lives at the Boulton Brown Mill.

2. Deputy Mayor Tennant - Consent Report, Boulton Brown Mill (49 Mill Street) Heritage Grant

Deputy Mayor Tennant's business has an interest in the masonry work of the building.

5. **APPROVAL OF MINUTES**

1. Council Minutes

Motion No. 136 10-02

Moved by: Councillor Atkinson

Seconded by: Councillor Cavanagh

THAT the Council Minutes dated May 20, 2025, be accepted as presented.

CARRIED

6. **CONSENT REPORT**

Councillor Atkinson declared a conflict on this item. (Councillor Atkinson lives at the Boulton Brown Mill.)

Deputy Mayor Tennant declared a conflict on this item. (Deputy Mayor Tennant's business has an interest in the masonry work of the building.)

Councillor Jeff Atkinson and Deputy Mayor Tennant did not participate in the discussion or voting on this matter.

Motion No. 136 10-03

Moved by: Councillor Hinton

Seconded by: Councillor Seccaspina

THAT Council receive the Consent Report dated June 10, 2025:

1. **Carleton Place Fire Department and Municipal Law Enforcement - 2025 1st Quarter Activity Report (Communication 136050)**

THAT Council receive as information the Acting Director of Protective Services' Report on the 1st Quarter 2025 activities of the Carleton Place Fire Department and Municipal Law Enforcement.

2. Boulton Brown Mill (49 Mill Street) – Heritage Grant (Communication 136051)

THAT Council authorize the release of a heritage grant in the amount of \$20,000 to LNCC4 for the window replacement at 49 Mill Street (Boulton Brown Mill).

3. Administrative Monetary Penalties System, Draft By-law and Policies (Communication 136052)

THAT Council direct the Clerk to engage the services of a local solicitor for the purpose of serving as a Hearing Officer for the Town for the Administrative Monetary Penalties System on an as needed basis.

4. Affordable Housing Working Group (Communication 136055)

THAT Council approve the terms of reference for the Affordable Housing Working Group; and

THAT Council appoint Deputy Mayor Tennant to the Working Group as the Council representative.

5. Relocation of the Community Garden (Communication 136056)

THAT Council approve Carlplace Park as a location for the Carleton Place Community Garden relocation; and

THAT Council approve entering into a Memorandum of Understanding with the Community Garden Organization for the use of Carlplace Park as a community garden.

6. Designation of a Municipally Significant Event - Beerfest (Communication 136057)

THAT Council declare Beerfest as an Event of Municipal Significance; and

THAT Council approve permitting the use of the Market Square Pavilion for Beerfest as an outdoor liquor event.

CARRIED

7. BY-LAWS

1. By-law No. 46-2025 (To Approve an Administrative Monetary Penalties System)

Motion No. 136 10-04

Moved by: Councillor Comley
Seconded by: Councillor Hinton

THAT By-law 46-2025 (To Approve an Administrative Monetary Penalties System) be read a first, second, and third time, and finally passed.

CARRIED

2. By-law No. 47-2025 (To Amend Delegation of Authority By-law 94-2020 - Administrative Monetary Penalties System Screening Officers)

Motion No. 136 10-05

Moved by: Deputy Mayor Tennant
Seconded by: Councillor Seccaspina

THAT By-law 47-2025 (To Amend Delegation of Authority By-law 94-2020 Administrative Monetary Penalties System Screening Officers) be read a first, second, and third time, and finally passed.

CARRIED

3. By-law No. 48-2025 (To Rescind and Replace Refreshment Vehicle By-law 50-2020)

Motion No. 136 10-06

Moved by: Councillor Atkinson
Seconded by: Councillor Comley

THAT By-law 48-2025 (To Rescind and Replace Refreshment Vehicle By-law 50-2020) be read a first, second, and third time, and finally passed.

CARRIED

4. By-law No. 49-2025 (To Amend Fees and Charges By-law 74-2024 - Addition of Administrative Monetary Penalties and Refreshment Vehicles)

Motion No. 136 10-07

Moved by: Councillor Seccaspina
Seconded by: Councillor Cavanagh

THAT By-law 49-2025 (To Amend Fees and Charges By-law 74-2024 - Addition of Administrative Monetary Penalties and Refreshment Vehicles) be read a first, second, and third time, and finally passed.

CARRIED

5. By-law No. 50-2025 (To Amend Noise By-law 29-2017 - Addition of Construction Equipment and Administrative Monetary Penalties)

Motion No. 136 10-08

Moved by: Deputy Mayor Tennant

Seconded by: Councillor Hinton

THAT By-law 50-2025 (To Amend Noise By-law 29-2017 - Addition of Construction Equipment and Administrative Monetary Penalties) be read a first, second, and third time, and finally passed.

CARRIED

6. By-law No. 51-2025 (To Award Tender for Construction of Captain A. Roy Brown Boulevard and McEachen Drive - Thomas Cavanagh Construction Ltd.)

Motion No. 136 10-09

Moved by: Councillor Comley

Seconded by: Councillor Seccaspina

THAT By-law 51-2025 (To Authorize a Construction Agreement with Thomas Cavanagh Construction Limited for the Construction of Captain A. Roy Brown Boulevard and McEachen Drive) be read a first, second, and third time, and finally passed.

CARRIED

8. ANNOUNCEMENTS

Mayor Randell noted the following date of significance:

- National Indigenous Peoples' Day - June 21, 2025

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

9. CONFIRMATORY BY-LAW

1. By-law No. 52-2025 (Confirmation of Council Proceedings)

Motion No. 136 10-10

Moved by: Deputy Mayor Tennant

Seconded by: Councillor Cavanagh

THAT By-law 52-2025 (Confirmation of Council Proceedings for June 10, 2025) be read a first, second and third time, and finally passed.

CARRIED

10. ADJOURNMENT

Motion No. 136 10-11

Moved by: Councillor Atkinson

Seconded by: Councillor Hinton

THAT the meeting be adjourned at 6:11 p.m.

CARRIED

Toby Randell, Mayor

Stacey Blair, Clerk