

MINUTES
COUNCIL OF THE TOWN OF CARLETON PLACE

Tuesday, February 17, 2026
6:00 p.m.

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

COUNCIL ABSENT: Mayor Randell, 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. 137 03-01

Moved by: Councillor Atkinson

Seconded by: Councillor Comley

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. 137 03-02

Moved by: Councillor Atkinson

Seconded by: Councillor Hinton

THAT the Council Minutes dated January 27, 2026, be accepted as presented.

CARRIED

6. CONSENT REPORT

Motion No. 137 03-03

Moved by: Councillor Seccaspina

Seconded by: Councillor Cavanagh

THAT Council receive the Consent Report dated February 17, 2026:

2025 Communications Year in Review (Communication 137004)

THAT Council receive as information the 2025 Communications Year in Review Report from the Communications Coordinator dated January 27, 2026.

CARRIED

7. BY-LAWS

1. By-law No. 10-2026 (To Approve the Joint Compliance Audit Committee Terms of Reference)

Motion No. 137 03-04

Moved by: Councillor Comley

Seconded by: Councillor Cavanagh

THAT By-law 10-2026 (To Approve the Joint Compliance Audit Committee Terms of Reference) be read a first, second, and third time, and finally passed.

CARRIED

2. By-law Nos. 11-2026 and 12-2026 (To Approve Part Lot Control for Portions of Eastwood Drive and Reynolds Avenue)

Motion No. 137 03-05

Moved by: Councillor Hinton

Seconded by: Councillor Atkinson

THAT By-laws 11-2026 and 12-2026 (To Approve Part Lot Control for Parts of Eastwood Drive and Reynolds Avenue) be read a first, second, and third time, and finally passed.

CARRIED

8. ANNOUNCEMENTS

Deputy Mayor Tennant noted the following date(s) of significance:

- Lunar New Year - Year of the Horse, February 17, 2026
- Pink Shirt Day - February 25, 2026
- International Women's Day - March 8, 2026

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. 13-2026 (Confirmation of Council Proceedings)

Motion No. 137 03-06

Moved by: Councillor Cavanagh

Seconded by: Councillor Comley

THAT By-law 13-2026 (Confirmation of Council Proceedings for February 17, 2026) be read a first, second and third time, and finally passed.

CARRIED

10. ADJOURNMENT

Motion No. 137 03-07

Moved by: Councillor Atkinson

Seconded by: Councillor Hinton

THAT the meeting be adjourned at 6:06 p.m.

CARRIED

Andrew Tennant, Deputy Mayor

Stacey Blair, Clerk