

## **Committee of the Whole Minutes**

**Tuesday, February 17, 2026  
Immediately Following Council**

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

COUNCIL ABSENT: Toby Randell, with regrets

STAFF PRESENT: Diane Smithson, CAO, Stacey Blair, Clerk, Niki Dwyer, Director of Development Services, Ross Rankin, Property and Project Manager, Joanne Henderson, Manager of Recreation and Culture, Laura Scull, Human Resources Manager

OTHERS PRESENT: Ricksen Tam, Solicitor  
Casey VanDongen, Developer (McArthur Island)

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

Councillor Mark Hinton called the meeting to order at 6:07 p.m.

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

**Moved by:** Dena Comley

**Seconded by:** Jeff Atkinson

THAT the agenda be accepted as presented.

**CARRIED**

### **3. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**

#### **1. Andrew Tennant - RISE AND REPORT**

The Deputy Mayor owns property in the vicinity of the community planning matter.

### **4. MINUTES TO BE APPROVED AND RECEIVED**

#### **1. Committee of the Whole Minutes**

**Moved by:** Linda Seccaspina

**Seconded by:** Jeff Atkinson

THAT the Committee of the Whole Minutes dated January 27, 2026 be accepted as presented.

**CARRIED**

## **5. REPORTS**

1. Carleton Place Fire Department and Municipal Law Enforcement - 2025 4th Quarter Activity Report (Communication 137006)

**Moved by:** Andrew Tennant

**Seconded by:** Dena Comley

THAT Council receive as information the 2025 4th Quarter Carleton Place Fire Department and Municipal Law Enforcement Activity Summary as outlined in the report by the Acting Director of Protective Services dated February 17, 2026.

**CARRIED, CONSENT**

2. Community Improvement Plan - Brownfield Grant Request (Communication 137007)

Co-applicant Casey Van Dongen provided the reasons why funding has been requested for the development at 150 Mill Street.

**Moved by:** Sarah Cavanagh

**Seconded by:** Andrew Tennant

THAT Council dismiss the request for funding through the Town's Community Improvement Plan by the representatives of 150 Mill Street on the basis that the studies are not recognized as eligible expenses by the Community Improvement Plan.

**CARRIED, CONSENT**

3. Ontario Trillium Foundation Capital Grant Application – New Arena Elevator (Communication 137008)

**Moved by:** Andrew Tennant

**Seconded by:** Sarah Cavanagh

THAT Council authorize staff to apply for Ontario Trillium Foundation Capital Grant funding for the new Arena elevator; and  
THAT if successful, the budget deviation of \$85,000.00 be funded through the 2026 year end surplus, if any, or from the Strategic Reserve.

**CARRIED, CONSENT**

4. Recreation Fundraising Reserve Fund Policy (Communication 137009)

**Moved by:** Sarah Cavanagh

**Seconded by:** Linda Seccaspina

THAT Council approve the Recreation Fundraising Reserve Fund Policy as outlined in the report by the Manager of Recreation and Culture dated February 17, 2026.

**CARRIED, CONSENT**

5. Draft Film Policy (Communication 137010)

**Moved by:** Dena Comley

**Seconded by:** Sarah Cavanagh

THAT Council approve the Town of Carleton Place Film Policy; and  
THAT Council approve amending the Town's Fees and Charges By-law to incorporate film-related fees as outlined in the report by the Manager of Recreation and Culture dated February 17, 2026.

**CARRIED, CONSENT AND BY LAW PREPARED**

6. Ice Resurfacing Machine (Zamboni) Repairs (Communication 137011)

Staff requested permission to proceed immediately with this matter. Until the second Zamboni is repaired or replaced, the Town is operating without a back up.

Council provided the requested direction for staff to proceed with the repair or replacement of the back up Zamboni.

**Moved by:** Sarah Cavanagh

**Seconded by:** Andrew Tennant

THAT Council approve Option #2 to proceed with the refurbished propane Zamboni at an upset cost of \$65,000 as outlined in the report by the

Manager of Recreation and Culture dated February 17, 2026; and THAT the budget deviation be funded from the year end surplus, if any, or from the Asset Management Reserve.

**CARRIED, CONSENT**

7. WSIB Health and Safety Excellence Program and Safety Compliance Assessment (2026–2028) (Communication 137012)

**Moved by:** Jeff Atkinson

**Seconded by:** Dena Comley

THAT Council approve the Town’s participation in the WSIB Health & Safety Excellence Program (HSEp) for the 2026–2028 period, including completion of the Safety Compliance Assessment, and authorize staff to proceed with the two- year implementation partnership with 4S Consulting; and

THAT Council revisit participation in 2029 to determine whether continued involvement in the HSEp is beneficial.

**CARRIED, CONSENT**

## **6. NEW/OTHER BUSINESS**

1. Discussion: Council Member Participation Regarding Director Interview Panel

Deputy Mayor Tennant presented a motion for staff to bring forward a report regarding the Town's hiring policy. This motion was defeated.

The Deputy Mayor withdrew a second motion regarding having a member of Council participate in the hiring of the new Director of Community Services position. This motion was not seconded or voted on.

**Moved by:** Linda Seccaspina

**Seconded by:** Andrew Tennant

THAT staff bring forward a report regarding the Town's hiring policy.

**DEFEATED**

## **7. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES**

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

THAT the following minutes be received:

- Library Board - November 19, 2025
- Environmental Advisory Committee - February 2, 2026

**CARRIED**

## **8. INFORMATION LISTING**

1. Eastern Ontario Wardens' Caucus Regional Priorities at ROMA 2026
2. Lanark County Situation Table 2025 Annual Report
3. Eastern Ontario Regional Network (EORN) Cell Gap Project - Monthly Update, January 2026
4. Mississippi Valley Conservation Authority Board Summary, January 12, 2026
5. Town of Whitby - Remove the GST/HST from all New Homes Purchased as Primary Residences in Ontario, February 6, 2026

**Moved by:** Sarah Cavanagh  
**Seconded by:** Andrew Tennant

THAT the Information Listing dated February 17, 2026 be received.

**CARRIED**

## **9. CLOSED SESSION**

1. Litigation Matter
2. Community Planning Matter

**Moved by:** Dena Comley  
**Seconded by:** Sarah Cavanagh

THAT the Committee move into closed session at 6:57 p.m. to discuss matters subject to the *Municipal Act* Section 239 (2):

(c) Proposed or pending acquisition or disposition of land by the municipality or local board (item 2)

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (item 1)

(f) advice that is subject to solicitor-client privilege; (item 1)

(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; (item 2)

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

- Diane Smithson, CAO (both items)
- Stacey Blair, Clerk (both items)
- Ricksen Tam, Solicitor (item 1)
- Joanne Henderson (item 1)

**CARRIED**

**Moved by:** Jeff Atkinson

**Seconded by:** Linda Seccaspina

THAT the Committee return to regular session at 8:40 p.m.

**CARRIED**

## **10. RISE AND REPORT**

Andrew Tennant declared a conflict on this item. (The Deputy Mayor owns property in the vicinity of the community planning matter.)

Prior to the discussion of the Community Planning Matter, Deputy Mayor Tennant left the Council Chambers for the remainder of the meeting.

CAO Diane Smithson reported that direction to staff was provided during the closed session on both items.

## **11. ADJOURNMENT**

**Moved by:** Dena Comley

**Seconded by:** Sarah Cavanagh

THAT the meeting be adjourned at 8:41 p.m.

**CARRIED**

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Councillor Mark Hinton

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Stacey Blair, Clerk