

Committee of the Whole Minutes

**Tuesday, April 7, 2026
Immediately Following Council**

COUNCIL PRESENT: Toby Randell, Andrew Tennant, Linda Seccaspina, Jeff Atkinson, Dena Comley

COUNCIL ABSENT: Sarah Cavanagh, with regrets, Mark Hinton, with regrets

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

1. CALL TO ORDER

Deputy Mayor Tennant called the meeting to order at 6:22 p.m.

2. APPROVAL OF AGENDA

Moved by: Toby Randell

Seconded by: Dena Comley

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: Dena Comley

Seconded by: Jeff Atkinson

THAT the Committee of the Whole Minutes dated March 24, 2026 be accepted as presented.

CARRIED

5. DELEGATIONS/PRESENTATIONS

None

6. REPORTS

1. Loader Procurement (Communication 137022)

Moved by: Toby Randell

Seconded by: Jeff Atkinson

THAT Council approve waiving procurement policy provisions and award the contract for the supply of a new Loader with Plow accessories to Hartington Equipment in the amount of \$377,450+HST through an invitational solicitation process.

CARRIED, CONSENT

2. 2026 BIA Budget (Communication 137023)

Moved by: Jeff Atkinson

Seconded by: Dena Comley

THAT Council approve the 2026 Operating Budget for the Carleton Place Downtown Business Improvement Area (BIA); and

THAT the levy portion of the Operating Budget for the BIA in the amount of \$177,160 be approved; and

THAT the Treasurer be authorized and directed to prepare the requisite By-law pursuant to Section 208 of the Municipal Act, 2001, to levy the 2026 BIA Budget; and

THAT the following schedule of payments for 2026 be approved:

- April \$86,697
- June \$90,463

CARRIED, CONSENT AND BY LAW PREPARED

3. Community Improvement Plan Amendment (Communication 137024)

Moved by: Linda Seccaspina

Seconded by: Dena Comley

THAT Council pass a by-law to amend the Town's Community Improvement Plan (By-law 53-2022) as presented in the Director of Development Services' Report dated April 7, 2026.

CARRIED, BY LAW PREPARED

4. DP3-01-2026 - 455 McNeely Avenue (Communication 137025)

Moved by: Toby Randell

Seconded by: Jeff Atkinson

THAT the Committee of the Whole hereby authorize the approval of application DP3-01-2026 for the property known as 455 McNeely Avenue, legally described as Beckwith Con 11 Pt Lot 16 RP 27R7378 Parts 5, 7, 10 and 16 RP 27R8552 Part 2; Town of Carleton Place); and

THAT the Committee direct Staff to issue a Development Permit in accordance with Section 2.24 of Development Permit By-law 15-2015.

CARRIED

5. Centennial Park Concept Plan (Communication 137026)

Members identified the accessible beach access, the boardwalk, and a trail connection throughout the Park and to the adjacent O-Kee-Lee Park Trail as the top priorities, and agreed that these components should be costed before any additions are considered. Additional elements such as an accessible washroom, water bottle filling station, accessible change huts, and a half-court basketball court may be explored following receipt of the initial costing.

Staff will also ask the consultant for a bocce ball replacement suggestion.

Moved by: Jeff Atkinson

Seconded by: Linda Seccaspina

THAT Council receive as information the report from the Manager of Recreation and Culture dated April 7, 2026 providing conceptual options to improve Centennial Park; and

THAT staff obtain costing from the consultants for the identified base components of the park improvements; and

THAT Council authorize up to an additional \$10,000 to be funded by Development Charges for investigating and costing the boardwalk component of the design.

CARRIED, CONSENT

6. CAO’s Report – Delegated Authority (Communication 137027)

Moved by: Jeff Atkinson
Seconded by: Dena Comley

THAT Council receive as information the CAO’s Delegated Authority Report dated April 7, 2026.

CARRIED, CONSENT

7. NEW/OTHER BUSINESS

None

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

Moved by: Jeff Atkinson
Seconded by: Linda Seccaspina

THAT the following minutes be received:

- Lanark County OPP Detachment Board, February 18, 2026
- Urban Forest/River Corridor Committee, February 25, 2026

CARRIED

9. INFORMATION LISTING

- Ministry of Transportation, Notice of Study Commencement - Micro-Surfacing of Highway 7
- Eastern Ontario Wardens Caucus, March 2026 Newsletter

Moved by: Toby Randell
Seconded by: Linda Seccaspina

THAT the Information Listing dated April 7, 2026 be received.

CARRIED

10. ADJOURNMENT

Moved by: Dena Comley

Seconded by: Linda Seccaspina

THAT the meeting be adjourned at 7:17 p.m.

CARRIED

Deputy Mayor Andrew Tennant

Stacey Blair, Clerk