



**SMITHS FALLS**

**RISE AT THE FALLS**

**THE CORPORATION OF THE TOWN OF SMITHS FALLS**

**COMMITTEE OF THE WHOLE MEETING**

**MEETING MINUTES**

July 22, 2024, 5:00 p.m.  
Council Chamber, Town Hall

Members Present: S Pankow, Mayor  
J Brennan, Councillor  
C McGuire, Councillor  
P McKenna, Councillor  
J Miller, Councillor  
D Quinn, Councillor  
S Robinson, Councillor

Staff Present: M Morris, Chief Administrative Officer  
K Costello, Clerk  
S Clark, Director of Community Services  
M Elmsley, Planning Clerk  
R Grant, Planner 1  
P Dowber, Director of Corporate Services/Treasurer  
J Crowder, Manager of Economic Development & Tourism

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**1. LAND ACKNOWLEDGEMENT**

Chair McKenna read the Land Acknowledgement.

**2. CALL TO ORDER**

The Chair called the meeting to order at 5:02 PM

**3. APPROVAL OF AGENDA**

Moved by S Robinson

Seconded by J Miller

THAT the July 22, 2024 Committee of the Whole Meeting Agenda be approved as circulated.

Carried

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

**5. APPROVAL OF MINUTES**

Moved by J Brennan

Seconded by J Miller

The Minutes of the July 8, 2024 Committee of the Whole Meeting be approved as circulated.

Carried

**6. DELEGATIONS**

**7. CAO/DIRECTORS VERBAL REPORTS**

S Clark, Director of Community Services

The natural playground is being installed at the Child Development Centre at St Francis School. Thanked the school, school board and all involved to bring this project to completion.

IPE has selected a contractor for the demolition of the old Water Treatment Plant with the hope of starting in the Fall.

Staff have started the process of putting ice back in at the community centre. Arena to open on August 6th. Walking concourse is operational. Hours are posted for the walking concourse.

Healing Circle project on Duck Island is underway. Official opening to take place in September.

BBQ in Alexandria Park this Friday. Hoping residents will come out and share their ideas for use of this space. Residents can also email the department if they are unable to attend.

P Dowber, Director of Corporate Services/Treasurer

The Asset Management Plan presentation is planned for August 26th Committee of the Whole. Spoke to Ministry representative and they are receptive with extending the July 1st deadline.

Staff working with auditors regarding the timing of the 2023 audit. KPMG is booked so we are looking at September for the audit and October/November for their presentation. They have been advised of our timelines for future audits.

**8. COMMITTEE OF THE WHOLE CONSENT REPORTS**

**9. IN CAMERA/CLOSED SESSION**

**9.1 Personal Matter (K Costello)**

Moved by D Quinn

Seconded by J Brennan

THAT Council of the Corporation of the Town of Smiths Falls, as provided in Section 239 (2) (b) of the Municipal Act 2001, as amended move into a closed meeting at 5:13 p.m. to discuss a personal matter about an identifiable individual.

Carried

Moved by J Brennan

Seconded by D Quinn

THAT Council revert back into open session at 5:16 p.m.

Rise and Report: Council discussed a committee appointment. To be added as a Priority Item.

Carried

**10. PRIORITY ISSUES/REPORTS**

**10.1 Public Arts Master Plan Report 2024-83 (J Crowder)**

J Crowder reviewed Report 2024-83 and noted that she is recommending three bylaws:

1. bylaw to adopt the Smiths Falls Public Arts Master Plan;
2. bylaw to adopt the Public Arts Policy;
3. bylaw to adopt the Terms of Reference for the Public Arts Advisory Committee

J Crowder noted that the plan recommends that dedicated funds be allocated to support new public art initiatives and future maintenance through the establishment of a Public Arts Reserve and suggested an annual allocation of up to 1% of the tax generated revenues. Based on current tax revenues, 1% is estimated at approximately \$190,000.

J Miller noted that she would prefer to defer this item and have staff prepare an action plan. J Crowder advised that this is what the advisory committee is supposed to do.

P McKenna was happy to see the master plan and knows there is a lot of work still to do. Terms of Reference for the committee will be very important. Nice to know what should/should not be invested in when it comes to art. Would like to see approved before budget discussions. Asked how we will deal with donations of artwork as we may not necessarily want it. J Crowder to look at donation policy to dictate what we will take and what we will not take.

J Brennan noted his concern with the budgetary ask of 1% and why this would not come from the Economic Development. J Crowder noted that staff researched other municipalities. Maintenance of art is not inexpensive. J Brennan requested the names of the municipalities and that he is not supporting the 1% as it does not reflect reality in Smiths Falls.

C McGuire advised that he feels the 1% is a good target but it needs to be funded or come from Economic Development budget - not from tax base.

J Crowder cautioned that it could come out of Economic Development budget, but that operating budget would have to be increased. Chamber of Commerce already gets half the tourism budget.

S Pankow also noted his reluctance to commit to 1% of tax revenue for public art. There are opportunities for grants but understands we need some money to leverage funding. Would like a more wholesome discussion about budget.

J Crowder noted that the report denotes up to 1%. M Morris noted that the financial piece could be sorted out if Council is receptive to plan.

S Robinson expressed the need for a policy as we need to start somewhere. Has an issue with the 1% and requested that other ways to get funding be undertaken. Private sector involvement can lead to more creativity and less red tape.

D Quinn was not receptive to 1% but liked idea of public involvement. Not supportive as is.

S Pankow advised he is prepared to move ahead but not the 1% amount. Receptive to proceeding with the advisory committee. Need people to guide us.

J Brennan advised he is also receptive to move forward if the funding piece is removed.

ACTION: Interest in a public arts master plan. Consensus with moving forward and adopting a vision using an advisory committee. Not approving any budget. To be brought forward to the next meeting of Council with the budgetary item being removed.

**10.2 Street Naming By-Law & Bellamy Farm Subdivision Phase 3 Report 2024-084 (M Elmsley)**

M Elmsley reviewed the Report 2024-084. The recommendation is for Council to direct staff to conduct the review and notification process regarding the following proposed street names in the Bellamy Farm Phase 3 Subdivision: Agnes Craine Drive (or “Agnes” Drive) and Mansfield Terrace. Having the street names will help the developer move forward.

ACTION: Council to review the refreshed street naming bylaw. Mansfield Terrace approved. Dr. Agnes Crain was supported. Staff to proceed to review and notification process.

**10.3 Programming/Event Plan for the New Town Square Report 2024-52 (S Clark)**

S Clark reviewed Report 2024-52. The Downtown Business Association and the Library were consulted. This would finalize the Strategic Initiative 6.6 – Develop a programming/Event Plan for the New Town Square.

ACTION: Supported. Minor wording to be made regarding ineligible events. Bring forward to the next meeting of Council.

**10.4 Old Home Week Drone Show Report 2024-079 (S Clark)**

S Clark reviewed Report 2024-079 and requested that Council approve the procurement related to a drone show during Old Home Week, 2025 from NorthStar Drone Shows in the amount of \$40,000 exclusive of net HST. This is a marquee event. Three quotes were received. The Old Home Week Committee is recommending that NorthStar Drone Shows be secured as the service provider based on their expertise, their roster of completed events, and their cancellation guarantee that would allow rescheduling in the event of inclement weather.

ACTION: Supported. To be brought forward to next meeting of Council.

**10.5 Pre-Budget Approval, Spirit of the Drum Pow Wow 2025 Report 2024-082 (S Clark)**

S Clark reviewed Report 2024-082 and asked Council to approve the pre-budget allocation of \$65,000 for the 2025 Spirit of the Drum Pow Wow. This to ensuring planning and execution of the 2025 event. P McKenna noted that \$65,000 is the top end. It could be less if more funding comes in.

S Pankow advised that the group is getting funding from other sources for 2025 as well. Need to acknowledge that mistakes were made for 2024. A lot of performers and organizers were let down. There were miscommunications when the 2024 event was cancelled.

ACTION: Supported. Bring forward to this evening's meeting of Council.

**11. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES**

**12. INFORMATION LISTING/CORRESPONDENCE ITEMS**

**12.1 Tay Valley Township Resolution – June 18th, 2024**

ACTION: For information only.

**12.2 Municipality of Tweed Resolution-July 9, 2024**

ACTION: For information only.

**12.3 Township of Rideau Lakes Resolution - May 27, 2024**

ACTION: For information only.

**13. IN CAMERA/CLOSED SESSION**

**13.1 Personal Matter (S Pankow)**

Moved by J Brennan

Seconded by S Robinson

THAT Council of the Corporation of the Town of Smiths Falls, as provided in Section 239 (2) (b) of the Municipal Act 2001, as amended move into a closed meeting at 6:10 p.m. to discuss a personal issue about an identifiable individual.

Carried

Moved by J Brennan

Seconded by S Robinson

THAT Council revert back into open session at 6:50 p.m.

Rise and Report: Council discussed a personal issue. Direction given.

Carried

**14. NOTICE OF MOTIONS**

**15. ADJOURNMENT**

Moved by J Brennan

Seconded by S Robinson

THAT the Committee adjourn its proceedings 6:52 p.m. and stand so adjourned until the next duly called Committee meeting.

Carried

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Mayor

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Clerk