

# 2025

# ANNUAL REVIEW

Carleton PLACE



## MAYOR

**TOBY RANDELL**  
**613-257-6206**  
**TRANDELL@CARLETONPLACE.CA**



At the beginning of this term, Council set out a clear strategic plan with defined priorities, a disciplined approach to decision-making, and a commitment to follow through. With the exception of one (1) item that was deliberately removed, that plan has been completed. Along the way, we have advanced critical studies, updated our planning framework, invested in core infrastructure, and supported steady, managed growth. These outcomes did not happen by chance. They reflect a Council and staff team focused on service delivery, long-term planning, and fiscal responsibility—doing the work that needs to be done and always keeping our community at the centre of every decision.

Our progress is visible in the physical and social fabric of our community. This term, we celebrated 11 grand openings and ribbon cuttings.

The Town has been able to secure 59 provincial and federal grants since 2019, totaling approximately \$60.2 million. This proactive strategy was continued through 2025, where we successfully navigated eight (8) distinct grant programs to inject \$7.43 million back into local priorities.

Beyond the balance sheet, we remain dedicated to the quality of life that defines our Town. We have maintained a steady investment in recreation and culture, completing essential park upgrades and delivering a diverse calendar of community events. From the energy of Jammin' at the Junction and Winterfest to our hallmark Canada Day and Pumpkinfest celebrations, these initiatives do more than entertain; they create a sense of liveliness and community necessary for a thriving municipality.

Finally, our commitment to steady, managed growth is reflected in our residential sector. Through the successful progression of developments like McNeely Landing and Coleman Central, we are ensuring that our housing stock expands responsibly, meeting the needs of current and future residents while adhering to our long-term planning framework.

As we look ahead, including into an election year, our focus does not waiver. We will continue to invest carefully in recreation, infrastructure, and essential services while positioning the Town for future growth and resilience. Record levels of grant funding, major infrastructure projects now underway, and continued reinvestment in parks, facilities, and culture demonstrate a municipality that plans ahead, lives within its means, and remains accessible and accountable to the people it serves. Our group is about building a community that works today and is prepared for tomorrow.

# CHIEF ADMINISTRATIVE OFFICER

**DIANE SMITHSON**

613-257-6255

DSMITHSON@CARLETONPLACE.CA



2025 was another busy year for the Town of Carleton Place. Whether undertaking studies, completing capital works, assisting with other projects or applying for grant funding, there is no doubt that the work undertaken by Council and staff will benefit the Town and its residents in and for the long-term. A brief review of some of the more notable activities are outlined below:

## **Studies to Plan for the Future of Carleton Place include:**

- A Transit Feasibility Study was completed by Parsons Consultants. Through responses received through public and stakeholder engagement, discussions with Town staff and a review of the alternative transit approaches, the recommended solution was to implement a single hybrid transit solution that comprises two components: a regional express commuter transit route to Ottawa Monday to Friday during peak periods that would transition to local on-demand service during off-peak periods within the Town's boundary which would operate six (6) days a week Monday to Friday: 9:30 a.m. to 4:00 p.m. and 7:00 p.m. to 10:00 p.m. and Saturdays from 8:00 a.m. to 10:00 p.m. No decisions were made by Council at this time regarding the recommended transit solution.
- The Town's comprehensive Official Plan (OP) received final approval by the Ontario Land Tribunal after it was appealed in 2024 by three (3) parties. For context, the Official Plan review offered an opportunity for the community to pause and reflect on how the Town's current Official Plan had been implemented to date and assess if the goals and objectives of the Plan are still reflective of the local interest. It also provided the chance to evaluate whether or not the policies are effective in regulating and guiding development as originally intended.
- The Town adopted a new Development Permit By-law No. 53-2025 to repeal and replace By-law 15-2015, the Town's current Development Permit By-law. The intent of the new By-law is to have an up-to-date Development Permit System that is in alignment with the most recent land use planning trends, standards of the development industry, and to ensure consistency and conformity with updated legislation. The new Development Permit By-law was appealed to the Ontario Land Tribunal (OLT) so it is not in effect at this time. It is anticipated that the OLT hearing will not take place until later this year.
- The Development Charge Background Study, consistent with the provisions of the Development Charges Act (DCA), was finalized in 2025 by the passing of By-law 09-2025 on February 18th, 2025. The Study and By-law, completed by Watson and Associates Economists Limited, saw development charge rates increase significantly, i.e., for single and semi-detached dwellings, from \$17,057 to \$39,549 per new residential unit. The purpose of the Study is to provide funds that will allow the Town to finance capital works required for development and permit the Town to grow on a financially sound basis.
- The Town met its final milestone under Ontario's Asset Management Regulation 588/17 by the imposed July 1st, 2025, deadline. PSD Citywide was retained by the Town to assist with the work associated with this milestone, which required municipalities to have an approved asset management plan for all municipal infrastructure assets that builds upon previous requirements and specifically includes an identification of proposed levels of service, what activities will be required to meet proposed levels of

# CHIEF ADMINISTRATIVE OFFICER - CONTINUED

service, and a strategy to fund these activities. The results of the 2025 update were that the Town owns infrastructure assets with a total replacement value of \$562 million. An analysis of current conditions shows that 65% of assets are in Fair condition or better. To guide decision-making, the Town has begun integrating tools such as risk management, which will support project prioritization and enable the Town to select the right intervention at the right time for the right asset.

## Major Capital Works

The significant projects undertaken in 2025 included:

- Beginning the construction of the expansions of the Town's Water and Wastewater Treatment Plants – the largest projects in the Town's history at an estimated cost of \$145 million. These projects are being constructed by ASCO Construction Ltd. and are estimated to be completed by spring 2028. These projects will allow the Town to grow to 25,000 population.
- Upgrades to the Findlay Street, Industrial Avenue and Princess Street Pumping Stations which pump sewage to the Town's Wastewater Treatment Plant.
- Beginning the construction of Captain A. Roy Brown Boulevard south of Highway 7, between McNeely Avenue and Highway 15. This project will be completed in 2026.
- Significant road works on Ann Street, Bennett Street, Brown Street, Down Street, Duncan Street and Grant Street.
- Upgrades to the servicing across McNeely Avenue which will allow development to occur in the area bounded by Franktown Road, McNeely Avenue, Coleman Street and Highway 7.
- Upgrades to the McLaren Ball Diamond fencing
- A new multi-use path on the south side of Cavanagh Road east of McNeely Avenue

## Grant Funding

In my previous annual messages, I have highlighted the Town's ability to access Federal and Provincial grant funding to help pay for some of the projects the Town is undertaking. Since 2019, Town staff have made a concerted effort to apply for grant funding wherever possible. While not every application submitted has been approved, the efforts have been paying off. From 2019-2025, the Town has been successful in receiving 59 provincial and/or federal grants totalling approximately \$60.2 million. In 2025, the Town received funding under eight (8) different grant programs totalling \$7.43 million.

## Communications

The Town uses various means to provide information to its residents and businesses i.e. Facebook, CP Scoop e-newsletter, Town's website, electronic signs at Market Square and the Fire Hall and the television screens in our facilities. If you haven't signed up to receive the Town's CP Scoop newsletter which provides updates about municipal programs and services, election information, construction updates, upcoming events, waste collection information, notices of public meetings, and more, please do so by providing your email address at the following link on the Town's website: <https://carletonplace.ca/cp-scoop>

In addition, I am encouraging residents to sign up for Virtual Town Hall to receive their water and tax bills electronically <https://carletonplace.ca/town/municipal-services-info/virtual-town-hall>. The recent Canada Post strike highlighted how our mail service is disrupted during a strike. Also, the recent postage increase is adding significantly to the cost of mailing these bills. One (1) way the Town can save costs is for residents to sign up to receive their bills from the Town electronically.

The future of Carleton Place continues to be bright. I am excited to be part of its future, working alongside Council and the Town's hardworking staff to ensure the community grows in a managed and sustainable manner.

## DEVELOPMENT SERVICES

Carleton Place sustained its development momentum throughout 2025, strategically prioritizing significant capital infrastructure upgrades to accommodate future growth and enhance the quality of life for all existing and incoming residents.

### **Building**

The Building Department issued 263 permits in 2025, representing a 16.4% increase from the prior year and back in line with the Town's 10-year average of annual permit activities. Total construction value of the works totalled a monumental \$55 million for the second year in a row.

Despite the increase in overall permit activity, the number of residential dwelling units constructed reached a 5-year low of 112 new units. Construction activity of a significant number of apartment dwelling units continued from permits filed in previous years, with occupancy issued for the first of three (3) buildings in the Johanne's Garden community at 277 Coleman Street and Phase 1 of the McArthur Island development at 150 Mill Street.

Carleton Place residents also likely noticed new building activity in the first phase of the McNeely Landing subdivision on the south end of McNeely Avenue. Within the first six (6) months of development, the site has sold almost 50% of homes, with future phases of the site anticipated to come online in 2026.

With continued population growth in the community comes significant investment in new commercial and service construction. With the shell already approved, the Town received fit-up permits for several new medical services at the Carleton Place Regional Health Hub at 22 Costello Drive, including a new medical laboratory, physiotherapy services, hearing centre, orthotics and prosthetics clinic, counselling and psychotherapy clinic, pharmacy, optician, and a café.

### **Engineering**

Carleton Place's 2025 infrastructure efforts saw significant advancements in capital works and residential expansion. Progress on the Captain A. Roy Brown Boulevard and McEachen Drive construction reached 33% completion following the tender and commencement of the project. Essential utility upgrades were also finalized with the successful tender and construction completion of the sewer upsizing project, which involved replacing a main under the Independent Grocer and crossing McNeely Avenue. Residential planning progressed substantially with the final Council approval of the Franktown Road Neighbourhood Secondary Plan. Furthermore, the groundwork for new housing accelerated as subdivision agreements were executed and servicing was completed for the McNeely Landing and Coleman Central Phase 2 subdivisions, and servicing commenced for the third phase of the Mississippi Shores Subdivision. Infrastructure capacity was enhanced by the commissioning of over 1.5 kilometers of new municipal watermain, and the Town formally accepted three (3) completed subdivisions: Munro Street, Carleton Crossing, and Miller's Crossing.

## DEVELOPMENT SERVICES - CONTINUED

### Planning

This year, the Planning Department managed a highly intensive workload, successfully processing a total of 38 Planning Applications over the first 45-week period of the year, averaging one (1) application every six (6) working days. This significant output included 16 Class 1, five (5) Class 1A, 12 Class 2, and two (2) Class 3 Development Permits. Crucially, the department also completed three (3) full-scale Development Permit Amendments and successfully finalized the repeal and replacement of the Development Permit By-law, establishing a comprehensive framework that will govern future development and construction within the municipality.

The Town of Carleton Place was awarded over \$5.6 million through the federal Housing Accelerator Fund (HAF) to accelerate the construction of 168 homes over three (3) years, with a goal of spurring 934 homes over the next decade. The Town's commitment to the HAF involved the implementation of seven (7) specific initiatives focused on streamlining processes, removing regulatory barriers, and promoting affordable and "missing-middle" housing options.

The following significant changes have been completed within the first year of the program by the Town as part of its HAF action plan:

Initiative	Summary of Action/Completion
Ending Exclusionary Zoning	Implementation of Municipality-wide Four Units As-of-Right Zoning, allowing up to four residential units on a lot in low-density neighborhoods without the need for restrictive rezoning.
Comprehensive Fees Review	A full review of the development fee structure to streamline the process, reduce overall costs of growth, and specifically encourage affordable and missing-middle housing.
Streamlining Approvals	Adoption of a Community Planning Permit By-law (or work towards a new Development Permit By-law) to simplify and expedite the development approvals process.
Cloud-Based Planning Software	Transition to a cloud-based e-permitting system for planning applications, set to launch in 2026, to reduce processing time and paperwork for developers.
Intensification Planning	Advancing the Franktown Road Neighbourhood Secondary Plan to facilitate higher-density development in key growth areas.
Residential Integration	Expanding as-of-right residential permissions within Highway District Lands along key corridors to increase housing density options.
Partnership Focus	Established an Affordable Housing Working Group and prioritized collaboration with Private and Non-Profit Housing Providers, dedicating funds from the HAF grant to support non-profit affordable housing projects.

# CLERK'S DEPARTMENT



## By The Numbers 2025 (and changes from 2024)

- Parking Tickets Processed: 1277 (increase of 454)
- Deaths Registered: 342 (increase of 38)
- Marriage Licences: 280 (increase of 122)
- Lottery Licences and Amendments: 44 (decrease of 19)
- Vendor Permits: 10 (decrease of 11)
- Freedom of Information Requests Filed: 8 (decrease of 6)
- Taxi Driver Licences: 15 (increase of 5)
- Refreshment Vehicle Licences: 10 (no change)
- Hen Licences: 8 (decrease of 1)
- Taxi Operator Permits: 3 (increase of 1)

## Policy Activities

### Multi-Year Accessibility Plan 2025-2030

As required by provincial legislation, the Clerk's Department created the Town's 2025–2030 Multi-Year Accessibility Plan to ensure municipal spaces, services, and information are inclusive for all residents. Developed in collaboration with the Accessibility Advisory Committee and public input, the plan outlines clear goals and actions to remove barriers. It will guide the Town's efforts over the next five (5) years toward building a more accessible and welcoming community.

### Administrative Monetary Penalty System

In 2025, the Clerk's Department introduced a new Administrative Monetary Penalty System (AMPS) to make resolving by-law violations simpler and more convenient for residents. Through AMPS, individuals can request a review of their penalty by an independent hearing officer, ensuring a fair and transparent process. This system allows By-law violations to be handled quickly and locally, rather than through the court system, making it faster and more accessible for everyone in the community.

### 2026 Municipal and School Board Elections

2026 is a municipal election year across Ontario. The nomination period for candidates opens on May 1st and closes on August 21st. In Carleton Place, voting will once again take place by internet or telephone. Help Centres will be available throughout the voting period, which runs from 9:00 a.m. on October 19th to October 26th at 8:00 p.m.

The current term of Council will conclude on November 14th, with the inaugural meeting of the new Council scheduled for November 17th.

## PUBLIC WORKS

2025 was another productive year for the Public Works Department in completing both capital and operational projects. The 2025 road reconstruction program focused on Grant Street, Bennett Street, Ann Street, Brown Street, Down Street, Duncan Street, and Charles Street, from Emily Street to Lake Avenue West, with new granular bedding, asphalt, and curb and sidewalk replacement/repairs. The 2025 road overlay program included Dufferin Street from Townline Road West to McKenzie Street, and St. Paul Street, from William Street to Townline Road East. The intersection of Coleman Street and Franktown Road was reconfigured to create left-turn lanes on Coleman Street. This has greatly improved traffic flow through this busy intersection.

Work on the much-anticipated Water Treatment Plant (WTP) and Wastewater Treatment Plant (WWTP) expansions got underway in 2025. The successful contractor, ASCO Construction, has begun construction of the new headworks building and Rotary Drum Thickener building at the WWTP, and on relocating buried infrastructure at the WTP. The remaining buildings and the new clearwell are to begin construction in 2026. These projects are multi-year projects that will reach substantial completion in 2028. They are primarily funded from Development Charges and a \$35M grant received through the Housing-Enabling Water Systems Fund for the WWTP, and will provide capacity for growth for the next 20 years.

The reconstructions of the Findlay Street Pumping Station, Princess Street Pumping Station, and Industrial Avenue Pumping Station began construction in the summer of 2025, with final commissioning expected in February of 2026. Landscaping work will be completed in the spring of 2026. The Ontario Clean Water Agency (OCWA), on behalf of the Town, also undertook additional lifecycle repairs on the instrumentation at the Carlgate, Mississippi Quays and Westview Heights pumping stations. The last of the lifecycle repairs to the hatches and ladders at these stations will be completed in 2026.

A new waste collection agreement entered into with Emterra Environmental in 2024 will begin in January 2026. The new contract will see the redistribution of collection areas to a 5-day, Monday to Friday collection schedule to create efficiencies and save on costs. Notifications were sent by Emterra to all residents impacted by the schedule change. The compost yard was also relocated to the Bates Avenue Public Works Yard in advance of the WWTP expansion works and has improved the material drop-off experience from the former location on Patterson Street.

Work on upgrading our aging streetlight system to an LED system continued in 2025 on the south side of the river. Due to the age of our system and the nature of the wiring, Ottawa River Power Corporation, in coordination with Hydro One, systematically began upgrading our lighting system with the elimination of the antiquated power control system that depended on old relays and switches in favour of direct connection of each light to the power supply. This work provides a more dependable streetlight network that is less susceptible to large area outages and is saving the Town greatly on electricity and maintenance bills. Work is anticipated to be completed in 2026.

Public Works staff oversaw the lifecycle replacement of the last section of watermain on Judson Lane, all the way to the watermain on Judson Street. A multi-use pathway was also constructed by Public Works staff on the south side of Cavanagh Road between Hooper Street and McNeely Avenue.

# TREASURY DEPARTMENT

## Asset Management Plan

In an effort to ensure that municipal infrastructure is not degrading faster than it is being repaired or replaced, thereby putting services at risk, the Ontario Government implemented the Asset Management Planning for Municipal Infrastructure Regulation, Ontario Regulation 588/17, effective January 1st, 2018. The goal of this regulation is to help improve the way municipalities plan for their infrastructure. It identified four (4) annual milestones for municipalities to reach in terms of their progress. Once finalized, the Asset Management Plan will enhance decision-making, build resiliency, and strengthen the Town's service delivery.

The Town retained PSD Citywide to update its Asset Management Plan (AMP) in accordance with the July 1st, 2025, requirements of O. Reg 588/17. By July 1st, 2025, municipalities were required to have an approved AMP for all municipal infrastructure assets that identifies proposed levels of service and the cost of maintaining those levels of service. The Town completed its 2025 requirements with the update identifying the Town's average annual capital requirement being \$13.5 million. The Town is currently committing \$8.9 million towards capital projects or reserves per year, leaving a funding gap of \$4.6 million. Work on the Town's AMP will continue with the Asset Management Steering Committee in 2026, which will include goals set out in the 2025 plan, and preparation for the annual review to be completed by July 1st, 2026. This annual review will address the progress in implementing the asset management plan, factors impeding the ability to implement the plan, and strategies to address any setbacks.

## By the Numbers

There is no doubt the Town is growing, and the numbers don't lie. Below is a summary of Treasury statistics:

- 12,316 tax bills were issued in 2025, up from 12,138 in 2024; 60% (3,692) of those tax bills were emailed
- 22,880 water bills were issued in 2025, up from 22,414 in 2024; 60% (13,707) of those water bills were emailed.
- Total assessment grew from \$1,887,480,500 in 2024 to \$1,936,280,000 in 2025; an increase of \$48,799,500.

## Virtual Town Hall

Residents can view tax and utility accounts online and set up pre-authorized payments for money owing to the Town through Virtual Town Hall (VTH). Since the system was launched in 2022, the number of accounts has grown from 275 to 1,844 in 2025. Set up your account on the Town's website <https://carletonplace.ca/town/municipal-services-info/virtual-town-hall>

# PROTECTIVE SERVICES

## Carleton Place Fire Department

The Carleton Place Fire Department (CPFD) provides fire prevention and public education, fire suppression, interior search and rescue, land-based water and ice rescue, automobile extrication, and tiered medical response in conjunction with Lanark County Paramedic Services. We are dedicated to enhancing public safety by protecting life, property, and the environment through public education, fire prevention, and excellence in emergency response. We celebrated 150 years of service to Carleton Place in 2025 and are very proud to continue to serve our wonderful community.

Our Fire Prevention Division works diligently to meet the provincial mandates for request, routine, and complaint inspections. In 2025, staff conducted 456 Fire Safety inspections throughout our community, ensuring buildings met the regulations under the Ontario Fire Code. Working with property owners to meet compliance with the Fire Code is our priority.

Our Firefighters responded to 290 emergency calls in 2025, which continues the steady rise in calls we've seen for the last few years. Those calls range from structure fires to car accidents and everything in between. We also work with neighbouring municipalities through automatic and mutual aid agreements, answering the call whenever we are needed.

Firefighters attend monthly training to keep up to date on their skills, allowing them to be ready for any emergency they are called to. Public education is, as always, a key component of what we do here at the CPFD. Regular collaborations with local businesses during Fire Prevention Week, hall tours, school visits, and special events help us to keep Carleton Place fire-safe!

Callouts in 2025 reached a record number of 337 when we totaled emergency calls, training and public education events. The time commitments are remarkable, but the reward is worth it! We are very proud of our Firefighters' dedication to the Town of Carleton Place, and we thank their families and employers for their continued support.



# PROTECTIVE SERVICES - CONTINUED

## **Municipal Law Enforcement Officer Services**

Municipal Law Enforcement is carried out by a small but dedicated team of Town of Carleton Place Municipal Law Enforcement Officers (MLEO). The MLEO are responsible for administering and enforcing the various regulatory by-laws of the Municipality which includes complaints, parking enforcement, boat launch monitoring and property standards enforcement.

As Carleton Place grows, Officers continue to work to educate new residents and businesses about our by-laws and any changes to them. Officers also work with other Town departments regularly to ensure that by-laws are followed which can include dogs off-leash, illegal dumping, and parking in fire lanes.

Anyone who wishes to register a complaint or report a by-law violation should call 613-257-5688 with the pertinent information. Animal control enquiries should be directed to our Animal Control contractor at 613-809-7048. Information on various by-laws is available either from the municipal website [www.carletonplace.ca](http://www.carletonplace.ca) or from the Clerk's office.

## **Crossing Guards**

The Town of Carleton Place has five (5) permanent and two (2) spare on-call Crossing Guards. They direct or escort pedestrians at designated Carleton Place intersections every morning and afternoon when the school bells ring. These guards are out in -35 below temperatures, rain, snow, dust and heat. They risk putting themselves in danger and deal with aggressive motorists. Please pay attention to their signals and help keep kids safe.

The Crossing Guard program in Carleton Place is funded by the Town and managed and administered by the Director of Protective Services. Crossing Guards receive annual training to ensure they are equipped with the best knowledge to protect our children's safety. If you are interested in joining the crossing guard team and making a difference in our community, check the employment opportunities page on the Town's website for more information.

## **Emergency Management**

The Emergency Management Division of Protective Services is responsible for ensuring the Town of Carleton Place is prepared for emergencies and also able to recover from them. It takes a collaborative effort between all Town departments and divisions, external organizations, businesses, community groups and residents to be prepared. Staff and external agencies meet, train, and conduct tabletop exercises so that the Town can respond quickly and efficiently when emergency events occur.

While staff work hard behind the scenes to prepare for emergencies, we ask residents to do the same. We encourage everyone to gather a 72-hour emergency kit with essentials to keep you safe for three (3) days in an emergency situation. Discuss an emergency plan with your family so everyone is on the same page if the unexpected happens. Check on elderly and vulnerable neighbours if you can. Remember: emergency preparedness is everyone's responsibility.

# CHILDCARE SERVICES



2025 was another busy and successful year for the Carleton Place Childcare Services. We provided care for approximately 500 families between both our locations: 3 Francis Street and our Carambeck School-Age location.

We continued our participation in the Canada-Wide Early Learning and Child Care (CWELCC) Agreement, which has helped reduce fees and make childcare more affordable for parents and caregivers.

Throughout the year, we saw several improvements at both locations. At Francis Street, all existing sheds received a facelift, and enhancements were made to our security system. Kitchen upgrades were completed at both sites, and new comfortable furniture was added at the Carambeck location. We also invested in new toys and equipment to support Ontario's curriculum, *How Does Learning Happen?*

The Carambeck location hosted another highly successful Summer Camp, offering engaging activities and meaningful experiences for children throughout the summer months.

In the fall, our Francis Street location participated in our annual full fire evacuation drill, made extra special by a visit from our friend Sparky from the Carleton Place Fire Department.

Our dedicated staff generously volunteered their time to participate in this year's Santa Claus Parade, "Merry and Bright," where we proudly won the award for Overall Crowd Favourite.

During the holiday season, the generosity of our Carambeck and Francis Street families helped us collectively donate 887 pounds of food to the Hunger Stop—surpassing our previous records.

Our Christmas photo fundraiser continues to be a favourite among families, capturing memories that will be cherished for years to come. Funds raised support yard enhancements, toys, and equipment. Santa also made a special pre-Christmas visit to see all our little friends, with mixed (and memorable!) reactions from the children.

Looking ahead, we will continue to provide high-quality, safe, and nurturing environments for children in our community. We are excited to host Mighty Machines once again on June 6th, an event that is always a huge success thanks to the dedication of our staff volunteers.

Finally, we will be saying goodbye to our Manager of Childcare, Tracey Friell, as she begins her well-deserved retirement. We wish Tracey all the best in her next chapter and thank her for her many years of leadership and dedication.



# CARLETON PLACE PUBLIC LIBRARY

2025 was a year of transformation at the Carleton Place Public Library. With new team members, a revitalized program lineup, and an update to the Interlibrary Loan system, the library became more visible and accessible to everyone in our community.

## **Programs That Brought People Together**

From crochet workshops to technology and photography classes, Red Cross and Language Express visits, to hands-on robotics and science activities for kids, our programs were fresh, practical, and fun. Well-loved programs such as the 3rd Annual Mini Maker Craft Fair brought crowds to the library while a special visit from Parrot Partners reminded us that new and unique programs could become favourites just as easily.

## **Meeting You Where You Are**

Our programming team connected with residents across Carleton Place and Beckwith at events like Teen Expo, EarthFest, CP Sign Up Night, Beckwith Heritage Days, and Welcome to Kindergarten sessions –engaging with close to 1,000 neighbours. These events helped us share services tailored to individual needs, from early literacy to volunteering and much more. It was exciting to engage with so many people in different ways.

## **A Better Way to Borrow From Anywhere**

Changes to the Interlibrary Loan system in 2025 made it possible for patrons to place their own requests online. Despite Canada Post service disruptions that temporarily paused shipments, we loaned more than 1,000 items to other libraries and brought in a similar number for our own readers.

## **Welcoming New Cardholders – And New Ways to Borrow**

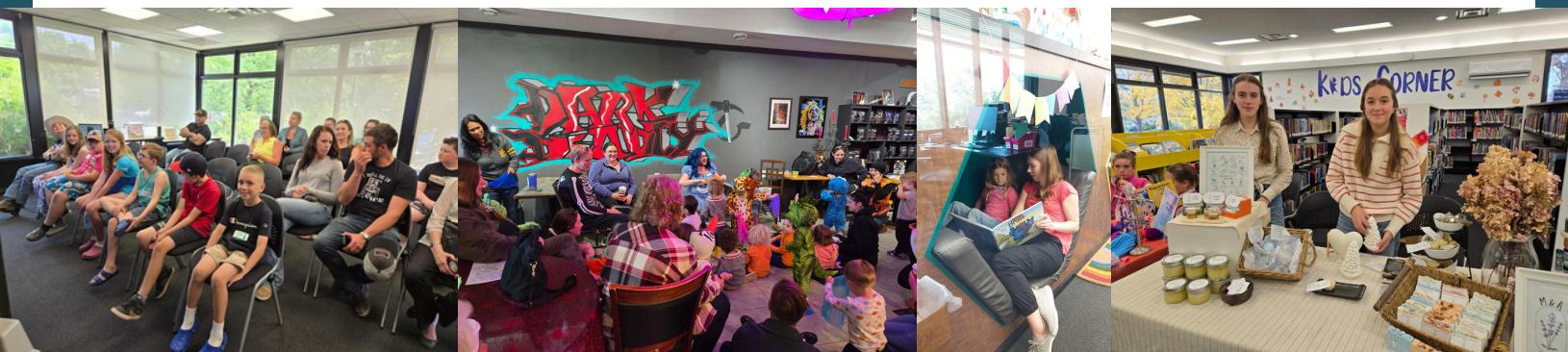
Our first-ever Library Card Sign-Up Month in September delivered a 65% increase in new memberships over the same month in the previous year. New members discovered that getting a library card provided access to much more than books: seeds for their gardens, radon and carbon monoxide detectors, museum and gallery passes, local hockey tickets, ski trail passes, and even free family and senior swim sessions.

## **Celebrating Local Stories**

We celebrated local authors in 2025 with the installation of the first in a series of outdoor plaques, beginning with Hardy Boys author Leslie McFarlane. Early in 2026, we are excited to add a plaque honouring beloved local writer Mary Cook.

## **Looking Ahead: 2026, the “Year of You”**

Thanks to a strong team effort, 2026 will see us embark on a continued refresh of our collections, services, and community engagement. We invite you to visit, get your card, and explore everything your library has to offer. See you at the library—where neighbours meet, learn, and create together.



# RECREATION & CULTURE

## Recreation Infrastructure Improvements

During the spring of 2025, further enhancements were made to the McLaren Diamond. The existing 4' fencing was replaced with 6' fencing. This upgrade will provide additional safety measures for both spectators and participants. Signage was installed in neighbourhood parks indicating the park name and address. Accessible benches were installed on Coleman Street and McNeely Avenue along the pathways. These benches provide residents with an area to rest while using our pathways.

## Park and Community Improvements

The bridges at Anthony Curro Park were upgraded due to safety concerns. Giles Park on Lockhard Campbell Way saw the installation of swings. The swings include an inclusive seat for all abilities. Staff began work on a new Rest Stop along the Ottawa Valley Recreational Trail (OVRT), which will include the installation of a shade structure and picnic tables. Some other improvements included upgrades to the Rotary Trail at William Street and an outdoor rink at Miller's Crossing Subdivision. Our department completed the installation of Canada Flag banners and winter banners for the Downtown Business Improvement Area (BIA), which have been a great addition to our downtown beautification.

## Community Events

The Recreation and Culture Department was busy throughout the year with many events and festivals, which included the New Year's Day Skating Levee, Poutinefest, Canada Day, Canoe Club Regattas, EarthFest, Indigenous Culture Fair, Bridge Street Summerfest, the Dragonboat Festival, Ukrainefest, Pumpkinfest, Race Around the Place, and Winterfest.

## 2026

The Civitan Athletic Park, located in front of the arena, will be upgraded with new infield aggregate and a retaining wall along Princess Street that will stabilize the backstop area and dugout, prevent washouts, and increase spectator seating and accessibility. The shade sails will be replaced at the Town Hall Square, and new shade sails will be installed at the Carambeck splash pad. The Mississippi River Gathering Place installation in Riverside Park will be completed. The gathering place will offer an area where all can come together for ceremonial occasions and will also provide an opportunity for learning and celebration as friends. The docks located behind the Moore House will be replaced and reconfigured to allow for better boater access and additional boat parking. The addition of six (6) dock sections will be installed at the boat launch. This will allow boats to stage while the launch is being utilized.



# COMMUNITY DEVELOPMENT



The Town of Carleton Place celebrated another remarkable year filled with festivals and events that fostered connection and inclusivity among residents. In 2025, the Town hosted 47 events across 11 locations and expanded six (6) existing programs.

During the winter months, staff kept the community active and engaged with two (2) concerts at the Town Hall Auditorium, a 10-part Seniors Speaker Series, two (2) family dances, and a variety of March Break activities.

As spring arrived, outdoor events took center stage. The Town co-presented the Downtown Carleton Place Eggventure Hunt, hosted Pitch-In Week, screened two (2) Movies in the Park, and launched Park Parties 2025.

Canada Day marked the start of a vibrant summer season, drawing large crowds and perfect weather. The festivities continued with three (3) more Movies in the Park, four (4) Jammin' at the Junction performances, the Ultimutts Animal Actors Show, and four (4) Park Parties held throughout the community.

In the fall, Carleton Place was proud to be named the “Highlight Community” of the Lanark County Harvest Festival. The Town showcased a variety of displays and activities at Beckwith Park, engaging with thousands of visitors. Staff also supported the Dragonboat Festival, which sold out with over 600 competitors. October brought Pumpkinfest—Carleton Place’s signature three-day outdoor festival—which saw record attendance. The Town also hosted five (5) Festival of Small Halls performances, featuring acclaimed Canadian artists such as Ashley MacIsaac and Corb Lund.

As the year came to a close, residents enjoyed the 2nd annual Winterfest at Market Square, a sold-out Santa Claus Parade, and the inaugural Volunteer Appreciation Night.

Looking ahead, 2026 promises another exciting year of events and festivals for residents of all ages and abilities. Those interested in getting involved are invited to attend Sign-Up Night on Thursday, March 5th, from 6:30 p.m. to 8:00 p.m. at the Carleton Place Arena.



# PROPERTY MANAGEMENT

2025 was a year of planning with fewer capital projects, featuring the following highlights.

## Projects

- Developed a Recreation Concept Plan for the replacement of the Town's aquatic facility and included other facilities such as a gymnasium and auditorium.
- Completed Canoe Club balcony and railing repairs.
- Sound attenuation panels were installed in the hall at the Canoe Club to improve the sound during events.
- The wood windows and main entrance doors were repaired and painted at the Museum.
- Completed Town Hall interior renovations to support the growth of the Town's staff.
- Continued lifecycle works at the Arena
  - Completed major maintenance on refrigeration components to extend the life of the equipment.
  - Replaced several components of the refrigeration plant to extend its life.
- Continued lifecycle works at the Pool
  - Refreshed painting of the 25 m pool basin.
- Town Hall
  - Replaced HVAC equipment as part of the lifecycle program.

These projects were identified through Building Condition Assessments and provide the Town with a roadmap to maintain its Building Infrastructure.

## Grants

The Town continued to apply for grants in 2025, which will assist with offsetting the costs of continuing our lifecycle program. The Town was successful in receiving grants from both Enbridge Gas and the Independent Electricity System Operator (IESO) to cover the cost of the supply and installation of the REALice cold water ice flooding system for the Arena. This system improves ice quality and reduces Green House Gas (GHG) emissions and utility costs.

2026 will be busy with several projects to be completed, including the following highlights.

## Projects

- Accessible washrooms on the main and second floors at the Arena will be constructed, along with improved accessible access to both Arena 1 and Arena 2.
- Building Automation project for the Arena facility.
- As part of the Asset Management Plan, three (3) roof top units at the Arena will be replaced.
- Roof replacement projects at the Arena, Carambeck Community Centre, Library, and Town Hall will be completed as part of the Town's Asset Management Plan.
- A lighting retrofit and one (1) roof top unit to be replaced at the Carambeck Community Centre.
- The exterior coating of the Moore House has been moved to 2026 and will be completed in the Spring.
- A new, more accessible entrance will be constructed at the Museum.

# DEPARTMENT CONTACTS

**Toby Randell, Mayor**

613-257-6206

trandell@carletonplace.ca

**Diane Smithson, Chief Administrative Officer**

613-257-6255

dsmithson@carletonplace.ca

**Trisa McConkey, Treasurer**

613-257-6221

tmccconkey@carletonplace.ca

**Niki Dwyer, Director of Development Services**

613-257-6202

ndwyer@carletonplace.ca

**Stacey Blair, Clerk**

613-257-6212

sblair@carletonplace.ca

**Guy Bourgon, Director of Public Works**

613-257-6209

gbourgon@carletonplace.ca

**Dave Joy, Acting Director of Protective Services**

613-257-5526, extension 2

djoy@carletonplace.ca

**Tracey Freill, Manager of Childcare Services**

613-253-0597, extension 226

tfreill@carletonplace.ca

**Meriah Caswell, CEO, Carleton Place Public Library**

613-257-2702

mcaswell@carletonplace.ca

**Joanne Henderson, Manager of Recreation and Culture**

613-257-1690

jhenderson@carletonplace.ca

**Ross Rankin, Property and Project Manager**

613-257-6256

rrankin@carletonplace.ca

**Jessica Hansen, Community Development Coordinator**

613-257-1704

jhansen@carletonplace.ca

