



Committee of the Whole Agenda

Tuesday, April 8, 2025
Immediately Following Council

In Person and Virtual Meeting Via Zoom

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Suggested Motion:

THAT the agenda be accepted as presented.

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

4. MINUTES TO BE APPROVED AND RECEIVED

a. Committee of the Whole Minutes

4

Suggested Motion:

THAT the Committee of the Whole Minutes dated March 25, 2025 be accepted as presented.

5. REPORTS

a. Development Approval Validity Periods - Development Permit By-law Amendment (Communication 136035)

11

Niki Dwyer, Director of Development Services

Suggested Motion:

THAT Council pass a by-law to amend Development Permit By-law 15-2015 in accordance with DPA-01-2025 respecting Validity Periods for Development Approvals as outlined in the report by the Director of Development Services dated April 8, 2025.

6. NEW/OTHER BUSINESS

7. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

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Suggested Motion:

THAT the following minutes be received:

- BIA Board, January 22, 2025
- Library Board, February 19, 2025
- Municipal Heritage Committee, March 24, 2025

8. INFORMATION LISTING

- Mississippi Valley Conservation Authority Board Summary Report, March 18, 2025

Suggested Motion:

THAT the Information Listing dated April 8, 2025 be received.

9. CLOSED SESSION

1. Administrative Tribunal Matter
2. Sale of Land
3. Community Planning Matter
4. Appointment to an Advisory Committee

Suggested Motion:

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

(b) personal matters about an identifiable individual, including municipal or local board employees; (item 4)

(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 3)

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

- Diane Smithson, CAO
- Stacey Blair, Clerk
- Emma Blanchard, Solicitor (item 1 only)

Suggested Motion:

THAT the Committee of the Whole return to regular session at _____ p.m.

10. RISE AND REPORT

11. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at _____.

Committee of the Whole Minutes

**Tuesday, March 25, 2025
Immediately Following Council**

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

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

OTHERS PRESENT: Stephanie Gray, Coordinator, Lanark County Situation Table

1. CALL TO ORDER

Councillor Dena Comley called the meeting to order at 6:10 p.m.

2. APPROVAL OF AGENDA

Moved by: Sarah Cavanagh

Seconded by: Linda Seccaspina

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: Sarah Cavanagh

Seconded by: Toby Randell

THAT the Committee of the Whole Minutes dated March 11, 2025, be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

1. Stephanie Gray, Coordinator, Lanark County Situation Table

Ms. Gray provided an update on the Community Safety and Well-Being (CSWB) Plan for Lanark County and the Town of Smiths Falls. As required under the Community Safety and Policing Act, 2019, municipalities must develop and adopt these plans. The 2025–2029 version builds on the original plan approved by local councils in 2019. The updated plan is set to be submitted to the Ministry of the Solicitor General by the July 1, 2025, deadline.

In accordance with Section 211(8) of the Community Safety and Policing Act, 2019, the Town is required to pass a motion to adopt the plan: *“A municipal council shall, by resolution, adopt the community safety and well-being plan prepared by the municipality.”*

Municipalities, stakeholders, and the broader community will receive regular updates on the plan’s progress as this living document evolves.

2. Niki Dwyer, Director of Development Services

A Statutory Public Meeting under the Planning Act was held to consider a proposed Amendment to Development Permit By-law 15-2015. Director Dwyer provided an overview of the purpose of the amendment. This change will provide additional flexibility with respect to the issuance of extensions and the validity periods of Development Permit application decisions.

Director Dwyer explained that if approved, the amendment will permit applicants up to three (3) years from the date of approval to fulfill any conditions and execute a Development Agreement with the Town if applicable. The amendment will also permit extensions of the lapsing period for a cumulative total of no more than one (1) year at the discretion of the Director of Development Services and any period in excess of one (1) year by resolution of Council, but in no case shall the validity period be extended beyond seven (7) years from the date of the original approval.

The public was invited to provide comments on the proposed amendment during the meeting; however, no members of the public spoke or submitted feedback.

6. REPORTS

1. Carleton Place Wastewater System 2024 Annual Report (Communication 136025)

Moved by: Jeff Atkinson

Seconded by: Mark Hinton

THAT Council accepts the Carleton Place Wastewater System 2024 Annual Report as information; and

THAT the report be made available to the Public via the Town's Website.

CARRIED, CONSENT

2. Proposed Summer Closure Week for Carleton Place Childcare Services (Communication 136026)

Moved by: Toby Randell

Seconded by: Andrew Tennant

THAT Council approves the summer closure week for Carleton Place Childcare Services to take effect in 2026, as outlined in the report by the Manager of Childcare Services dated March 25, 2025.

CARRIED, CONSENT

3. Coleman Central Subdivision Phase 2 Agreement (Communication 136027)

Moved by: Jeff Atkinson

Seconded by: Mark Hinton

THAT Council pass a by-law authorizing the Mayor and Clerk to execute a Subdivision Agreement with 1384341 Ontario Ltd. for the Coleman Central Subdivision – Phase 2; and

THAT Council pass a by-law to amend By-law 46-2003 being the Traffic and Parking By-law to recognize stops signs (Schedule VI) within the Coleman Central Subdivision – Phase 2 as described in the Subdivision Agreement.

CARRIED, BY LAW PREPARED

4. 2024 Council Remuneration Report (Communication 136028)

Moved by: Andrew Tennant

Seconded by: Mark Hinton

THAT Council accepts the 2024 Council Remuneration Report by the Treasurer dated March 25, 2025 as information.

CARRIED, CONSENT

5. Procurement Policy Revision (Communication 136029)

Council chose to amend the proposed policy to require Council approval when the exclusion of bids from a trade partner result in the cost of the goods or services being procured is 10% or more than the lowest domestic bid received.

Moved by: Toby Randell

Seconded by: Mark Hinton

THAT Council pass a by-law to enact the proposed new Procurement Policy as amended and

THAT By-law 57-2017 be rescinded.

CARRIED, BY LAW PREPARED

6. 2025 Public Sector Accounting Board (PSAB) Budget (Communication 136030)

Moved by: Sarah Cavanagh

Seconded by: Jeff Atkinson

THAT Council approves the 2025 Public Sector Accounting Board (PSAB) Budget prepared by the Treasurer as required by the Municipal Act, 2001 O. Reg. 284/09.

CARRIED, CONSENT

7. 2024 Statement of Obligatory Reserve Funds (Communication 136031)

Moved by: Andrew Tennant

Seconded by: Mark Hinton

THAT Council accepts the 2024 Obligatory Reserves Report by the Treasurer dated March 25, 2025, as information.

CARRIED, CONSENT

8. Preliminary Year-End Results for 2024 (Communication 136032)

The motion was amended to remove the clause, 'THAT Council approves using \$2,189,328 in unexpected surplus, which had been added to the Strategic Reserve, to pay down the additional unfunded debt.'

Members indicated a preference to consider the use of the surplus funds later this year during the 2026 budget deliberations.

Moved by: Jeff Atkinson

Seconded by: Andrew Tennant

THAT Council accepts the Financial Report by the Treasurer dated March 25, 2025, as information.

CARRIED, CONSENT

9. CAO's Report – Delegated Authority (Communication 136033)

Moved by: Mark Hinton

Seconded by: Andrew Tennant

THAT Council accepts the CAO's Delegated Authority Report dated March 25, 2025, as information.

CARRIED, CONSENT

10. Award of Ball Diamond Tender (Communication 136034)

The Committee provided verbal permission for the Manager of Recreation and Culture to commence with the necessary next steps immediately (before the next Council meeting) due to time constraints on the project.

Moved by: Toby Randell

Seconded by: Linda Seccaspina

THAT the price for the replacement of the McLaren Ball Diamond as outlined in the report by the Manager of Recreation and Culture dated March 25, 2025 be awarded to the low bidder, Troy Property Maintenance in the amount of \$68,434.31; and

THAT the budget deviation of \$13,022.48 be taken from any surplus remaining at year end or alternatively from the Parkland Reserve.

CARRIED, CONSENT

7. NEW/OTHER BUSINESS

1. 2025 to 2029 Community Safety and Well-being Plan

The following motion was brought forward under New Business as a result of the presentation by Stephanie Gray on the Community Safety and Well-Being Plan earlier in the meeting.

Moved by: Mark Hinton

Seconded by: Sarah Cavanagh

WHEREAS the Corporation of the Council of the Town of Carleton Place is committed to community safety and well-being for its citizens; and WHEREAS the Community Safety and Policing Act states that "every municipality shall prepare and, by resolution, adopt a community safety and well-being plan;

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the Town of Carleton Place adopts the 2025 to 2029 Community Safety and Well-being Plan for Lanark County and the Town of Smiths Falls.

CARRIED, CONSENT

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

Moved by: Jeff Atkinson

Seconded by: Sarah Cavanagh

THAT the Environmental Advisory Committee minutes dated March 3, 2025, be received.

CARRIED

9. CLOSED SESSION

- Community Planning Matter

Moved by: Toby Randell

Seconded by: Sarah Cavanagh

THAT the Committee move into closed session at 7:49 p.m. to discuss a matter subject to the *Municipal Act* Section 239 (2):

(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;

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

- Diane Smithson, CAO
- Stacey Blair, Clerk

CARRIED

Moved by: Jeff Atkinson

Seconded by: Andrew Tennant

THAT the Committee of the Whole return to regular session at 8:27 p.m.

CARRIED

10. RISE AND REPORT

CAO Diane Smithson reported that an information update was provided during the closed session.

11. ADJOURNMENT

Moved by: Mark Hinton

Seconded by: Andrew Tennant

THAT the meeting be adjourned at 8:27 p.m.

CARRIED

Councillor Comley

Stacey Blair, Clerk

COMMUNICATION 136035

Received From: Niki Dwyer MCIP RPP, Director of Development Services
Addressed To: Committee of the Whole
Date: April 8, 2025
Topic: Development Approval Validity Periods
Development Permit By-law Amendment

BACKGROUND

Purpose and Effect

The purpose of the application is to amend the Development Permit By-law to permit additional flexibility with respect to the issuance of extensions and the validity periods of decisions respecting applications for Development Permits.

The By-law currently states that Development Permits may be approved for a maximum period of one (1) year and a concurrent one (1) year time limit for fulfilling conditions imposed in connection to a Development Permit as well as provisions limiting the approval of extensions.

The Amendment will permit applicants up to three (3) years from the date of approval to fulfill any conditions and execute a Development Agreement with the Town if applicable. The amendment will also permit extensions of the lapsing period for a cumulative total of no more than one (1) year at the discretion of the Director of Development Services and any period in excess of one (1) year by resolution of Council, but in no case shall the validity period be extended beyond seven (7) years from the date of the original approval.

Description of the Subject Lands

The proposed amendment is intended to apply generally to all properties within the Town of Carleton Place as identified in Schedule A of Development Permit By-law 15-2015.

COMMENT

Provincial Policy Statement (2024)

The purpose of the PPS is to provide policy direction on matters of provincial interest related to land use planning and development. However, the role of the plan is to identify defining features and providing direction to local and regional governments on their coordinated policy implementation on cross-boundary basis. Matters pertaining to the administration of development approvals are not reflected in the *Provincial Policy Statement*.

Lanark County Sustainable Communities Official Plan (SCOP) (2012)

The purpose of the Lanark County SCOP is “to facilitate the integration of land use planning policies with sustainable action plans designed to facilitate the implementation of planning goals and objectives”. The SCOP provides some direction in policy regarding the administrative criteria for the evaluation of applications under the various Planning Act application measures, including Development Permits. Specifically, the SCOP encourages lower tier municipalities to consider the adoption of Development Permit By-law enabling language within their own Official Plans in order to provide a “streamlined

approach... including delegation of some approval authority” to allow for a flexible and clearly articulated process (Policy 8.2.5).

The proposed administrative amendment reflects the intention of this policy and can be concluded to be consistent with the intent of the *Lanark County Sustainable Communities Official Plan*.

Town of Carleton Place Official Plan, as amended (2015)

The Town’s *Official Plan* is required to have enabling language within it respecting the administration and implementation of a *Development Permit System* in accordance with *Ontario Regulation 173/16: Community Planning Permits*.

Section 6.13 of the *Official Plan* establishes the vision and objectives of the use of a Development Permit system for use within the community and provides a minimum framework for application requirements, pre-consultation, supporting studies and reports, discretionary uses, variations, delegations of authority, exclusions, conditions of approval or provisional approval, and the use of agreements for implementation of conditions of approval. The policies of the *Official Plan* are intended to be further refined for implementation through the provisions of the *Development Permit By-law* itself.

This proposed Development Permit administrative amendment conforms to the policies of the *Official Plan*, as amended, and maintains the intent of the policy to provide specific implementation direction at the By-law level.

Development Permit By-law 15-2015

The Development Permit By-law presently provides a strict expiry of approved development permits of up to one (1) year with a concurrent one (1) year limit for fulfilling conditions. Language within the policy may also be interpreted to include a (singular) six (6) month extension to the approval providing a maximum of 18 months to execute a Development Agreement with the Town and receive an issued Building Permit (including paying all building and development fees).

In recent years, staff have seen an increasing number of applications lapsing within this approval window while applicants proceed to clear conditions of approval and wait for optimum market conditions to proceed with construction. This is not an experience unique to Carleton Place. In 2024, the Province amended the Planning Act to recognize a minimum validity period of three (3) years for site plan approvals, while zoning amendments are considered valid for the life of the policy (typically 5-10 years).

The proposed amendment will bring the Town’s Development Permit By-law into alignment with the provincial standard, minimize administrative burdens on staff and Council to re-consider applications which have already been adjudicated, reduce costs to the developer for additional processing fees and provide greater certainty in the approvals process.

The amended text of the Development Permit By-law is proposed to read as follows:

2.29 VALIDITY PERIODS, TIME FOR FULLFILMENT OF CONDITIONS AND EXTENSIONS

- 1) A Development Permit, including a Provisional Development Permit, shall be valid for a period of three (3) years from the date of the approval granted pursuant to Section 2.25;
- 2) If a Provisional Development Permit has been issued pursuant to Section 2.25 and the applicant has not, within a period of three (3) years from the date of the approval, fulfilled any conditions required to be met prior to issuing a Development Permit including, if applicable, the execution of a Development Permit Agreement, the Provisional Development Permit shall lapse;
- 3) An applicant may, prior to expiry of the validity period set out Section 2.29 1) above or the lapsing period set out in Section 2.29 2) above, request one or more extension(s) of the validity period and/or lapsing period, which request may be granted:
 - i) by the Director of Development Services, in their sole and absolute discretion, for a cumulative total extension of no more than one (1) year, taking into account any prior extension(s) granted; and,
 - ii) by resolution of Council, for any period in excess of one (1) year, in its sole and absolute discretion, provided that no extension shall be provided which extends the validity period or lapsing period beyond a date which is more than seven (7) years from the date of the approval granted in accordance with Section 2.25.
- 4) Any request made by the applicant in accordance with Section 2.29 3) shall be accompanied by:
 - i) a rationale for the requested extension;
 - ii) any other supporting information or material requested by the Director of Development Services; and,
 - iii) any fee payable pursuant to Town of Carleton Place By-Law No. 74-2024 (Fees and Charges), as amended or replaced.
- 5) Any decision made by the Director of Development Services or by Council with respect to a request for an extension pursuant to this Section 2.29 is final.

STAFF RECOMMENDATION

THAT Council pass a by-law to amend *Development Permit By-law 15-2015* in accordance with DPA-01-2025 respecting Validity Periods for Development Approvals as outlined in the report by the Director of Development Services dated April 8, 2025.

ATTACHMENT:

- 1) Amended Draft By-law

BY-LAW NO. XX-2025

A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND BY-LAW 15-2015 BEING THE DEVELOPMENT PERMIT BY-LAW FOR THE TOWN OF CARLETON PLACE.

WHEREAS the Council of the Corporation of the Town of Carleton Place passed Development Permit By-law 15-2015 (the “**Development Permit By-law**”) to regulate the development and use of lands within the Town;

AND WHEREAS the Development Permit By-law contains provisions establishing a maximum validity period of one (1) year for Development Permits and a concurrent one (1) year time limit for fulfilling conditions imposed in connection with the issuance of a Development Permit as well as provisions limiting the approval of extensions;

AND WHEREAS Council has determined that the one (1) year validity period and one (1) year time limit for fulfilling conditions currently contained in the Development Permit By-law are unnecessarily restrictive and that additional flexibility with respect to extensions to validity periods and time limits for fulfilling conditions is desirable;

AND WHEREAS pursuant to Section 4(1) of Ontario Regulation No. 173/16, the Development Permit By-law is deemed to be a by-law passed under Section 34 of the *Planning Act*, R.S.O. 1990, Chapter P.13, which provides for amendments to by-laws;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place hereby enacts as follows:

GENERAL

1. All capitalized terms contained in this By-law have the meanings given to them in the Development Permit By-law unless otherwise stated herein.

AMENDMENTS

2. Section 2.25 of the Development Permit By-law is hereby amended by deleting the following language:

A Development Permit shall be valid for a period of one year from the date of the decision provided that the Development Permit has been signed and/or a Development Agreement has been executed and a Building Permit is issued prior the deadline. One extension of no more than six months may be granted subject to Committee Approval.

3. Section 3.34 of the Development Permit By-law is hereby amended by deleting the following language:

The applicant shall have maximum of one (1) year from the date of the issuance of a provisional approval to fulfill the condition or conditions of approval before approval lapses. One extension of provisional approval may be given upon submission of a formal request to the Director of Development Services of the Town of Carleton Place.

The extension of a provisional approval shall be for a period that can be reasonably considered to be necessary to allow for a proponent to meet the required conditions but such extension shall not exceed a period of one (1) additional year from the date of lapsing of the original provisional approval.

4. The following new provision is hereby added to the Development Permit By-law as Section 2.29:

2.29 VALIDITY PERIODS, TIME FOR FULLFILMENT OF CONDITIONS AND EXTENSIONS

- 1) A Development Permit, including a Provisional Development Permit, shall be valid for a period of three (3) years from the date of the approval granted pursuant to Section 2.25;
- 2) If a Provisional Development Permit has been issued pursuant to Section 2.25 and the applicant has not, within a period of three (3) years from the date of the approval, fulfilled any conditions required to be met prior to issuing a Development Permit including, if applicable, the execution of a Development Permit Agreement, the Provisional Development Permit shall lapse;
- 3) An applicant may, prior to expiry of the validity period set out Section 2.29 1) above or the lapsing period set out in Section 2.29 2) above, request one or more extension(s) of the validity period and/or lapsing period, which request may be granted:
 - i) by the Director of Development Services, in their sole and absolute discretion, for a cumulative total extension of no more than one (1) year, taking into account any prior extension(s) granted; and,
 - ii) by resolution of Council, for any period in excess of one (1) year, in its sole and absolute discretion, provided that no extension shall be provided which extends the validity period or lapsing period beyond a date which is more than seven (7) years from the date of the approval granted in accordance with Section 2.25.
- 4) Any request made by the applicant in accordance with Section 2.29 3) shall be accompanied by:
 - i) a rationale for the requested extension;
 - ii) any other supporting information or material requested by the Director of Development Services; and,
 - iii) any fee payable pursuant to Town of Carleton Place By-Law No. 74-2024 (Fees and Charges), as amended or replaced.

- 5) Any decision made by the Director of Development Services or by Council with respect to a request for an extension pursuant to this Section 2.29 is final.

TRANSITION AND EFFECTIVE DATE

5. This By-law shall apply to any valid Development Permit or any Provisional Development Permit which has not expired or lapsed and which is currently in effect in the Town of Carleton Place.
6. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS XX DAY OF APRIL, 2025.

Toby Randell, Mayor

Stacey Blair, Clerk

Thursday, January 16, 2025

5:45 p.m.

Attendance: Sarah Cavanaugh (Chair), Mark Lovell (Vice-Chair), Paisley Woods (BIA Coordinator), Madison Barr (Director), Chanel Murray (Director), Dena Comley (Member), Petra Graber (Member), Christa Lee (Member), Linda Seccaspina (Member), Andrew Valley (BIA Office Assistant/Recording Secretary).

Regrets: Robert Probert, Mark Hinton.

MINUTES

1. **Call to Order** – Sarah Cavanaugh called the meeting to order at 5:49 p.m.
2. **Declaration of Pecuniary Interest/Conflict of Interest and General Nature Thereof** – None.
3. **Business Arising from Previous Minutes :**
Reserves Policy Meeting
Date of meeting still to be determined.
4. **Minutes from the November 28, 2024 Meeting** – No changes.
Motion:
To approve the draft minutes of the November 28, 2024 meeting.
Mover: Mark Lovell
Second: Chanel Murray
Carried.
5. **Budget Presentation** – Presentation of the proposed 2025 BIA Budget was led by Paisley Woods. The presentation highlighted key financial priorities, including proposed expenditures on marketing, events, beautification, and operational costs. Detailed line items were shared, and members had the opportunity to ask questions and provide feedback.

6. **Budget Discussion** - The discussion was marked by a high level of engagement and constructive dialogue among attendees. Questions were insightful and focused on ensuring the budget aligned with the association's strategic goals, while suggestions reflected a strong commitment to the betterment of the downtown area. This collaborative approach fostered consensus-building and reinforced the shared vision of the members.

7. **Motion to Approve 2025 Draft Budget**

Motion:

To approve the proposed draft budget as the Downtown Carleton Place BIA's official budget for 2025.

Mover: Mark Lovell

Second: Madison Barr

Carried.

8. **Adjournment** - 7:25 p.m.

Mover: Chanel Murray

Second: Mark Lovell

Carried.



MINUTES OF CARLETON PLACE PUBLIC LIBRARY BOARD

February 19, 2025

7:00pm, Zoom Teleconference/Barbara Walsh Room

IN ATTENDANCE

Shelley Smith	Chair
Monique Cooke	Vice Chair
Linda Guetta	Trustee / Beckwith Representative
Aaron Niedbala	Trustee
Mike Jeays	Trustee
Carson Mok	Trustee
Meriah Caswell	CEO
Heidi Sinnett	Secretary

WITH REGRETS

Mark Hinton	Trustee / Carleton Place Council Representative
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The meeting was called to order at 6:59pm.

1. Respect and Acknowledgement Declaration:

We would like to begin by acknowledging that the land on which we gather is the traditional unceded, unsurrendered territory of the Algonquin Anishinaabeg People. We are meeting on land that has been inhabited by Indigenous peoples from the beginning. We are grateful to the generations of people who have been, and continue to be, stewards of this place.

2. Additions to and approval of the Agenda

Meriah noted the addition of items 5ai) Letter from the Federation of Ontario Public Libraries regarding the upcoming election, and 5a ii) a response letter from the NDP regarding the Library priorities questionnaire, and item 13) Closed Session to discuss personal matters about an identifiable individual. Moved by Mike Jeays, seconded by Monique Cooke that the Agenda for the February 19, 2025 Library Board Meeting be accepted as amended. CARRIED.

3. Disclosure of Conflict of Interest

None.

4. Meeting Minutes

- a. Minutes from the January 15, 2025 Library Board Meeting.
Moved by Linda Guetta, seconded by Mike Jeays that the Minutes from the January 15, 2025 Library Board Meeting be accepted as presented. CARRIED.

5. Correspondence

- a. Incoming –
 - i. Federation of Ontario Public Libraries – Advocacy for Libraries in the upcoming election.
 - ii. NDP response to Library Priorities questionnaire. Meriah will forward any other party responses.
- b. Outgoing – none.

6. Librarian’s Report from January 2025. Meriah noted a huge increase in Hoopla checkouts that is cause for concern. Options for mitigating costs are being explored.

Leah West was hired as the new Library Assistant in late January. Interviews for the Program Coordinator are ongoing.

Staff are busy preparing for March Break, Technology Workshops for Seniors both in the library and with the Town of Carleton Place, participation in CP Sign Up Night on March 6, as well as a variety of other class visits and programs.

Moved by Carson Mok, seconded by Aaron Niedbala that the Librarian’s Report from January 2025 be accepted as presented. CARRIED.

7. Financial Report – None.

8. Committee Updates

- a. Township of Beckwith – Service Agreement – Verbal update – Meriah Caswell. A signed contract has still not been received from Beckwith Township. Linda Guetta will follow up with Beckwith Council.
- b. Advocacy Committee update. – Aaron Niedbala. An Advocacy plan for 2025 has been completed.

Moved by Aaron Niedbala, seconded by Linda Guetta that the Advocacy Plan for 2025 be accepted as presented. CARRIED.

While a Friends of the Library group has been discussed, more research needs to be carried out.

9. Strategic Planning Implementation Updates.

- a. Increase Community Connections
- b. Adapt and Grow with the Community
- c. Raise the Profile of the Library

Meriah noted several new initiatives that achieve multiple of the Strategic Goals, including a new Facebook Group for Seniors, the completed Advocacy Plan, new staff members and positions, an English Conversation Circle, and an increase in Community Technology support. In the future, Strategic Plan Implementation Updates may be shared as items of note rather than by achievement.

10. Business Arising from the Minutes

- a. 2025 Library Board work plan. The Board reviewed and accepted the Advocacy Plan and will review the Library Program Plan for 2025.
- b. 2024 Development Charges Study – verbal update. The 2024 Development Charges Study was approved by Council on January 18, 2025.

11. Policy Review and Updates

- a. Gov-03 Reserves. Moved by Mike Jeays, seconded by Aaron Niedbala that the GOV-03 Reserves Policy be accepted as presented. CARRIED.
- b. OP-03 The Library and Political Elections. The Board reviewed the Library and Political Elections policy. No changes were made.

12. New Business

- a. 2025 Program Plan – Heidi Sinnett presented a comprehensive program plan for 2025 that will permit staff to undertake programs, outreach and partnerships that achieve library goals and objectives, and decline others. Moved by Mike Jeays, seconded by Monique Cooke that the 2025 Program Plan be accepted as presented. CARRIED.

13. Closed Session

Moved by Monique Cook, seconded by Mike Jeays, to enter an In-Camera session at 8:31pm to discuss personal matters about an identifiable individual.

The Board returned to an open session at 8:47pm.

14. Date of Next Regular Meeting: March 19, 2025 at 7:00pm. Location: Zoom/Barbara Walsh Room.

15. Adjournment – 8:49pm.

Chair

Secretary

Date

Date

Municipal Heritage Committee Agenda
March Meeting
24 March 2025

Location: Carleton Place Public Library

Time: 6:30 pm - 7:22 pm ET

Present: Jason Naugler, Linda Seccaspina, Shane O'Neill

Guests: Erika Nandlal, Terry Nandlal

Sends regards: Jasmine Guest, Dustin Rodgers

Agenda Items

1. Call to order/roll call
2. Approval of February meeting minutes
 - Motion: THAT the Municipal Heritage Committee minutes dated February 24, 2025, be accepted as presented.
 - Adopted
3. Declaration of conflict of interest
4. 15 High Street Heritage Grant Approval
 - New heritage grant poster and pamphlet from municipality shared with group
 - Q & A with property owners to discuss the grant application process, the committee's role and next steps.
 - **Motion: THAT the Municipal Heritage Committee approve the request for a heritage permit for work to replace the exterior windows of 15 High Street (aka John Bell House) as presented by the property owners.**
 - Moved by: Jason
 - Seconded by: Shane
 - **Adopted**
5. 230 Bridge St. awning permits (Blended Bar) update
 - Follow-up from Niki Dwyer:
 - "The awning at 230 Bridge St. (aka Carleton Hotel) was a compliance issue. This file didn't even have a building permit before installation. We did eventually work with them to get an approval issued after the installation that met the specifications that the committee had previously provided consent to."
 - Current status: the awning has the necessary approvals now, but was initially completed without a building permit and approvals.
6. Riverside Park Heritage designation
 - Heritage consultant report on the heritage value of the park is required.

- Compile quotes for heritage consultants
 - Prepare list of next steps, come back each month with progress
7. Carleton Place reference material from Algonquin College Perth Campus
- Shane to reach out to Perth Campus on behalf of Jasmine to advance discussions.
8. Rail-stop “Visitor Centre” update
- Combine the project with crosswalk replacement
 - Seven stations in Almonte as a template
 - Confirm approvals with Town and Lanark County.
 - Shane to confirm committee’s budget for the year to report back.
9. McArthur Mill iron windows
- Are they being stored on site, can they be donated?
 - Follow up with Jennifer regarding the windows, where are they located, can they be purchased or donated to the museum/committee/town.
10. Other business
- None
11. Meeting adjournment
- Meeting adjourned: 7:22 pm EDT

Next Meeting

- Monday, April 28, 6:30 pm at Carleton Place Public Library, 101 Beckwith St., Carleton Place.