



Committee of the Whole Agenda

**Tuesday, October 22, 2019
Immediately Following the Council Meeting
Town Hall Council Chambers**

Please silence all electronic devices.

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

6

Suggested Motion:

THAT the Committee of the Whole Minutes dated October 8, 2019 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

a. Edward Darby, TDC Group - Fire Master Plan

b. Paul Knowles, Town Engineer - Cost Sharing Agreement

6. REPORTS

PHYSICAL ENVIRONMENT

- a. **Cost Sharing for the South East Area of Town (Communication 130187)** 14

Paul Knowles, Town Engineer

Suggested Motion:

THAT the cost sharing calculations be finalized, and the Developer's mortgage and security payments related to the pumping station be adjusted; and

THAT the solicitor be instructed to prepare an amendment to the 2016 cost sharing agreement to address the changes that have occurred since 2016; and

THAT the finalized cost sharing calculations and By-laws be presented to all directly impacted owners and the public in December 2019; and

THAT the finalized By-law 32-2016 be presented to Council in January 2020; and

THAT staff arrange for clearing the Captain A. Roy Brown Blvd. right-of-way during the winter of 2020 so that rock elevations and detailed design elements can be determined, and cost estimated refined.

- b. **Drinking Water Quality Management System - 2019 Third Quarter Report (Communication 130188)** 32

Joanna Bowes, Manager of Development Services

Suggested Motion:

THAT the Drinking Water Quality Management System (DWQMS) Third Quarter Report for the Carleton Place Drinking Water Distribution System be received as information.

PLANNING AND PROTECTION

- c. **DP1-18-2019, 101 Hurdis Way (Communication 130189)** 35

Joanna Bowes, Manager of Development Services

Suggested Motion:

THAT application DP1-18-2019 for 101 Hurdis Way be denied; and

THAT Committee direct Staff to enforce the requirements of the Development Permit By-law unless the Developer can provide valid reasons why variances are required.

- d. **DP3-09-2019, Town of Carleton Place, 3 Francis Street, Carleton Place Childcare Facility Addition (Communication 130190)**

38

Joanna Bowes, Manager of Development Services

Suggested Motion:

THAT the Committee hereby authorizes application DP3-09-2019 for the construction of a two-storey addition to the existing Childcare Facility at 3 Francis Street and directs Staff to move forward with the drafting of the Development Permit Agreement with conditions attached; and

THAT the Committee authorizes staff to issue a Development Permit upon receipt of all required information, fees and securities.

- e. **Taber Street Subdivision Extension, 2nd Request (Communication 130191)**

45

Joanna Bowes, Manager of Development Services

Suggested Motion:

THAT Council supports a one (1) year extension of the Draft Approval for the Taber Street Subdivision; and

THAT Staff be instructed to inform the County of Lanark.

- f. **Development Services Planning Activity Report- September/October 2019 (Communication 130192)**

47

Joanna Bowes, Manager of Development Services

Suggested Motion:

THAT the Planning Activity Report for the month of September/October 2019 be received as information.

CORPORATE SERVICES

- g. **Business Retention + Expansion Update (Communication 130193)**

50

Amanda Charania, Communications Coordinator

Suggested Motion:

THAT Council receive the Business Retention + Expansion report from the Communications Coordinator dated October 22, 2019 as information; and

THAT Staff continue working with the County to develop and implement priority items resulting from the program.

h. Communications Survey Summary (Communication 130194) 122

Amanda Charania, Communications Coordinator

Suggested Motion:

THAT Council receive the Community Survey Summary report prepared by Communications Coordinator as information; and

THAT Staff develop a plan to address the areas for improvement identified by the survey.

i. 3rd Quarterly Digital Communications Report 2019 (Communication 130195) 124

Amanda Charania, Communications Coordinator

Suggested Motion:

THAT the 2019 3rd Quarterly Digital Communications Report be received as information.

j. CAO's Report - Delegated Authority (Communication 130196) 126

Diane Smithson, Chief Administrative Officer

Suggested Motion:

THAT Council accept the CAO's Delegated Authority Report dated October 22, 2019 as information.

7. NEW/OTHER BUSINESS

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

Suggested Motion:

THAT the following minutes be received as information:

- Municipal Drug Strategy, April 11, 2019
- Urban Forest/River Corridor Advisory Committee, September 25, 2019

9. INFORMATION LISTING

10. NOTICE OF MOTIONS

11. CLOSED SESSION

Suggested Motion:

THAT the Committee move into closed session at _____ p.m. to discuss matters subject to 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 Diane Smithson, CAO and Stacey Blair, Clerk, remain in the room.

1. Lease Negotiations
Diane Smithson, CAO

Suggested Motion:

THAT the committee return to regular session at _____ p.m.

12. ADJOURNMENT

Committee of the Whole Minutes

**Tuesday, October 8, 2019
Immediately Following the Council Meeting
Town Hall Council Chambers**

COUNCIL PRESENT: Mayor Black, Deputy Mayor Redmond, Councillor Fritz, Councillor Seccaspina, Councillor Randell, Councillor Tennant, Councillor Atkinson

STAFF PRESENT: Diane Smithson, CAO, Stacey Blair, Clerk, Pascal Meunier, Fire Chief, Trisa McConkey, Treasurer, Joanna Bowes, Manager of Development Services, Dave Young, Director of Public Works, Joanne Henderson, Manager of Recreation and Culture, Dee Dee Scissons, Planning Administrative Clerk

1. CALL TO ORDER

Chair Randell called the meeting to order at 7:28 p.m.

2. APPROVAL OF AGENDA

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Fritz

THAT the agenda be accepted as presented.

CARRIED

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

4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

Moved by: Councillor Fritz

Seconded by: Deputy Mayor Redmond

THAT the Committee of the Whole Minutes dated September 24, 2019 be accepted as presented.

CARRIED

5. DELEGATIONS/PRESENTATIONS

The Draft Water and Sewer Budget was presented by the Treasurer, Trisa McConkey and the Director of Public Works, Dave Young.

The draft included the recommendation of a 5% increase to water and sewer rates which would result in a total charge of \$935.68 per year for a residential property with one or two people; an increase of \$44.52 per year (or \$3.71 a month) over 2019 rates. The justification for the increase is primarily due to an increase in the cost to undertake construction projects locally.

The public are able to provide input on the Draft Water and Sewer Budget until 4:30 p.m. on Friday, October 25, 2019.

6. REPORTS

PLANNING AND PROTECTION

1. DP3-08-2019, Revera Long Term Care Facility

Moved by: Councillor Tennant

Seconded by: Deputy Mayor Redmond

THAT Committee hereby approves application DP3-08-2019 and authorizes staff to issue a development permit upon receipt of all required information, fees and securities. The development permit will include standard clauses to address servicing, grading, landscaping and utilities requirements as well as the following site-specific conditions:

1. Conditions relating to the removal of snow and garbage will form part of the site-specific conditions in the Development Permit Agreement.

CARRIED

2. Update on Shipping Containers

Moved by: Councillor Atkinson

Seconded by: Councillor Fritz

THAT the deadline for commercial and industrial property owners who would like to address their expansion plans for their property as well as any existing shipping containers be granted an extension to the deadline until April 30, 2020 on the provision that:

- A DP3 application with all supporting documentation/studies and payment in full is submitted by December 31, 2019 and deemed complete by Planning Staff.

CARRIED, MOTION PREPARED

3. Amendment to Sign By-law – Business Improvement Area

Moved by: Councillor Fritz

Seconded by: Deputy Mayor Redmond

THAT Council approve amending Schedule B (Business Improvement Area) to By-law 65-2008, the Town's Sign By-law.

CARRIED, BY LAW PREPARED

PHYSICAL ENVIRONMENT

4. 2018/2019 Winter Maintenance Review

Moved by: Councillor Tennant

Seconded by: Councillor Seccaspina

THAT the Public Works Department continue to provide sidewalk winter maintenance as follows:

- on sidewalks and/or trails adjacent to Arterial and Collector Streets, including the Ottawa Valley Recreation Trail (OVRT);
- on sidewalks leading to public institutions;
- on sidewalks in residential areas where there is adequate storage areas and no permanent obstructions in the roadway; and

THAT the level of service on winter-maintained sidewalks be consistent with Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways; and

THAT a by-law be passed identifying municipal sidewalks that are to be closed for winter maintenance from November 15th of any given year to April 1st of the following year.

CARRIED, BY LAW PREPARED

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Atkinson

THAT Council support Option 1 - Change Overnight Winter Parking to Pre 2011 System; and

THAT By-law 50-2011 pertaining to winter parking restrictions be rescinded which would result in the winter parking restrictions of By-Law 46-2003 Section 9. 2) being reinstated as follows:

No person shall park a vehicle or permit a vehicle to remain parked on any highway between 12:00 a.m. midnight to 7:00 a.m. from November 15 to April 1 of any year.

DEFEATED

Moved by: Councillor Atkinson

Seconded by: Councillor Fritz

THAT Council support Option 3 - Council would retain the current system of warning of overnight parking bans when weather forecasts predict 7 cm or greater for the upcoming 2019-2020 winter season, and

THAT the system would then be changed to the pre-2011 system for the 2020-2021 and ongoing winter seasons.

CARRIED, BY LAW PREPARED

CORPORATE SERVICES

5. Addressing Municipal Liability and Insurance Costs

Moved by: Councillor Atkinson

Seconded by: Councillor Fritz

THAT the Council of the Town of Carleton Place supports the Association of Municipalities of Ontario (AMO) in its submission to the Attorney General entitled *“Towards A Reasonable Balance: Addressing growing municipal liability and insurance costs”*; and

THAT the Town endorses the AMO’s recommendations to address these issues as follows:

1. The provincial government adopt a model of full proportionate liability to replace joint and several liability.

2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10-day rule on slip and fall cases given recent judicial interpretations, and whether a 1-year limitation period may be beneficial.
3. Implement a cap for economic loss awards.
4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third-party liability coverage to \$2 million in government regulated automobile insurance plans.
5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non-profit insurance reciprocals.
6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims, and deductible limit changes which support its, and municipal arguments as to the fiscal impact of joint and several liability.
7. Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General.

CARRIED, MOTION PREPARED

COMMUNITY ISSUES

6. Community Enrichment Grants – Intake 2

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Seccaspina

THAT Council approve the allocation of Community Enrichment Grants to various organizations under Intake 2 in the amount of \$2,525.00.

CARRIED, MOTION PREPARED

7. NEW/OTHER BUSINESS

1. Resignation of Dave Young, Director of Public Works

Moved by: Councillor Seccaspina

Seconded by: Deputy Mayor Redmond

THAT Council accept with regrets the resignation of Dave Young, due to retirement, effective April 30, 2020.

CARRIED, CONSENT

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

1. Committee Resignations

Moved by: Councillor Atkinson

Seconded by: Deputy Mayor Redmond

THAT the resignations of Doreen Donald and Leslee Brown from the Environmental Advisory Committee be accepted with regrets; and

THAT a letter of thanks be sent to Ms. Donald and Ms. Brown on behalf of the Town and Council.

CARRIED, CONSENT

2. Advisory Committee Minutes and Updates

Moved by: Councillor Atkinson

Seconded by: Councillor Fritz

THAT the following minutes be received as information:

- Environmental Advisory Committee, September 16, 2019

CARRIED

9. INFORMATION LISTING

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Tennant

THAT the Information Listing dated October 8, 2019 be received as information.

CARRIED

11. CLOSED SESSION

Moved by: Councillor Fritz

Seconded by: Councillor Tennant

THAT the Committee move into closed session at 9:17 p.m. to discuss matters subject to Section 239 (2):

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

AND THAT Diane Smithson, CAO (items 1 and 2), and Stacey Blair, Clerk (all items) and Trisa McConkey, Treasurer (item 3) , remain in the room.

CARRIED

12. RISE AND REPORT

The CAO was provided with direction on items 1 and 2. The Mayor was provided with direction on item 3.

Moved by: Councillor Tennant

Seconded by: Councillor Atkinson

THAT the meeting be permitted to extend beyond 10:00 p.m.

CARRIED

13. ADJOURNMENT

Moved by: Councillor Atkinson

Seconded by: Deputy Mayor Redmond

THAT the meeting be adjourned at 10:17 p.m.

CARRIED

—
Councillor Toby Randell

—
Stacey Blair, Clerk

COMMUNICATION 130187

Received from: Paul Knowles. Town Engineer
Addressed to: Committee of the Whole
Date: October 22, 2019
Topic: Cost sharing for the South East Area of Town

SUMMARY

In 2016, the Town worked with other property owners and created a cost sharing agreement for the south east area of Carleton Place. There is approximately \$27 million of shared infrastructure that needs to be constructed. This cost needs to be funded by the approximately 50 different property owners. Since 2016, work has progressed. McNeely Avenue was extended south and a roundabout constructed, a pumping station with associated forcemains was completed and residential development has proceeded. Work has now progressed sufficiently and actual or updated costs are now available. As a result, staff recommends that the cost sharing calculations be finalized, an amending agreement be prepared by the Town's solicitor and that a by-law be presented to Council to authorize entering into the amended agreements.

BACKGROUND

In 2016, the Town worked with other property owners and created a cost sharing agreement for the south east area of Carleton Place. In 2016, this area, as illustrated in Figure 1 below, included considerable vacant land that was poised for development. The area is generally bounded by Coleman/Cavanagh Roads to the north, Franktown Road/former CPR rail line to the west and the municipal boundary to the south and east. Highway 7, Highway 15 and McNeely Avenue are the major roads within the area.

There is existing commercial development along Highways 7 and 15 and existing residential along Franktown Road but only the commercial area along McNeely Avenue and the south side of Highway 7 are currently serviced. In 2007-08, properties near the intersection of Highway 7 and McNeely Avenue were redeveloped establishing significant new commercial development. As part of this development, the McNeely/Highway 7 intersection was upgraded and McNeely Avenue was extended south of Highway 7.

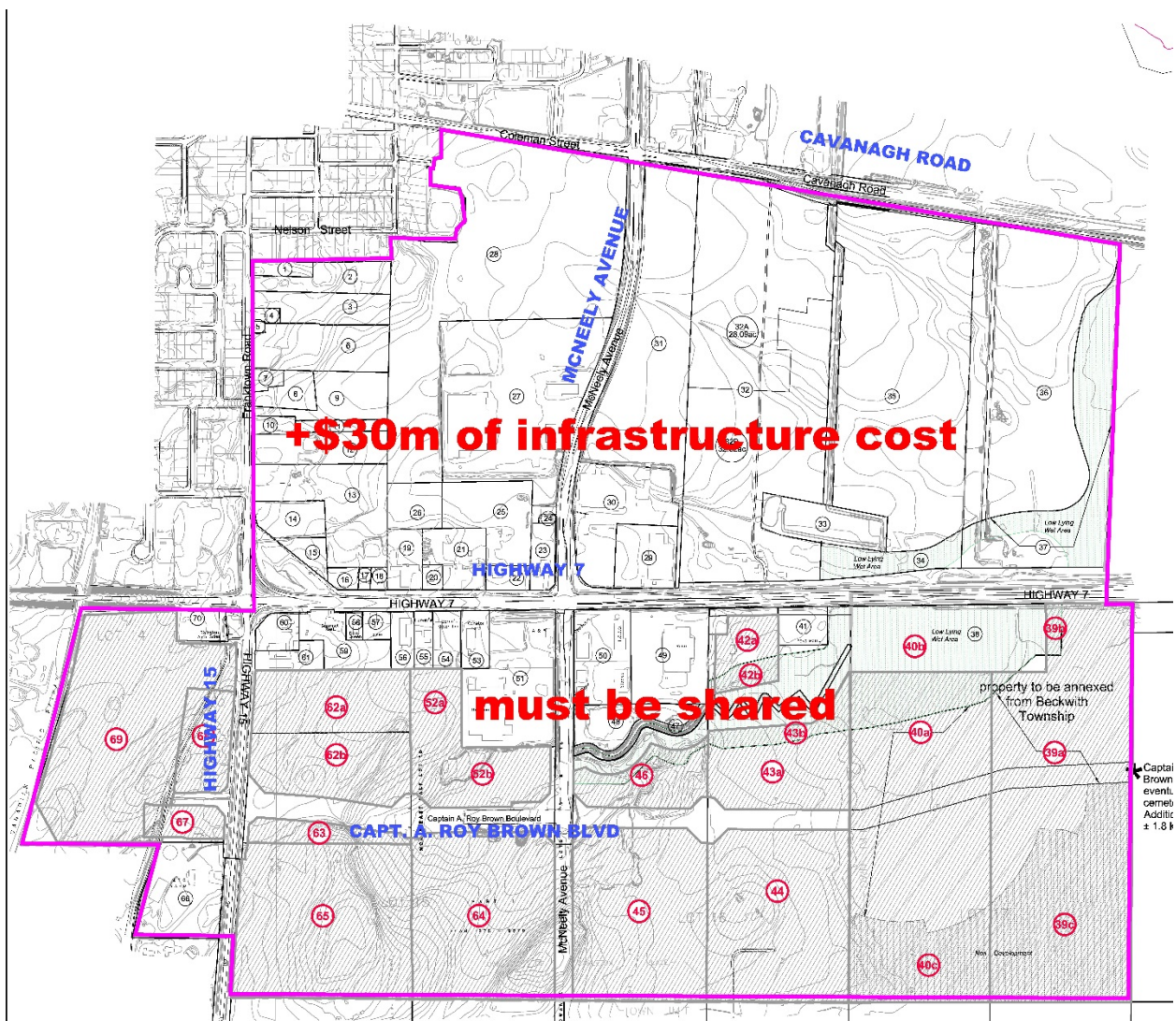
There is significant development potential in this area. Older existing residential and commercial properties can be redeveloped and there is vacant property for 2,000-3,000 new homes along with 260 acres for commercial and employment uses. However, there are two (2) serious constraints:

- Sanitary Sewer – the trunk sanitary sewer that services this area has little residual capacity (288 homes) and this capacity has already been allocated. Before development can proceed, a new trunk sanitary sewer system with a pumping station and associated forcemain needs to be constructed.
- Arterial Roads – the area north of Highway 7 is well serviced by existing arterial roads. However, south of Highway 7, McNeely Avenue will need to be extended to the south. Once development exceeds 380 homes, McNeely Avenue will need to be extended west to connect to Highway 15. Further in the future, when development exceeds 760 homes, McNeely Avenue will need to be connected to Cemetery Side Road to provide a third access to the area in accordance with the 2016 traffic study.

In total, there is approximately \$27 million of shared infrastructure that needs to be constructed. This cost needs to be funded by the approximately 50 different property owners. The Town's goal is to ensure the area develops in an orderly fashion with infrastructure constructed when required and sized with adequate capacity to permit development of the entire area. Because so many different owners are impacted, the Town has taken a lead role in coordinating work on the shared infrastructure. This report has been created to document the work undertaken to date and to describe the proposed approach to sharing the cost of infrastructure that benefits more than one owner.

Figure 1

Development Map



1. SHARED INFRASTRUCTURE REQUIRED

1.1 Trunk Sanitary Sewer and Watermain System

Construction of a new trunk sanitary sewer system is required to allow development of the area. This will consist of a new pumping station located south of Highway 7 just east of the existing Rona property and forcemains that extend from this pumping station to the wastewater treatment plant. Existing gravity sewers will also be re-directed into this pumping station. Trunk watermain will also be extended to the area. Work on this trunk sanitary sewer and watermain system will proceed in phases.

1. Construct pumping station, re-direct existing sewers into pumping station, extend forcemains to MH 301 (on the north side of Highway 7 just behind Canadian Tire property) and install trunk watermain. This work will allow the construction of 288 homes in the area.
2. Extend the forcemains from MH 301 to McNeely/Patterson. This will allow the construction of an additional 940 homes in the area.
3. Upgrade the pumps in the pumping station and extend the forcemain from McNeely/Patterson to the wastewater treatment plant. Both of these projects will be organized by the Town in the future.

The cost of the pumping station and forcemains should be shared by all unserved properties. The cost of the trunk services should be shared by the benefitting property owners.

1.2 Arterial Road System

Expansion of the arterial road system is required to allow development of the area south of Highway 7. This work will be constructed in phases.

1. Extend McNeely Ave south to a roundabout. This will allow development of adjacent residential and commercial properties until development reaches 380 homes. This cost should be shared by all property owners south of Highway 7 and east of Highway 15. Note – Pegasus property which is located in Beckwith Township should not be included as development of this property is somewhat tentative and in the future.
2. Construct a new arterial road (Captain A Roy Brown Blvd) from the roundabout at McNeely Ave to a new intersection at Highway 15. This will allow development of 760 homes in the area. Constructing Captain A Roy Brown should be shared by Cardel, Scowcroft, RSSR, Mutuura, and Laing as all of these properties will require construction of this road to provide access for development. The intersection at Hwy 15 should be shared by the above group and by the property west of Hwy 15.
3. Extend Captain A Roy Brown Blvd east to Cemetery Side Rd. This will allow development of 1500 homes in the area. Full development of the area (2170 homes) will require further traffic analysis. This project will be constructed in phases – the first phase would connect Pegasus property to the roundabout

at McNeely, the second phase would provide a connection to Cemetery Side Road. Pegasus will be responsible for all of these costs as the project clearly benefits their property and the majority of this work will not be required until the future when Pegasus' property develops.

2. WORK AND AGREEMENTS COMPLETED TO DATE

- 2.1 In 1998-99, the Town partnered with NuGlobe and Ramgold (developer of Canadian Tire site) to extend servicing to permit development of the area. An agreement authorized by By-law 16-99 (See Appendix A) sets out certain infrastructure costs to be recovered.
- 2.2 In 2004-05, the Town extended services to the south side of Highway 7 and By-law 14-2005 (see Appendix B) sets out how infrastructure costs were shared.
- 2.3 In 2007-08, significant commercial development occurred at McNeely and Highway 7. The cost for the infrastructure associated with this development was funded by the Commercial Developers and no recovery of cost was anticipated.
- 2.4 In 2009, the Town completed an Environmental Study Report that examined options and set out the plans for development of the area south of Highway 7. This work was funded through the Town's development charges and is not included in this report.
- 2.5 To proceed with implementation and development of this area, to date the Town has:
 - i. Incurred a net cost of \$417,913.52 to extend McNeely Avenue to the south and construct a pathway. To recover the Town's cost, this cost will be included in the total cost for development of the area and shared among benefitting owners. (Project 1)
 - ii. Worked with other owners to prepare a concept plan for the area (see Appendix C). The final actual cost of \$309,428.33 to prepare the concept plan was initially funded by the Town and four (4) other owners. This cost will be included in the total cost for development of the area and shared among benefitting owners. (Project 2)
 - iii. Entered into an Agreement with the County of Lanark where the County agrees to contribute \$1,400,000 towards constructing the extension of McNeely Avenue. When McNeely Avenue is connected to Highway 15, the County will assume responsibility for the road. (See Appendix C)
 - iv. Entered into an Agreement (see Appendix D) with certain owners to fund the initial cost to design extending McNeely Avenue and Captain Roy Brown Blvd. The Town has engaged a Consultant (BTE) to proceed with detailed design work and this work is defined as Projects 3, 4, 5 and 6.
 - v. Entered into an Agreement (see Appendix E) with certain owners to fund the initial cost to design the new trunk sanitary sewer system. The Town has

engaged a Consultant (Ainley) to proceed with detailed design work and this work is defined as Project 7.

- vi. Pursued acquisition of the property on which the common infrastructure will be constructed. (Projects 8 and 9)
- vii. Closed tenders for the common work required before the first building permit can be issued.

3. COST SHARING APPROACH

3.1 Fair Share of Costs – Who Should Pay for the Infrastructure?

Rather than expecting the taxpayers to contribute to development, the Town of Carleton Place has always tried to ensure that the property owners who benefit from infrastructure pay their fair share of the cost of constructing that infrastructure. However, there are a number of ways that the “*fair share*” of costs can be calculated. Also, although all owners who benefit from infrastructure must contribute, typically, the Town has not required owners to pay their fair share until they develop their property and derive the benefit.

3.2 Guiding Principles

All owners who benefit from infrastructure should contribute to that infrastructure.

The estimated cost of a project will be used to deposit funds prior to beginning a project. Once the project is completed, the actual cost will be used to adjust the deposit and to calculate the cost to be recovered from benefitting property owners.

Owners are only required to pay for the infrastructure when they derive the benefit from that infrastructure and develop their property. However, the actual cost the owner must pay is increased with inflation (not interest) to provide a fair payment to those who paid the upfront cost of the infrastructure.

The costs presented in this report include only the identified projects. Other development costs will need to be added.

Owners who are identified to fund initial costs are only required to provide the funding and proceed with the project when the project is required for the development of their property. If other owners wish to advance the timing of a project, these other owners will need to participate in the initial cost.

3.3 Basis for Sharing

For the work to date, the costs have been shared among the participating owners based on area as an interim measure because the area of each property was readily available information. The earlier agreements all recognize that sharing cost, based on area, was an interim decision that required confirmation.

Other options for sharing costs are:

- **Frontage** – Sharing costs based on frontage can be fair in some circumstances and it works well for linear infrastructure. However, in this situation, much of the required infrastructure is not linear (pumping station). Furthermore, there are corner properties and properties with irregular shapes. Based on this, frontage is not a suitable basis for sharing costs for this project.
- **Use of the Infrastructure** – Sharing the cost of the infrastructure based on the owner's use of that infrastructure (share of traffic volume for a road, share of the flow for a sewer) seems like a fair basis for sharing costs. However, for this project, much of the property is either vacant or planned for redevelopment, so sharing the cost based on use would require estimating the future share of use (traffic and flows). It is reasonable to assume each owner will develop or redevelop their property to its maximum capacity, therefore the estimated share of the use of the infrastructure is really the same as sharing based on area.

The fair share of costs, that owners will be required to pay, will be calculated and shared based on the area of the property.

3.4 Calculating and Collecting the Fair Share of Costs from Owners

The costs for the infrastructure will be shared among the benefiting owners based on the area of the properties. However, there are unique circumstances that must be addressed in these calculations.

1. Certain properties are already serviced and developed. They have already paid for their access and servicing and so do not benefit from this new infrastructure. This includes the following properties:

Property #	Owner
48	Colonnade Development Incorporated
49	4246551 Canada Inc.; 220 Real Estate Limited Partnership
50	Carleton Place Plaza Inc.
51	769494 Ontario Inc
53	1702485 Ontario Ltd
54	388273 Ontario Limited; 410613 Ontario Limited
55	1799459 Ontario Inc
56	1120854 Ontario Inc.
57	Imperial Oil Limited
58	644017 Ontario Inc.
59	Maniplex Investments Limited
60	CKC Group Ltd
61	1351157 Ontario Ltd
22	Anthanasios Katsoulis
23	Carleton Place Oil Inc.
24, 27	Calloway Reit (Carleton) Inc.
29	Canadian Tire Properties Limited

30	Loblaws
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No costs will be distributed to these properties.

2. Certain property owners have previously negotiated their required contribution for infrastructure.

- **NuGlobe #28 & #31** – Owner earlier partnered with the Town and shared in the cost to service their property. Their contribution towards the pumping station is fixed in a 1999 Development Agreement. (see Appendix A)
- **Thruway #25** – Owner negotiated a development agreement in 2015 that fixes their contribution towards the pumping station for their property. (see Appendix F)
- **Mutuura #62 & #63** – In 2005, when the existing commercial properties along the south side of Highway 7 were serviced, a portion (#62a - 11.40 Ac) of Mutuura's property was serviced and By-law 14-2005 (see Appendix B) allocates a share of the costs to Mutuura. This amount (\$316,591.56 plus inflation) is still payable. The remainder of Mutuura's property (#62b - 11.9 Ac north of Captain A. Roy Brown and #63 - 3.36 Ac south of Captain A. Roy Brown) will be serviced through the new sanitary trunk system and should share in this cost.
- **Scowcroft #52** - In 2005, when the existing commercial properties along the south side of Highway 7 were serviced, Scowcroft's property (#52 vacant plus Home Depot and Ford Dealer) was serviced and By-law 14-2005 (see Appendix B) allocates a share of the costs to Scowcroft. This amount (\$463,368.85) has been paid. However, a portion of Scowcroft's property (#52b – 10.36 Ac) was not included in the calculation of downstream costs. This cost will now be collected as set out in By-law 14-2005.

3. Portions of certain properties cannot be developed so the total area of the property should be reduced.

Property #	Name	Gross Area	Net Area Ac	Reason
36, 37	Gibson	55.64	38.25	Wetland area deducted
34, 35, 32	Pegasus N	113.3	108.88	Wetland area deducted
42, 43, 44	Pegasus S	47.57	42.43	Wetland area deducted
38, 39, 40,	Pegasus B	114.55	64.68	Wetland area deducted

NOTE: The net developable area of all properties will be less than the total area as a portion of the property must be used for internal roads, stormwater management, parkland dedication, etc. The area used to calculate the share of costs will include the areas for these internal uses.

4. The property for Captain A. Roy Brown Blvd. needs to be provided by developers.
 - **Pegasus #39, #40, #43, #44** – Pegasus owns property on both sides of the road so provides the property for Captain A. Roy Brown across their property. Also, Captain A. Roy Brown needs to extend to Cemetery Side Road. The exact route for this road and property requirements need to be established through the Subdivision/Municipal Class EA process. Pegasus will be responsible for this planning work and property acquisition.
 - **Cardel #45, #46** – Cardel owns property on both sides of the road so provides the property for Captain A. Roy Brown across their property. The exact property requirements have been determined and transfer of the property should proceed.
 - **RSSR/Scrowcroft #52, #64** – Each owner provides 50% of the property required for the road allowance. The exact property requirements have been determined and transfer of the property should proceed.
 - **Mutuura/Laing #62, #63, #65** – The alignment of the road is entirely on Mutuura's property and actually severs the property creating a remnant parcel (#63). Mutuura should provide 50% of the property for the road. Parcel #63 and the other 50% of the property required for the road needs to be purchased from Mutuura. The cost of this purchase would be assessed to Laing and parcel #63 would be added onto Laing's property. The exact property requirements have been determined and transfer of the property should proceed.
5. Rivington (#67) and Devereux (#68) both have existing commercial development with existing entrances onto Hwy. 15. Construction of the new intersection of Captain A. Roy Brown Blvd. at Highway 15 will require closing these existing businesses' entrances and re-routing their entrances through the new intersection.

The Town/Doyle (#69) has traded property to provide Rivington (#67) and Devereux (#68) with rectangular parcels and acquired property to widen Highway 15 and extend Captain A. Roy Brown west of Highway 15. To recognize the loss of their direct entrance onto Highway 15, as part of the property swap, it has been agreed that Rivington (#67) and Devereux (#68) will not be assessed a share of the cost of the intersection provided they do not pursue development in advance of the intersection construction by others.

6. A number of the projects shown in this background report are funded by one owner and benefit only one other owner or even just the owner funding the project. These projects do not impact the larger group of owners and are included in the report only to illustrate responsibility for these projects.

3.5 Actual Initial Funding – Who will Pay for the Infrastructure Projects Initially?

The infrastructure required for development of the area are large projects with a high cost that will need to be funded before the first building permits can be issued. It would not be economically viable for any one property owner to proceed with this work on their own. It is also not realistic to plan on the various owners developing and contributing towards the infrastructure at the same time.

The Town, together with a group of property owners, have joined together and will share the initial cost of constructing the infrastructure. As other benefiting owners develop their properties, the Town will collect their fair share of the cost of the infrastructure from these owners and then distribute these funds to the group that paid the initial cost of the infrastructure. Development of the entire area will take a number of years, so collecting the fair share of costs from these other owners will take considerable time. To recognize financing costs, the fair share of the cost assessed to owners will be adjusted with inflation so that when the owner pays their fair share, the cost reflects current costs. Owners will not be permitted to develop their properties until they have paid their outstanding “Fair Share of Cost” and posted security for the estimated “Fair Share of Cost” of future projects that will benefit their property.

3.6 Sewer and Water Infrastructure

The Town will fund the initial cost of constructing the new sanitary trunk system and other associated common underground infrastructure required for development. The group of active developers (Pegasus, Cardel and RSSR) will be required to make regular payments towards this cost whether the owners are actively developing their property or not. As the owners develop their property, the owners will be required to make one-time payments to the Town.

As other benefiting owners in the area develop their properties, the Town will collect their fair share of the cost and distribute to the owners who initially funded the project. (Pegasus, Cardel and RSSR)

To implement, the Town will enter into an agreement with Pegasus, Cardel and RSSR that reflects the above provisions and adopt a By-law under Section 326 of the Municipal Act that would implement the agreement and require the owners to repay the Town.

The Town would also enter into an agreement with impacted owners south of Highway 7 (Pegasus, Cardel, RSSR, Mutuura, Laing, Scowcroft, Devereux, Rivington) that requires the other benefiting owners to pay their fair share prior to development. The Town would also adopt a By-law under Section 326 of the Municipal Act that would implement the agreement and require the other benefiting owners to pay their fair share of costs prior to development of their properties.

3.7 Road Infrastructure

The owners who require the road infrastructure for their development will fund the initial cost of constructing that infrastructure. As other benefiting owners in the area develop their properties, the Town will collect the fair share of the infrastructure costs owed by these other owners and these funds will be distributed to the owners who initially funded the road infrastructure.

COMMENT

Cost sharing agreements between the Town and private property owners/developers were finalized and, on June 28, 2016 Council authorized executing the cost sharing agreements, awarded contracts so construction work could begin and introduced By-law 32-2016 (To Recover the Capital Costs – Highway 7/McNeely Area). By-law 32-2016 was tabled after first reading as actual costs needed to be determined and inserted before the By-law is adopted.

Since 2016, work has progressed. McNeely Avenue was extended south and a roundabout constructed, a pumping station with associated forcemains was completed and residential development has proceeded. Work has now progressed sufficiently and actual or updated costs are now available.

Table 1 shows the cost of each of the projects as estimated in 2016 and the 2019 actual or updated estimated cost.

Table 1 – Updated Cost for each Project

No	Project Description	2016 Estimated Cost	2019 Actual or Estimated Cost	Comments
1	Path & McNeely south	417,913.52	417,913.52	Finalized
2	Concept Plan	309,428.33	309,428.33	Finalized
3	Hwy 15 Intersection Design	171,875.00	171,875.00	Finalized
4	Employment Lands Design	115,000.00	115,000.00	Finalized
5	Roy Brown McNeely to Hwy 15 Design	147,000.00	147,000.00	Finalized
6	McNeely south to roundabout Design	124,000.00	124,000.00	Finalized
7	Pumping Station Design	412,950.00	412,950.00	Finalized
8	Property Hwy 15	158,592.83	158,592.83	Finalized
9	Property Roy Brown	523,560.00	523,560.00	Finalized
10	Pumping Station Phase 1	4,644,484.00	5,203,386.72	Tender higher than estimate
10	Forcemain to Patterson Phase 2	1,684,349.00	2,175,690.34	More rock removed than estimated
10	Forcemain to Plant Phase 3	1,600,000.00	1,124,411.98	Updated estimate reduced cost
10	Total Project 10	7,928,833	8,503,519.04	
11	Trunk Sewer to Pumping Station	382,475.00	373,778.64	

12	Watermain on McNeely	171,150.00	64,980.68	Contingency not required
13	Trunk Sewer on McNeely	209,450.00	153,484.23	
14	McNeely south to roundabout	1,607,166.00	1,755,265.00	
15	Roy Brown McNeely east to Pegasus	522,000.00	483,667.75	
16	Roy Brown McNeely west to Hwy 15	3,918,000.00	5,774,805.00	Construction costs & rock quantities increased Note a)
17	McNeely south of Roundabout	436,000.00	637,873.87	
18	Rathwell – Fanning to Stokes	1,126,000.00	1,126,000.00	
19	Watermain to Hwy 15	260,000.00	260,000.00	
20	Intersection Hwy 15/Roy Brown	2,020,000.00	2,715,546.00	Share of MTO's project
21	Roy Brown through Pegasus S	522,000.00	0.00	Project not required
22	Road – Employment Lands	650,000.00	650,000.00	Municipal project – no updated costs yet Note a)
23	Sewer & Water – Employment Lands	1,004,000.00	1,004,000.00	Municipal project – no updated costs yet
24	SWM – Employment Lands	304,000.00	304,000.00	Municipal project – no updated costs yet
25	Connect to Cemetery Side Rd	3,275,000.00	0.00	Project not required
26	Upgrade sewer north Hwy 7	0.00	401,574.09	New Project
	Total all Projects	27,383,160.68	27,255,580.98	

Note – a) The Roy Brown right-of-way should be cleared so that rock elevations can be determined and cost estimates refined.

These 2019 costs have been inserted to the cost sharing spreadsheet and updated costs for each owner calculated as shown on Table 2.

Table 2 – Impact to Individual Owners

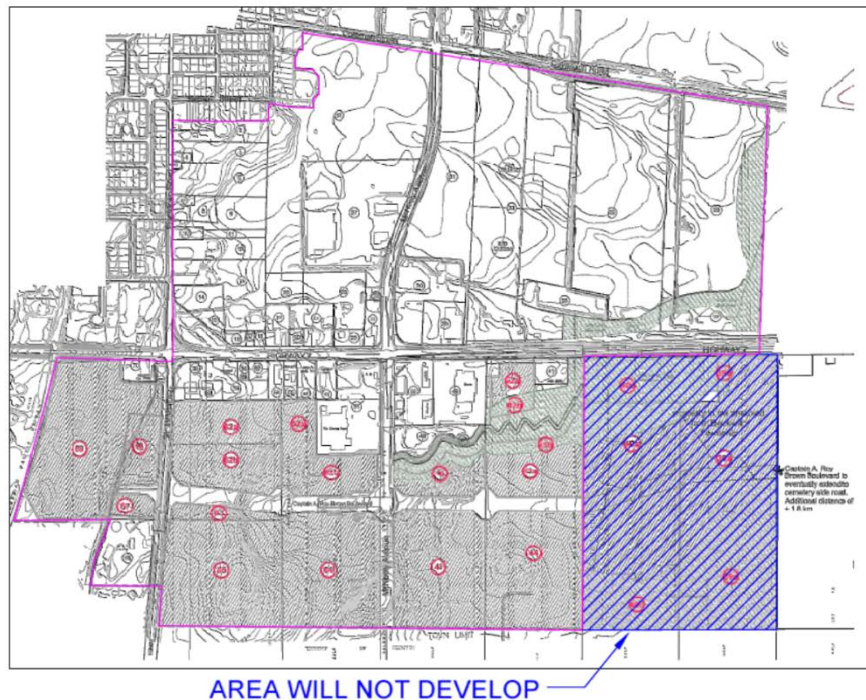
Owner	2016 Initial Funding	2019 Costs Only Initial Funding	2016 Fair Share	2019 Costs Only Fair Share
John Gibson	0	0	649,585	697,241
Pegasus North	3,393,920	3,688,154	1,849,068	1,984,722
Pegasus South & Beckwith	5,458,427	5,004,126	7,383,952	6,984,901
NuGlobe East	0	0	103,680	103,680

NuGlobe West	0	0	209,378	209,378
Cardel	7,680,847	9,390,221	3,116,155	3,898,649
RSSR	3,796,258	4,849,149	2,180,972	2,816,612
Scowcroft	28361	28,361	776,473	1,032,690
Laing/Mutuura	0	0	3,243,704	3,913,834
Mutuura	0	0	1,410,893	1,865,620
Rivington Electric	0	0	150,406	154,119
Devereaux	0	0	303,841	311,341
Rivington Auto	0	0	125,769	128,074
Town	4,745,762	5,390,944	2,619,096	2,798,933
Thruway future	0		39,760	99,385
Maniplex	0	0	66,571	95,651
Hanks Tire	0	0	10,189	14,640
1859813 Ont Inc	0	0	41,947	60,270
NBS Invest	0	0	13,925	20,008
McLaughlin	0	0	12,736	18,300
Maniplex	0	0	22,926	32,941
June Brazeau	0	0	47,721	68,566
Morrow	0	0	176,789	254,013
Ivan Latime	0	0	96,291	138,353
Llunney/Edwards	0	0	11,718	16,836
Sadler/Doucett	0	0	34,814	50,021
Julie Sadler	0	0	106,311	152,749
Pitsa Antonakos	0	0	124,822	179,346
D & E White	0	0	3,056	4,392
Sara Hussey	0	0	7,981	11,468
Catholic Church	0	0	77,610	111,512
B Dunham	0	0	67,421	96,871
Lynda Lee	0	0	18,001	25,864

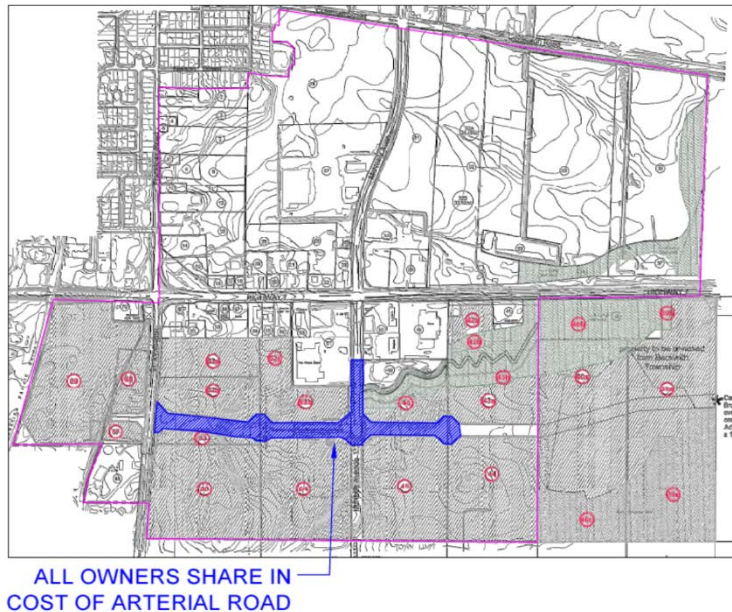
However, the cost for each project is not the only thing that has changed. Other changes include;

1. In 2016, there was a plan for property owned by Pegasus located in Beckwith to be annexed and developed residentially. However, this area has now been designated as wetlands and will not be developed (see below). This reduces the area over which costs are shared by about 11% which increases cost for the

remaining Owners by about 11%.



2. The traffic study completed in 2016 showed that Captain A Roy Brown Blvd needed to be extended to Cemetery Side Rd. However, since 2016, less traffic will be created as less area will be developed (Pegasus Beckwith property see 1. above) and MTO has announced they will be improving the capacity of the Highway 7/15 intersection. MTO's recent traffic analysis shows that the area can develop with accesses to Highway 7 at McNeely and to Highway 15 at Captain A. Roy Brown. Captain A. Roy Brown Blvd. no longer needs to be extended to Cemetery Side Rd so Projects 21 and 25 can be deleted from the cost sharing agreements. With this change, all of the owners should share proportionately in the cost of McNeely Avenue and Captain A. Roy Brown Blvd - Projects 14, 15, 16 and 20 (see below).



3. The Town has discovered that the sanitary sewer on the north side of Highway 7 which services all of the properties between McNeely Avenue and Franktown Road does not have sufficient capacity to allow full development of this area. This sewer needs to be upgraded at an estimated cost of \$401,574. By-law 03-2000 currently imposes a connection charge for properties that connect to the existing sewer. Since the existing sewer does not have any available capacity the charge contained in By-law 03-2000 needs to be removed and replaced with a new charge that will fund the \$401,574 cost to upgrade the sewer. This work is identified as Project 26 and included in this cost sharing calculation. The cost sharing calculations recognize that certain owners (NuGlobe, Thruway, Smart Centres, Pioneer Gas) have existing development agreements that fix their charge.

These three (3) additional changes have been inserted into the cost sharing spreadsheet that calculates the share for each owner and the results are presented in Table 3.

Table 3 – Impact to Individual Owners

Owner	2016 Initial Funding	2019 Costs Only Initial Funding	2019 Costs and Other Changes Initial Funding	2016 Fair Share	2019 Costs Only Fair Share	2019 Costs and Other Changes Fair Share
John Gibson	0	0	0	649,585	697,241	805,151
Pegasus North	3,393,920	3,688,154	3,639,211	1,849,068	1,984,722	2,291,891
Pegasus South & Beckwith	5,458,427	5,004,126	4,959,494	7,383,952	6,984,901	4,166,433
NuGlobe East	0	0	0	103,680	103,680	103,680
NuGlobe West	0	0	0	209,378	209,378	209,378

Cardel	7,680,847	9,390,221	7,768,098	3,116,155	3,898,649	3,645,426
RSSR	3,796,258	4,849,149	3,533,069	2,180,972	2,816,612	2,611,163
Scowcroft	28361	28,361	27,862	776,473	1,032,690	888,338
Laing/Mutuura	0	0	0	3,243,704	3,913,834	3,656,349
Mutuura	0	0	0	1,410,893	1,865,620	1,652,179
Rivington Electric	0	0	0	150,406	154,119	163,443
Devereaux	0	0	0	303,841	311,341	330,175
Rivington Auto	0	0	0	125,769	128,074	133,293
Town	4,745,762	5,390,944	5,148,290	2,619,096	2,798,933	2,811,600
Thruway future	0			39,760	99,385	99,385
Maniplex	0	0	0	66,571	95,651	106,710
Hanks Tire	0	0	0	10,189	14,640	16,333
1859813 Ont Inc	0	0	0	41,947	60,270	67,238
NBS Invest	0	0	0	13,925	20,008	22,321
McLaughlin	0	0	0	12,736	18,300	20,416
Maniplex	0	0	0	22,926	32,941	36,749
June Brazeau	0	0	0	47,721	68,566	76,494
Morrow	0	0	0	176,789	254,013	283,381
Ivan Latime	0	0	0	96,291	138,353	154,349
Llunney/Edwards	0	0	0	11,718	16,836	18,783
Sadler/Doucett	0	0	0	34,814	50,021	55,805
Julie Sadler	0	0	0	106,311	152,749	170,410
Pitsa Antonakos	0	0	0	124,822	179,346	200,082
D & E White	0	0	0	3,056	4,392	4,899
Sara Hussey	0	0	0	7,981	11,468	12,794
Catholic Church	0	0	0	77,610	111,512	124,404
B Dunham	0	0	0	67,421	96,871	108,071
Lynda Lee	0	0	0	18,001	25,864	28,855

FINANCIAL IMPLICATIONS

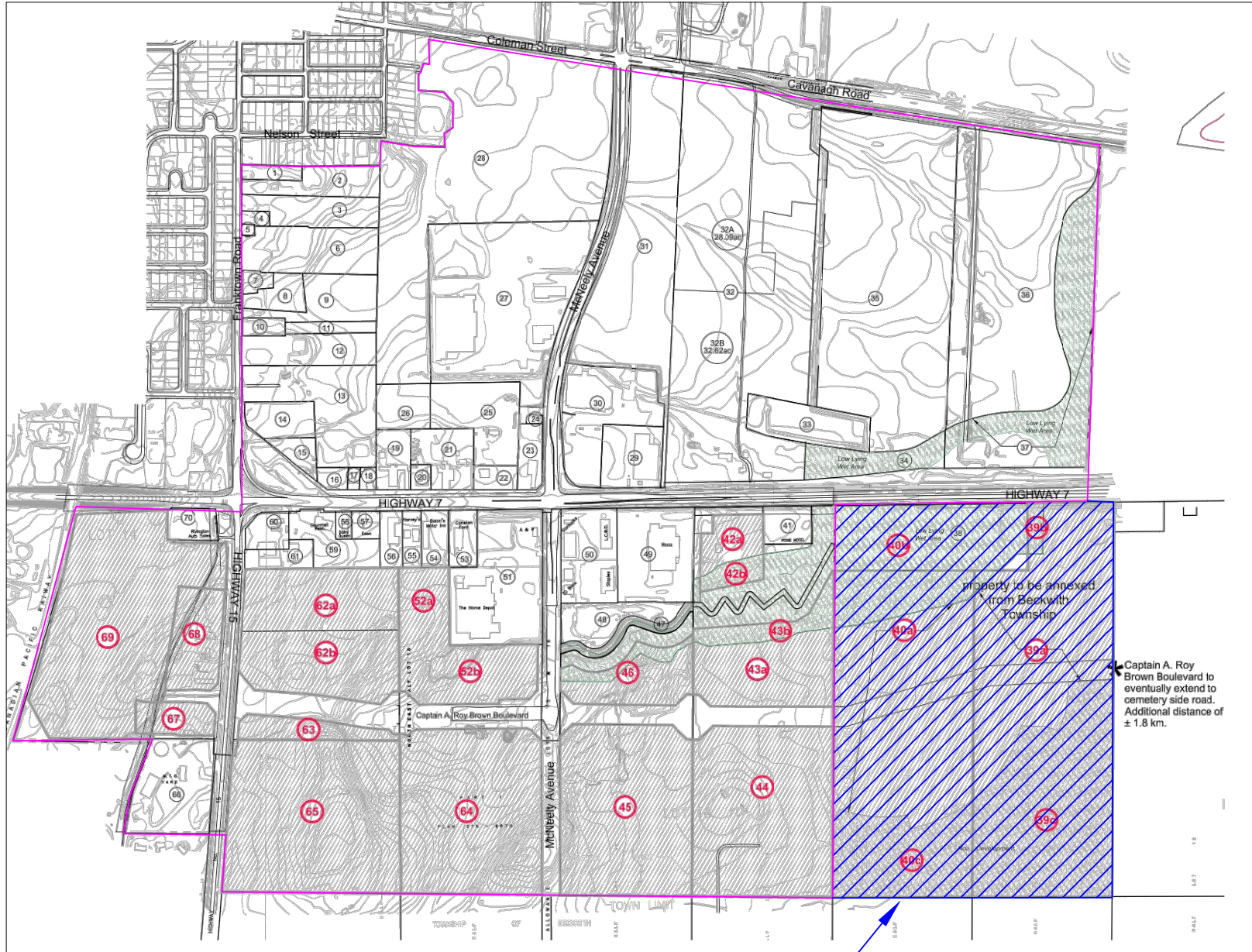
The Town has provided funds for the initial cost of the pumping station and associated forcemains. These funds have been loaned from the Town's water/wastewater expansion reserve and are being repaid with interest by the Developers as outlined in the 2016 cost sharing agreement. The principle and quarterly payments associated with this loan need to be adjusted to match the updated costs.

The Town, as a property owner, is also sharing in the infrastructure costs so that the new Highway 7/15 business park can be developed. The next major infrastructure project will be the extension of Captain A. Roy Brown Blvd to connect with Highway 15. This work is planned to coincide with MTO's project to improve the Highway 7/Highway 15 intersection. The Town's long-term capital plan should include funding for the Town's share of the cost-shared infrastructure in 2021-22.

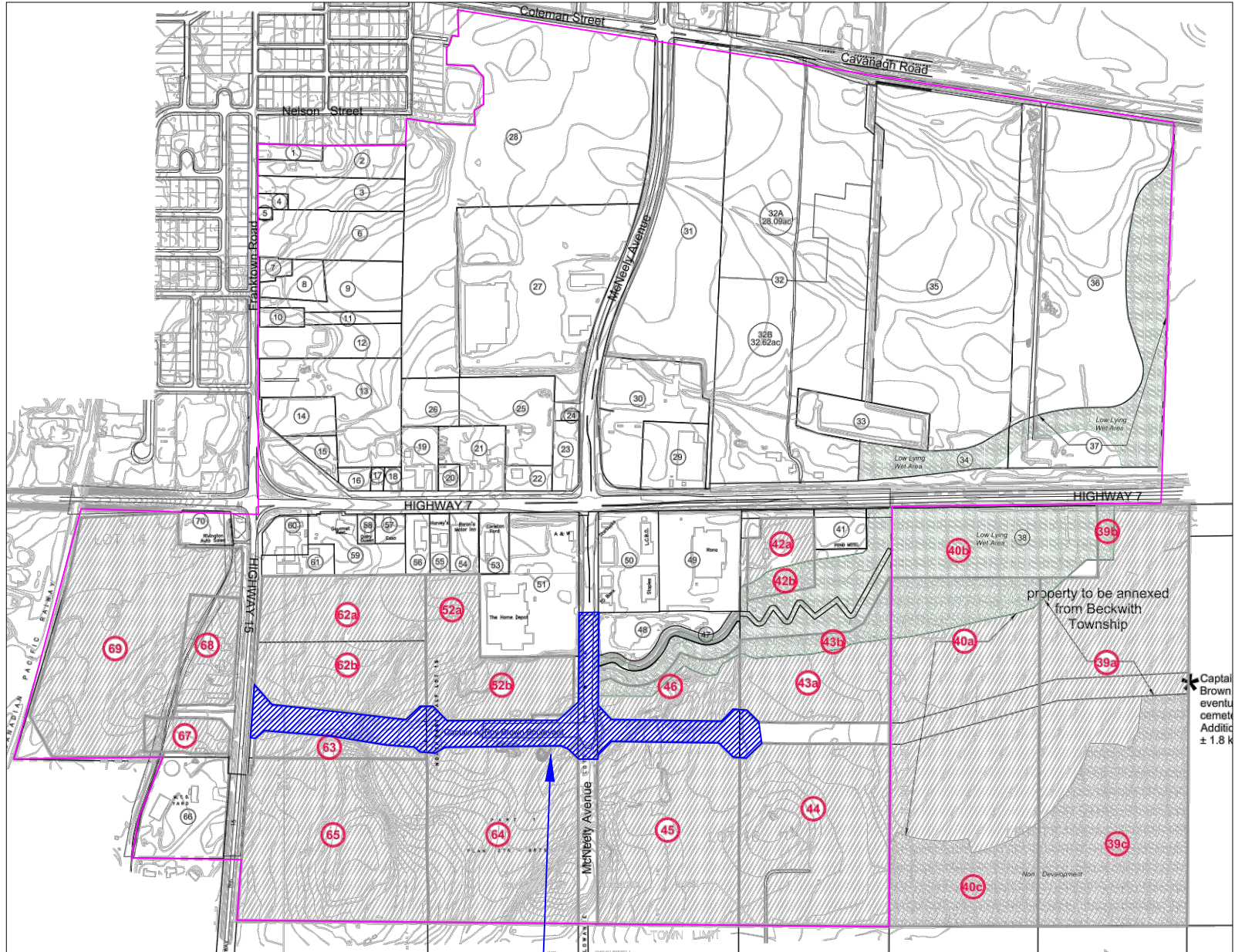
STAFF RECOMMENDATION

THAT the cost sharing calculations be finalized and the Developer's mortgage and security payments related to the pumping station be adjusted; and
 THAT the solicitor be instructed to prepare an amendment to the 2016 cost sharing agreement to address the changes that have occurred since 2016; and
 THAT the finalized cost sharing calculations and By-laws be presented to all directly impacted owners and the public in December 2019; and
 THAT the finalized By-law 32-2016 be presented to Council in January 2020; and

THAT staff arrange for clearing the Captain A. Roy Brown Blvd right-of-way during the winter of 2020 so that rock elevations and detailed design elements can be determined and cost estimates refined.



AREA WILL NOT DEVELOP



ALL OWNERS SHARE IN
COST OF ARTERIAL ROAD

COMMUNICATION 130188

Received From: Dave Young, Director of Public Works
Addressed to: Physical Environment Committee
Date: October 22, 2019
Subject: Drinking Water Quality Management System - 2019 Third Quarter Report

SUMMARY

The attached report describes the activities and issues relating to the operation of the Town's Drinking Water Distribution System from July 1st to September 30th, 2019.

COMMENT

Noteworthy items from the report include:

- Locates – The number of locates continues to grow. The same period from January to September over the past three (3) years has grown dramatically with a 52% increase in three years:

YEAR	NUMBER OF LOCATES
2017	809
2018	1028
2019	1230

- There was a watermain break and repair on High Street on July 27, 2019.
- There have been numerous new occupancy water activations within the new subdivision developments.

STAFF RECOMMENDATION

THAT the Drinking Water Quality Management System (DWQMS) Third Quarter Report for the Carleton Place Drinking Water Distribution System be received as information.



2019 3rd Quarter DWQMS Report to Council

The purpose of this report is to summarize the activities of the Public Works – **Water Distribution System** for the period of July 2019 through September 2019 to Town Council.

Operational Plan Revisions

There have been no revisions to the Operational Plan during this quarter.

Drinking Water Quality

To date in 2019, there have been 22 calls by residents concerning water quality. They are summarized as follows:

- 2 – Taste / Odour
- 3 – Visual
- 14 - Noise / Service Issues
- 1 – Watermain Break
- 2 - Other

Operational Activities

For July through September, the following activities were completed by the Waterworks Staff:

- Locates – The number of locates continues to grow. The same period from January to September over the past three (3) years has grown dramatically with a 52% increase in three years.

YEAR	NUMBER OF LOCATES
2017	809
2018	1028
2019	1230

- New residential services were installed by Public Works at 150 Charlotte.
- Munro Street extension - Staff commissioned the new water main and provided oversight for the final connections to the municipal system.
- Miller's Crossing – Staff commissioned a new watermain and oversaw final connections on Rathwell Street.
- There was a watermain break and repair on High Street on July 27, 2019.
- Assisted AECON with service issues on High Street including an emergency repair.

- LePine installed a hydrant extension which Public Works staff commissioned and provided oversight on with respect to the final connections
- Emergency valve repair at Munro Street and Park Avenue
- Provided oversight at regular development construction sites including NuGlobe, Cardell, Meadow Ridge, and three (3) large live taps within the Hooper easement.
- In order to access municipal water and sewer infrastructure within easements, staff undertook cleanup as part of our ongoing maintenance.
- Meadow Ridge staff commissioned a new main and oversaw final connections on Antonakos Way.
- Service taps were completed on Mary Street and Antrim Street for servicing vacant lots.
- Annual valve turning operations were undertaken.
- Staff, with the assistance of a leak detection contractor, found a leak at a 4" service at a Bridge Street address.
- Carleton Junction – final water service connections occurred at the property line
- Beckwith condo development – new hydrant install with contractor
- Identified and repaired a leak at 145 Napoleon Street.
- Quarterly water meter reading for billing purposes.
- Emergency service repairs at 12 Bridge Street and 18 Morris Street
- Numerous new occupancy water activations within the new developments in Town

Consumption Statistics - System Demand (m³)

	<u>July 2019</u>	<u>August 2019</u>	<u>September 2019</u>
Avg.	5707.72	4951.56	4395.25
# of Days	31	31	30
Max.	7324.64	6031.92	5027.05
Min.	<u>4357.39</u>	<u>7172.45</u>	<u>3949.81</u>
Sum.	176939.2	153498.3	131857.5

1st Quarter: 377,567.1m³

2nd Quarter: 417,747.3m³

3rd Quarter: 461,749m³

Total to Date 2019: 1,257,063.4m³

In comparison to the 2018 figures for the period of July through September, there was a 7.63% decrease in 2019.

Deviations in Critical Control Points

In accordance with Element 8 and deviations from critical control points identified in our risk assessment are to be recorded. There were no deviations reported during this quarter.

COMMUNICATION 130189

Received from Joanna Bowes, Manager of Development Services
Addressed to Committee of the Whole
Date October 22, 2019
Topic DP1-18-2019, 101 Hurdis Way, Carleton Landing North Subdivision

SUMMARY

Pegasus Development Corporation has applied for a Class 1 Development Permit application for 101 Hurdis Way in the Carleton Landing North Subdivision in order to request a variance to their exterior side yard setback from the maximum allowable 7.5m to 8.34m, a variance of 0.84m (see attached). The Developer is able to provide the correct setback required under the Development Permit By-law and has provided no valid reason as to why this variation is being requested. Typically, this type of application is approved at the Staff level, however, Staff is reluctant to approve this application as the lot can be developed, with the preferred model, without the requirement of variance to the by-law. Numerous similar applications have been received from this Developer. Staff is asking for guidance from Council with respect to this DP1 application as well as how to proceed with similar requests in the future.

COMMENT

Development Permit Class 1 applications are similar to what we know under Zoning By-laws as "Minor Variances". These requests for variances to the Development Permit By-law (or Zoning By-law) should not be approved unless the Developer can show that their property cannot be developed as per the by-law without causing the Developer "hardship". "Hardship" could be considered as issues relating to an attempt to maintain a large tree or special feature on a lot, improving sight lines, construction near hazard lands or other similar situations. For this particular application, no hardship has been indicated by the Developer or examined in the Planning Rationale Report.

The Development Permit By-law also examines applications based on impact as a particular issue with every development. The Planning Rationale Report provided by McIntosh Perry examines the issue of impact with respect to this particular lot noting that no impact will be experienced by the neighbouring lot. Staff agrees with this interpretation.

What has not been explored thoroughly by the Developer is the impact of the erosion of the Development Permit By-law. At the outset of the draft condition stage of this proposed subdivision, Planning Staff asked for a map of the lots in this subdivision indicating the models that would fit on each lot. This would enable the Developer, Planner and the purchaser to know which home fits on each lot, thereby negating the need for multiple variance requests. The Developer refused to do so, noting that the Town could not add this as a condition. The Town confirmed that this was the case, but that many Developers do this in order to ensure compliance.

A blanket variance has already been granted for the entire subdivision for all front yard setbacks to be up to 8.5m deep rather than the required 7.5m maximum. This was

granted for both this Developer and a similar variance to another Developer as they were experiencing difficulties with respect to designing models that fit on their lots.

The Developer is currently constructing Phase 2 of a five (5) phase subdivision and has asked for and received 19 variances in the space of 2 years. Many were granted in order to increase the garage width which the Planning Department believes would have a positive impact on issues with parking, particularly with the number of townhouse units. Many of the variances have been granted without indicating any undue hardship and with no specific reason provided. Attached is the list of variances granted.

The Planning Department is concerned about the continued erosion of the Development Permit By-law's requirements. Staff is requesting that Committee review this specific application, for 101 Hurdis Way, and consider the erosion of the by-law.

Based on the decision for this particular application, staff will take direction as to how Committee wishes to move forward with similar applications.

STAFF RECOMMENDATION

THAT application DP1-18-2019 for 101 Hurdis Way be denied; and

THAT Committee direct Staff to enforce the requirements of the Development Permit By-law unless the Developer can provide valid reasons why variances are required.

DP's Granted Within the Plan of Subdivision
for Carleton Landing North

<u>Developer</u>	<u>DP #</u>	<u>Type of Variance</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>Total</u>
Pegasus	DP1-02-2017	Reduced parking space	1			
Pegasus	DP1-06-2017	Increased front yard setback to 8.5m for entire subdivision	1			
Pegasus	DP1-05-2018	Increase exterior side yard		1		
Pegasus	DP1-09-2018	Increased garage width		1		
Pegasus	DP1-10-2018	Increased garage width		1		
Pegasus	DP1-14-2018	Increase exterior side yard		1		
Pegasus	DP1-15-2018	Increased garage width		1		
Pegasus	DP1-19-2018	Increased garage width		1		
Pegasus	DP1-20-2018	Increased garage width		1		
Pegasus	DP1-21-2018	Reduced rear yard		1		
Pegasus	DP1-22-2018	Increased garage width		1		
Pegasus	DP1-24-2018	Increased garage width and reduced rear yard		1		
Pegasus	DP1-25-2018	Increase exterior side yard		1		
Pegasus	DP1a-01-2019	Unapproved house (Juniper Model) built with no permit & too large for lot. Laneway only 5.11m and exterior side yard at 7.65m. Jasmine model was approved for the lot.			1	
Pegasus	DP1-02-2019	Increased garage width and reduced rear yard			1	
Pegasus	DP1-03-2019	Increased garage width and reduced rear yard			1	
Pegasus	DP1-04-2019	Increased garage width and reduced rear yard			1	
Pegasus	DP1-05-2019	Increased garage width and reduced rear yard			1	
Pegasus	DP1-18-2019	To increase the exterior yard setback from the maximum permitted setback of 7.5m to 8.34m			1	
Total DP's for subdivision			2	11	6	<u>19</u>

COMMUNICATION 130190

Received from Joanna Bowes, Manager of Development Services
Addressed to Committee of the Whole
Date October 22, 2019
Topic DP3-09-2019, Town of Carleton Place
3 Francis Street – Carleton Place Childcare Facility Addition

SUMMARY

An application has been submitted for a Class 3 Development Permit for the property locally known as 3 Francis Street (legally described as Beckwith Concession 12, Part Lot 16 RP27R-3817, Part of Part 1 RP 27R-5095 Parts 15 to 19). The property is designated as *Residential District* in the Official Plan and *Institutional* in the Development Permit By-law.

The property is owned by the Upper Canada District School Board (UCDSB) and the Town has a 99-year lease with the school board for the lands upon which the Childcare Centre is located. A provincial grant was awarded to the Town of Carleton Place to complete the works associated with the expansion.

The application proposes a 2-storey addition to the Childcare Facility which will result in an increase of 88 new registrations and 15 new staff members (elevations appended). The site currently holds 61 parking spaces each at 2.75m x6m as required under Development Permit By-law 15-2015. The current daycare plus the proposed addition requires a total of 100 parking spaces. The Town is only able to provide 17 parking spaces on site on the space it leases from the school board. Therefore, the proposal is short a total of 22 parking spaces. The application is requesting relief from the Development Permit By-law's minimum required parking provision for the addition from 39 spaces to 22 spaces and for a reduction in the minimum length of a parking space for the additional parking spaces (from 6 m to 5.2 m).

Typically, an addition to an existing permitted use would not be subject to a Class 3 Development Permit application, however the Town has elected to open the proposed addition and minor site plan amendment to public consultation for full transparency.



COMMENT

The review of this application is subject to the policy framework set out by the Provincial Policy Statement 2014, Lanark County Sustainable Communities Official Plan, and the Town of Carleton Place Official Plan.

The Carleton Place Development Permit By-Law regulates the development standards and site-specific provisions within the Town. The proposed development will require two (2) variations to the Development Permit By-Law:

- To reduce the minimum required parking from 33 spaces to permit 17 spaces (Section 3.31.2); and
- To reduce the minimum length of a parking space (for the 17 new spaces) from 6 metres to permit a length of 5.2 metres (Section 3.31).

Provincial Policy Statement

The Provincial Policy Statement (PPS) provides direction on matters of Provincial interest pertaining to land use matters and all development proposals must be consistent with the policies therein. The statement believes that long term prosperity for the Province depends on upon a “strong, sustainable and resilient community, a clean and healthy environment, and a strong and competitive economy”. The policy statement directs development to settlement areas and protects the resources throughout the province.

Section 1.0 of the PPS, Building Strong Healthy Communities, stresses the utilization of existing infrastructure and the promotion of efficient development patterns that support sustainable, livable, healthy and resilient communities while facilitating economic growth.

Section 2.0 of the PPS speaks to the protection and management of resources.

Section 3.0 of the PPS outlines policies to direct development away from areas of potential hazards.

This proposed application is consistent with the Provincial Policy Statement.

County of Lanark Sustainable Communities Official Plan

The County Official Plan delineates the Town of Carleton Place as a Settlement Area. Section 2.3, Settlement Area Policies, encourages efficient development patterns in Settlement Areas to optimize the use of land, resources, infrastructure and public service facilities. Further, the plan states that local land use policies shall be further elaborated in local Official Plans (Town of Carleton Place Official Plan).

Local land use policies shall provide for mixed use development including residential, commercial, employment lands, parks and open space and institutional uses in areas designated as a settlement area in local Official Plans.

This proposal conforms to the Lanark County Sustainable Community Official Plan.

Town of Carleton Place Official Plan

Section 3.5 of the Town of Carleton Place Official Plan sets out the intent and objectives of the *Residential District*. The objectives of the *Residential District* include:

- To promote sustainable, efficient and diverse residential neighbourhoods; and
- To provide a diverse range of housing types and densities.

The existing Childcare Facility, and its addition, will continue to promote a sustainable and efficient neighbourhood.

Community and social service facilities, such as a daycare facility, are listed as permitted uses within the *Residential District*.

The proposed addition to the existing daycare facility is an appropriate and permitted use for the property and will not have any negative impacts on adjacent land use.

This proposal conforms to the Town of Carleton Place Official Plan.

Town of Carleton Place Development Permit By-law

This property is designated *Institutional* in the Development Permit By-law. A Daycare Facility is listed among the permitted uses of the designation.

The existing Childcare facility currently operates with 61 standard parking spaces. The existing facility and associated parking are not subject to this minor site plan amendment, and so the 61 spaces which were once approved are deemed to be appropriate for a current Childcare Centre. As discussed above, under the Development Permit By-law, 39 additional parking spaces are required, of which 17 can be provided on lands leased from the Upper Canada District School Board (a reduction of 22 spaces).

However, Section 3.31.2 also states that “*the minimum parking requirements for Non-Residential uses may be reduced or waived provided the owner enters into a Class II Development Permit agreement and the applicant can provide justification and rationale*”

for the reduction in the parking requirement.” As such, Committee may grant a reduction to a Childcare facility’s minimum parking requirement. A Planning Rationale Report was submitted to the Planning Department for review which notes that the majority of parking is use for drop-off/pickup over the space of 2 hours in the morning and an hour and a half at night. The same parking lot is shared with the School Board, whose hours of pick up and drop off are at different times. It was also noted that drop-off/pickup times at the Childcare Centre are no more than 15 minutes. As such Planning Staff is of the opinion that the request for relief from the minimum parking requirement from 39 spaces to 17 spaces is acceptable and appropriate for the use and will not cause any adverse effects to the community or surrounding property owners. Moreover, Staff are of the opinion that the prescribed parking rate for Daycare Facilities in the Development Permit By-law should be revised as part of the ongoing review of the Development Permit By-law.

The number of required accessible parking spaces is not affected by the proposed addition to the Childcare.

Section 3.31 of the Development Permit By-law states that “*each standard parking space shall have a minimum width of 2.75 metres (9.0 feet) and a minimum length of 6.0 metres (19.7 feet)*”. The application is requesting that the proposed new 17 spaces have a minimum length of 5.2 metres (17 feet). The slightly shallower parking stalls are proposed on the south of the building where they will be single loaded along the 6-metre-wide driving aisle. This part of the parking area is intended for staff parking and is not anticipated to be a high traffic area. In comparison, the minimum length of a parking space in the City of Ottawa is 5.2 metres, which accommodates most all moderately sized vehicles. Planning Staff is of the opinion that the requested variation to the Development Permit By-law is minor and appropriate and will not cause adverse affects to traffic, vehicular movements or public safety.

Lastly, the Notice posted and circulated for the application stated that this Development Permit Agreement, if approved and finalized, will recognize an existing non-complying rear yard setback of 5.2 metres. This setback is derived from the location of the existing Childcare building and the boundary of the 99-year leased area occupied by the Centre. The lease boundary is not technically a transferable legal lot line, and so a building setback should not be measured from it.

Further, the application meets or exceeds all required landscaping and open space development standards.

PUBLIC CONSULTATION

To date, three (3) comments were received from commenting agencies and members of the general public.

Two (2) comments were the subject of tree preservation. The on-site trees lost due to the proposed addition will be replaced at a 1-for-1 ratio; the replacement trees will be planted on site if possible, and if not, either on the Arklan School property or in the Carleton Junction Park.

A last comment was made proposing the Town converting the one-way portion of Francis Street to two-way traffic. A portion of Francis Street is two-way (from Lake Avenue to the entrance to the Childcare Centre). From the entrance to the Centre to Patterson Street, Francis Street is a one-way Street. The section of Francis Street that is one-way is not considered a public street as it was closed and transferred to the Upper Canada District School Board when Arklan School was constructed. As a result, the Town is not in a position to be able to make the requested change.

The proposed Site Plan is appended at the of this report.

COMMITTEE OPTIONS

As with any Development Permit application, the Committee has the following options:

- a) Refuse the application;
- b) Approve the application and issue a Development Permit with no conditions attached;
- c) Approve the application and require that conditions be met before issuing a Development Permit;
- d) Approve the application and issue a Development Permit with conditions attached; or
- e) Approve the application, require that conditions be met before issuing a Development Permit and, when the conditions have been met, issue a Development Permit with further conditions attached

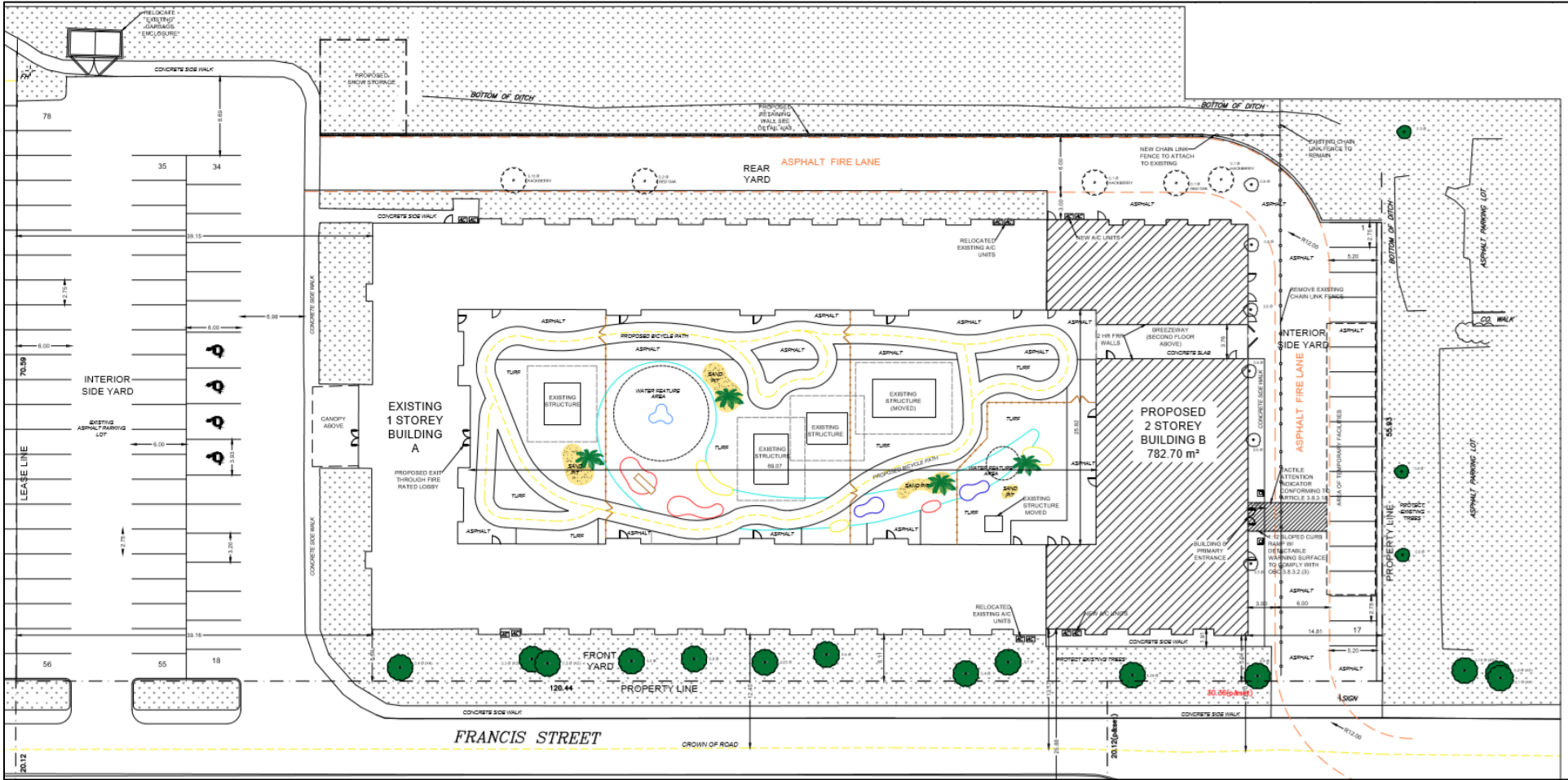
STAFF RECOMMENDATION

THAT the Committee hereby authorizes application DP3-09-2019 for the construction of a two-storey addition to the existing Childcare Facility at 3 Francis Street and directs Staff to move forward with the drafting of the Development Permit Agreement with conditions attached; and

THAT the Committee authorizes staff to issue a Development Permit upon receipt of all required information, fees and securities.



APPENDIX 2



COMMUNICATION 130191

Received from: Joanna Bowes, Manager of Development Services
Addressed to: Committee of the Whole
Date: October 22, 2019
Topic: Taber Street Subdivision Extension, 2nd request

SUMMARY

The County has received a letter from ZanderPlan requesting a second extension for the Taber Street Subdivision (09-T-15003) draft plan approval which is set to lapse December 11, 2019. ZanderPlan has requested a one (1) year extension with a lapsing date of December 11, 2020 on behalf of CP Rentals and Property Management Thorbjornsson Group Ltd. A one-year extension is permitted under the Planning Act.

The request has been made on the grounds that while it is likely that all draft conditions will be met by the current deadline, there is no absolute guarantee that they will be completed. A further concern is that staff will have limited time to draft the Subdivision Agreement and review final plans by the deadline given the multitude of applications that have been submitted in the past few months.

COMMENT

The Planning Act allows for applicants to request an extension to Draft Plan Approval for subdivisions for a maximum period of three (3) years. Further extensions are not permitted because:

- The validity of the supporting technical reports and studies may be out of date with current trends and growth that has occurred after the issuance of draft approval;
- The time since the statutory public meeting would be too great resulting in the public and staff potentially not being fully informed on the file.

The original subdivision application was supported by three (3) items:

1. A Planning Rationale Report by Parsons that explained how the approval of the draft plan is consistent with the Provincial Policy Statement and conforms to the County of Lanark's and Town of Carleton Place's Official Plans.
2. A Development Servicing Study by Novatech Engineering; and
3. An Environmental Impact Statement- Species at Risk Assessment by Muncaster Environmental Planning

Staff has reviewed the supporting reports and have found that their findings remain valid.

With respect to the Planning Rationale Report, the policies of the Provincial Policy Statement 2014, the County of Lanark's Official Plan and the Town of Carleton Place's Official Plan have not been amended since the application was received in 2015.

The Development's Engineering Study was undertaken in conjunction with the adjacent Jackson Ridge Subdivision since the proposed municipal services for the Taber Street Subdivision are shared with that development. All plans and findings remain valid.

The findings of the Environmental Impact Statement have been deemed to remain valid. The report concluded that no species at risk were observed on or adjacent to the site during field work and that no significant habitat was observed. Given the proximity of this site to the construction site at Jackson Ridge, it has been determined that no further updates to this study are required.

It is the opinion of staff that the draft conditions are still relevant and, as a result, Staff supports a one (1) year extension to the draft approval for the Taber Street subdivision as requested. Any further extensions will require an update to the Environmental Impact Statement supporting the file.

STAFF RECOMMENDATION

THAT Council supports a one (1) year extension of the Draft Approval for the Taber Street Subdivision; and

THAT Staff be instructed to inform the County of Lanark.

COMMUNICATION 130192

Received from: Joanna Bowes, Manager of Development Services
Addressed to: Committee of the Whole
Date: October 22, 2019
Topic: Development Services Planning Activity Report-
September/October 2019

SUMMARY

Please find attached the monthly report for pre-consultations and applications received by the Planning Department until October 18, 2019. The report represents only those matters that were accompanied by a submitted application or pre-consultation with Planning Staff.

COMMENTS

The attached chart shows pre-consultations and applications as of October 18, 2019 compared to the same dates in 2017 & 2018

Larger development projects are being applied for with a significant increase in the number of Class 3 applications in 2019 compared to any other year.

Part lot control applications are down to date from 2018 but it is anticipated that this number will increase substantially as more townhouses and semi-detached dwellings become ready to sever and sell with the ongoing development of large subdivisions.

STAFF RECOMMENDATION

THAT the Planning Activity Report for the month of September/October 2019 be received as information.

Planning Applications / Stats for 2019

<u>Month</u>	<u>Pre-consultation</u>	<u>PLC</u>	<u>SUB</u>	<u>Consent</u>	<u>DP1</u>	<u>DP1a</u>	<u>DP2</u>	<u>DP3</u>	<u>DP4</u>	<u>OPA</u>	<u>DPA</u>	<u>Monthly Totals</u>
January	6	8			1		1	1				17
February	5	1			4	1	1	1				13
March	7	1			2			2				12
April	10	5			1	1	1					18
May	10	3		1	2	3		1				20
June	2	1			2							5
July	11			1	1	1		3				17
August	7				3		2					12
September	17	4			1	2		1				25
October	6				1	2		1				10
November												0
December												0
<u>2019 YTD Totals</u>	81	23	0	2	18	10	5	10	N/A	0	0	<u>149</u>
<u>2018 Totals</u>	90	36	2	4	25	9	4	6	0	0	0	<u>176</u>
<u>2017 Totals</u>	99	23	2	7	31	9	8	6	1	0	2	<u>188</u>
<u>2016 Totals</u>	55	7	0	15	20	10	2	1	2	1	3	<u>118</u>
<u>2015 Totals</u>	50	10	2	9	9	9	7	1	0	1	3	<u>101</u>
<u>2014 Totals</u>	20	10	1	6	4	N/A	6	0	N/A	1	1	<u>49</u>

Applications as of October 18, 2019 compared to same date in 2017 & 2018

Application Type	2017	2018	2019
Part Lot Control	17	31	25
Consent	7	3	2
DP1	26	24	19
DP1a	5	8	10
DP2	7	3	5
DP3	6	6	11
<u>TOTAL APPLICATIONS</u>	<u>68</u>	<u>75</u>	<u>72</u>
 <u>Pre-consultations</u>	 <u>89</u>	 <u>73</u>	 <u>88</u>

The numbers are fairly consistent with 2017 & 2018 for both pre-consultations and applications at this point.

Conclusion: Larger development projects are being applied for with an 84% increase in the number of Class 3 applications in 2019 compared to the last two years. Part Lot Control applications are slightly down from 2018 but it is anticipated that this number will increase substantially as more townhouses and semi-detached dwellings become ready to sever and sell with the ongoing development of large subdivisions.

COMMUNICATION 130193

Received from Amanda Charania, Communications Coordinator
Addressed to Committee of the Whole
Date October 22nd, 2019
Topic Business Retention + Expansion Update

SUMMARY:

In early 2019, Carleton Place participated in a Business Retention and Expansion (BR+E) Program led by the County and Valley Heartland Community Futures Development Corporation with support from the Ontario Ministry of Agriculture, Food and Rural Affairs. 134 businesses in Lanark County were interviewed, 19 of those interviewed were from Carleton Place. The program was intended to provide municipalities with data that would give an overview of the current business climate in relation to business needs and priorities. Businesses interviewed were connected with relevant resources and support programs to address any immediate concerns.

Valley Heartland Staff has completed the exercise and presented their final report to the County's Economic Development Committee. Municipalities were provided with an individual report which summarized the results from businesses surveyed within their respective community. While the individual report provides an interesting insight into the Carleton Place business climate, to get an accurate perspective on trends, issues and opportunities, the statistically significant sampling provided by the County report should be used.

Some highlights from the County survey include:

- 88% of the businesses surveyed said their general impression of this community as a place of doing business was Good or Excellent
- 65% of businesses surveyed have been operating 11+ years
- The top five (5) sectors ranked are healthcare, construction, real estate, accommodation and food services, and manufacturing

Some interesting highlights from the Carleton Place survey include:

- 45% of respondents identified their market as local, 53% regional
- 37% said Carleton Place was an excellent place to do business, 42% said good
- Factors of doing business in the community that rated well were availability of space for rent or lease, regional/provincial roads and highways, local roads and streets, quality of life, availability of healthy and medical services, support from other businesses and residents, cell and internet service
- When asked to rate their level of satisfaction with police and fire services, parks and open spaces, garbage and recycling collection, all were rated well
- Twelve (12) businesses indicated they intended to expand within the next 18 months which would require an increase in workforce and floor space
- 79% of businesses interviewed said they project their sales to increase in the next year

- When asked if they would be interested in working cooperatively with other local businesses, the opportunities most desired were in relation to joint marketing, joint training and networking and information sharing
- During the past three (3) years, 53% of businesses indicated the number of people they employ increased.

Common themes in the BR+E surveys include:

- 1) Business Engagement
 - Networking & relationship building
 - Business to business opportunities
 - Business to service providers
- 2) Workforce Development
 - Availability of qualified workers
 - Training needs
 - Recruitment and hiring assistance
- 3) Business Friendly Climate
 - Centralized site for business needs
 - Positive local environment for business attraction, retention and expansion

From this, five (5) actions at the County level are in development to move the process forward as follows:

- 1) Develop a Lanark County Information Portal
- 2) Form a regional business service provider alliance
- 3) Within the alliance, create working groups for workforce development and training strategies
- 4) Host County-wide business networking events
- 5) Develop a municipal tool kit and workshops for municipalities and partners

STAFF RECOMMENDATION

THAT Council receive the Business Retention + Expansion report from the Communications Coordinator dated October 22, 2019 as information; and

THAT Staff continue working with the County to develop and implement priority items resulting from the program.



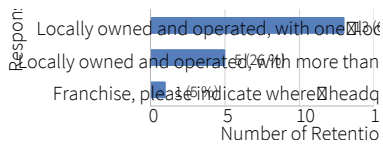
Carleton Place Final BR+E Survey Results

June 20, 2019

CD/CSD

Responses	Total	
Lanark County - Carleton Place	19	100 %
Total	19	100 %

BI1. Which of the following best describes your business?

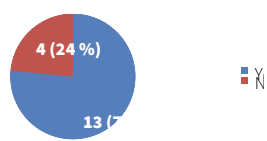


Responses	Total	
Locally owned and operated, with one location	13	68 %
Locally owned and operated, with more than one location (Specify number)	5	26 %
Franchise, please indicate where headquarters is located (City)	1	5 %
Total	19	100 %

BI2. Is at least one of the owners involved in the day-to-day operation of the business?

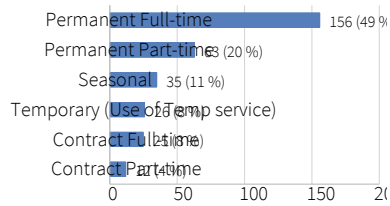
Responses	Total	
Yes	17	100 %
Total	17	100 %

BI3. Is at least one of the owners a resident of the community?



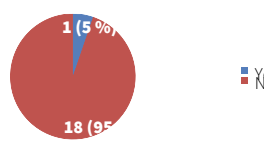
Responses	Total	
Yes	13	76 %
No	4	24 %
Total	17	100 %

Including owner/owners, please confirm your total number of employees operating at this location



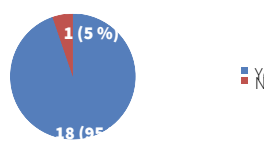
Responses	Total	
Permanent Full-time	156	49 %
Permanent Part-time	63	20 %
Seasonal	35	11 %
Temporary (Use of Temp service)	26	8 %
Contract Full-time	25	8 %
Contract Part-time	12	4 %
Total	317	100 %

CQ2a. Is your business unionized?



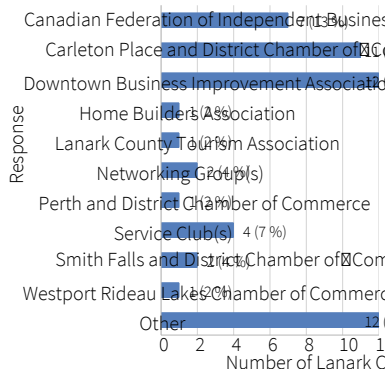
Responses	Total	
Yes	1	5 %
No	18	95 %
Total	19	100 %

CQ3a. Are you a member of any business organization(s)?

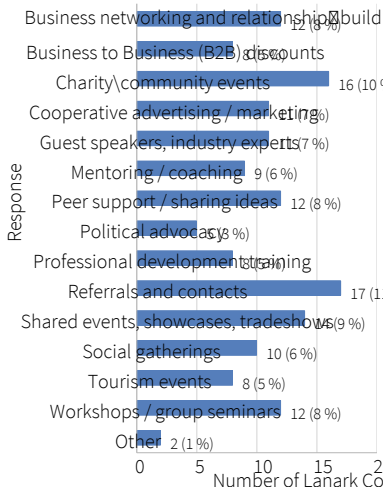


Responses	Total	
Yes	18	95 %
No	1	5 %
Total	19	100 %

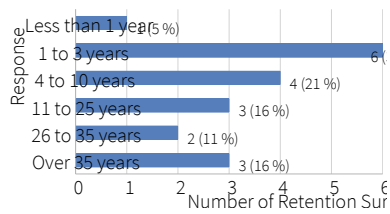
3b. Are you a member of any business organization(s)? - If Yes, mark all that apply



CQ4. Whether you are a member of any business/service organization or not, what services/activities are of value to your business?

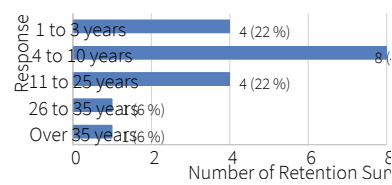


BI5. How many years has your business been in operation in this community?



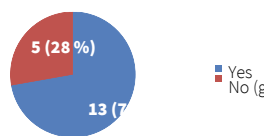
Responses	Total	
Less than 1 year	1	5 %
1 to 3 years	6	32 %
4 to 10 years	4	21 %
11 to 25 years	3	16 %
26 to 35 years	2	11 %
Over 35 years	3	16 %
Total	19	100 %

BI6. How many years have the current owner/owners been operating this business?



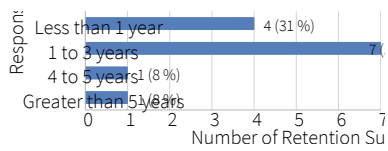
Responses	Total	
1 to 3 years	4	22 %
4 to 10 years	8	44 %
11 to 25 years	4	22 %
26 to 35 years	1	6 %
Over 35 years	1	6 %
Total	18	100 %

BI4a. Does your business have a business plan?



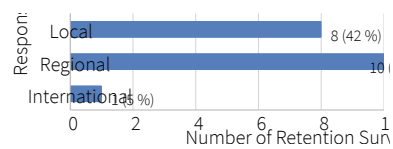
Responses		Total	
Yes		13	72 %
No (go to BI5)		5	28 %
Total		18	100 %

BI4b. Does your business have a business plan? - When was it last updated?



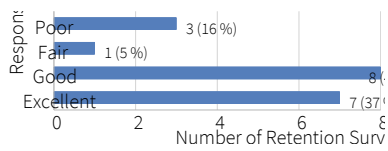
Responses	Total	
Less than 1 year	4	31 %
1 to 3 years	7	54 %
4 to 5 years	1	8 %
Greater than 5 years	1	8 %
Total	13	100 %

BI9. The primary market of your business is



Responses	Total	
Local	8	42 %
Regional	10	53 %
International	1	5 %
Total	19	100 %

BC1. What is your general impression of this community as a place to do business?



Responses	Total	
Poor	3	16 %
Fair	1	5 %
Good	8	42 %
Excellent	7	37 %
Total	19	100 %

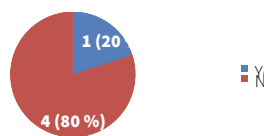
How would you rate the following factors of doing business in this community?



From the perspective of your business, rate your level of satisfaction with each of the following community services.

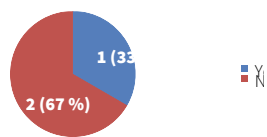


FP9a. Do you have a succession plan for your business?



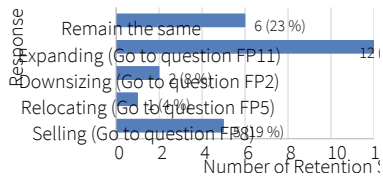
Responses	Total	
Yes	1	20 %
No	4	80 %
Total	5	100 %

FP9b. Do you have a succession plan for your business? - Would you like assistance/information with developing a succession plan?



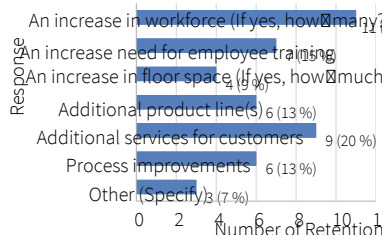
Responses	Total	
Yes	1	33 %
No	2	67 %
Total	3	100 %

FP1a. Within the next 18 months, which do you plan on:



Responses	Total	
Remain the same	6	23 %
Expanding (Go to question FP11)	12	46 %
Downsizing (Go to question FP2)	2	8 %
Relocating (Go to question FP5)	1	4 %
Selling (Go to question FP8)	5	19 %
Total	26	100 %

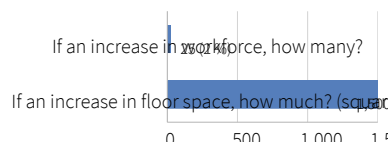
FP12. Will your expansion require or lead to



Responses	Total	
An increase in workforce (If yes, how many?)	11	24 %
An increase need for employee training	7	15 %
An increase in floor space (If yes, how much?)	4	9 %
Additional product line(s)	6	13 %
Additional services for customers	9	20 %
Process improvements	6	13 %
Other (Specify)	3	7 %
Total	46	100 %

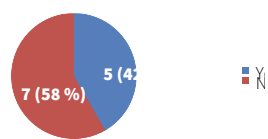
If Other, please specify	Total	
Community growing	1	33 %
More equipment and assets needed	1	33 %
Variety in stock	1	33 %
Total	3	100 %

Will your expansion require or lead to



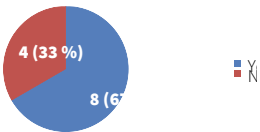
Responses	Total	
If an increase in workforce, how many?	25	2 %
If an increase in floor space, how much? (square feet)	1,500	98 %
Total	1,525	100 %

FP13. Are you planning on accessing any Federal or Provincial programs/services to assist with the expansion?



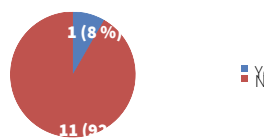
Responses	Total	
Yes	5	42 %
No	7	58 %
Total	12	100 %

FP14. Would you like to receive information on potential Federal or Provincial programs/services that might assist with your expansion?



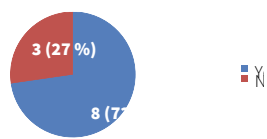
Responses	Total	
Yes	8	67 %
No	4	33 %
Total	12	100 %

FP15. Is your business currently experiencing difficulties with your expansion plans?



Responses	Total	
Yes	1	8 %
No	11	92 %
Total	12	100 %

FP16. Could the community potentially provide some assistance to support your expansion plans?

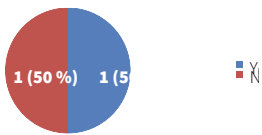


Responses	Total	
Yes	8	73 %
No	3	27 %
Total	11	100 %

FP3. Will your downsizing lead to a decrease in?

Responses	Total	
Floorspace	2	100 %
Total	2	100 %

FP4. Is there any assistance that could be provided to prevent/limit the downsizing of your business?



Responses	Total	
Yes	1	50 %
No	1	50 %
Total	2	100 %

FP5. Where do you plan to relocate this business?

Responses	Total	
Within the community	1	100 %
Total	1	100 %

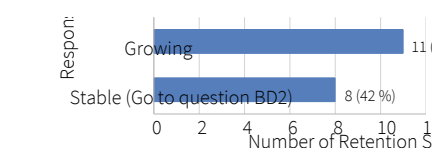
FP7. Is there any assistance that could be provided to prevent or assist with the relocation of your business within the community?

Responses	Total	
No	1	100 %
Total	1	100 %

FP10. Would you like assistance/information on selling your business?

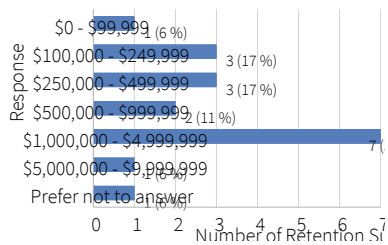
Responses	Total	
Yes	1	100 %
Total	1	100 %

BD1a. What is the outlook for your industry?



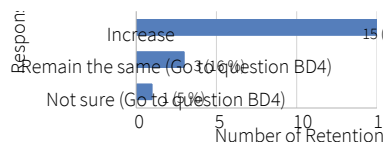
Responses	Total	
Growing	11	58 %
Stable (Go to question BD2)	8	42 %
Total	19	100 %

BD2. Please give an approximate annual sales range for your business:



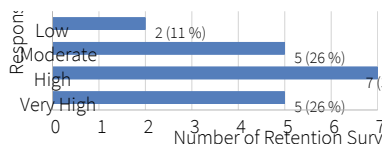
Responses	Total	
\$0 - \$99,999	1	6 %
\$100,000 - \$249,999	3	17 %
\$250,000 - \$499,999	3	17 %
\$500,000 - \$999,999	2	11 %
\$1,000,000 - \$4,999,999	7	39 %
\$5,000,000 - \$9,999,999	1	6 %
Prefer not to answer	1	6 %
Total	18	100 %

BD3a. Are your projected sales in the next year expected to:



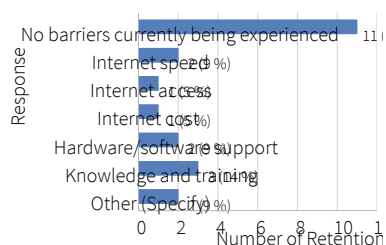
Responses		Total	
Increase		15	79 %
Remain the same (Go to question BD4)		3	16 %
Not sure (Go to question BD4)		1	5 %
Total		19	100 %

BD4. How would you rate your business related to the use of technology?



Responses	Total	
Low	2	11 %
Moderate	5	26 %
High	7	37 %
Very High	5	26 %
Total	19	100 %

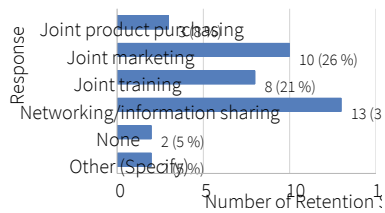
BD5. Is your business currently experiencing any barriers related to your information technology requirements?



Responses	Total	
No barriers currently being experienced	11	50 %
Internet speed	2	9 %
Internet access	1	5 %
Internet cost	1	5 %
Hardware/software support	2	9 %
Knowledge and training	3	14 %
Other (Specify)	2	9 %
Total	22	100 %

If Other, please specify	Total	
Cell phone service	1	100 %
Total	1	100 %

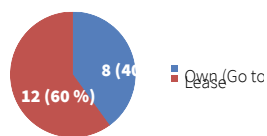
BD7. Are you interested in working co-operatively with other businesses in the community to pursue any of the following?



Responses	Total	
Joint product purchasing	3	8 %
Joint marketing	10	26 %
Joint training	8	21 %
Networking/information sharing	13	34 %
None	2	5 %
Other (Specify)	2	5 %
Total	38	100 %

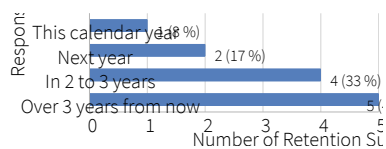
If Other, please specify	Total	
Does private mentoring as an entrepreneur; Networking through Chamber and BIA	1	50 %
Have partnered with other business for use of printers and sign setup	1	50 %
Total	2	100 %

BD8a. Does your business own or lease its facility/facilities?



Responses	Total	
Own (Go to Workforce Section)	8	40 %
Lease	12	60 %
Total	20	100 %

BD8b. Does your business own or lease its facility/facilities? - When does the lease expire?

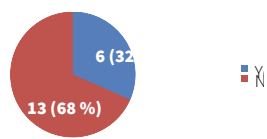


Responses	Total	
This calendar year	1	8 %
Next year	2	17 %
In 2 to 3 years	4	33 %
Over 3 years from now	5	42 %
Total	12	100 %

BD8c. Does your business own or lease its facility/facilities? - Do you anticipate any problems in renewing the lease?

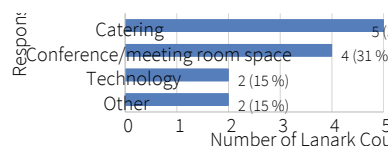
Responses		Total	
No		12	100 %
Total		12	100 %

CQ11a. Do you host business meetings/events that require overnight accommodations?



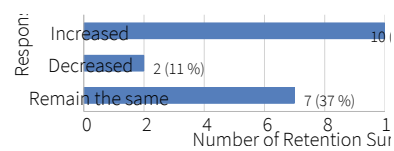
Responses	Total	
Yes	6	32 %
No	13	68 %
Total	19	100 %

CQ12. What amenities/services, if any, are required when you host business meetings/events



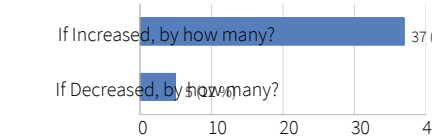
Responses	Total	
Catering	5	38 %
Conference/meeting room space	4	31 %
Technology	2	15 %
Other	2	15 %
Total	13	100 %

WF1a. During the past 3 years, has the number of people you employ in this business increased, decreased or stayed the same?



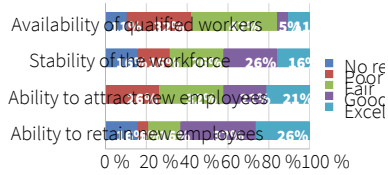
Responses	Total	
Increased	10	53 %
Decreased	2	11 %
Remain the same	7	37 %
Total	19	100 %

During the past 3 years, has the number of people you employ in this business increased, decreased or stayed the same?



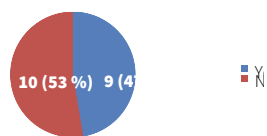
Responses	Total	
If Increased, by how many?	37	88 %
If Decreased, by how many?	5	12 %
Total	42	100 %

How would you rate the following factors in this community for your business needs?



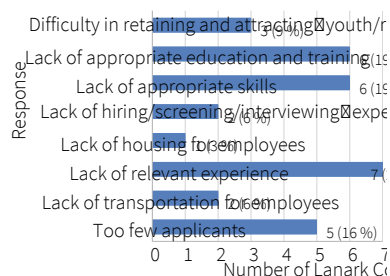
Responses	No response		Poor		Fair		Good		Excellent		Total	
Availability of qualified workers	2	25 %	6	40 %	8	36 %	1	6 %	2	14 %	19	25 %
Stability of the workforce	3	38 %	3	20 %	5	23 %	5	29 %	3	21 %	19	25 %
Ability to attract new employees	0	0 %	5	33 %	6	27 %	4	24 %	4	29 %	19	25 %
Ability to retain new employees	3	38 %	1	7 %	3	14 %	7	41 %	5	36 %	19	25 %
Total	8	100 %	15	100 %	22	100 %	17	100 %	14	100 %	76	100 %

CQ7a. Does your business currently have difficulty hiring?



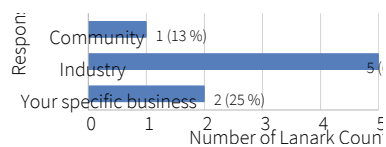
Responses	Total	
Yes	9	47 %
No	10	53 %
Total	19	100 %

7b. Does your business currently have difficulty hiring? - How would you describe your company's hiring challenges? (Select all that apply)



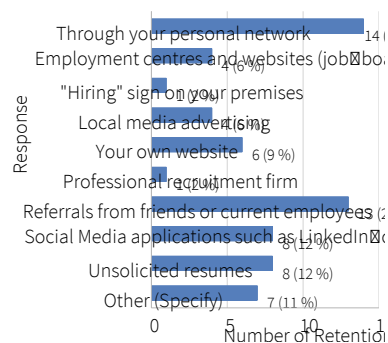
Responses	Total	
Difficulty in retaining and attracting youth/recent university/college graduates	3	9 %
Lack of appropriate education and training	6	19 %
Lack of appropriate skills	6	19 %
Lack of hiring/screening/interviewing experience by the company	2	6 %
Lack of housing for employees	1	3 %
Lack of relevant experience	7	22 %
Lack of transportation for employees	2	6 %
Too few applicants	5	16 %
Total	32	100 %

7d. Does your business currently have difficulty hiring? - Are the hiring challenges specifically related to



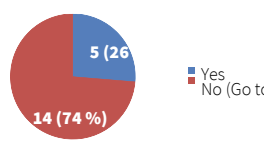
Responses	Total	
Community	1	13 %
Industry	5	63 %
Your specific business	2	25 %
Total	8	100 %

WF4. How do you currently recruit new employees?



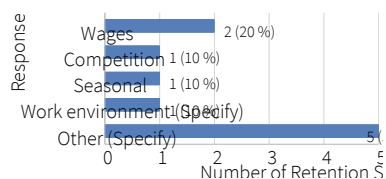
Responses	Total	
Through your personal network	14	21 %
Employment centres and websites (job boards)	4	6 %
"Hiring" sign on your premises	1	2 %
Local media advertising	4	6 %
Your own website	6	9 %
Professional recruitment firm	1	2 %
Referrals from friends or current employees	13	20 %
Social Media applications such as LinkedIn or Facebook	8	12 %
Unsolicited resumes	8	12 %
Other (Specify)	7	11 %
Total	66	100 %

WF5a. Does your business have difficulty retaining employees?



Responses	Total	
Yes	5	26 %
No (Go to question WF6)	14	74 %
Total	19	100 %

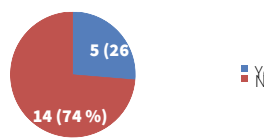
WF5b. Does your business have difficulty retaining employees? - What are the reasons for these difficulties in retaining employees? (Read list. Select all that apply.)



Responses	Total	
Wages	2	20 %
Competition	1	10 %
Seasonal	1	10 %
Work environment (Specify)	1	10 %
Other (Specify)	5	50 %
Total	10	100 %

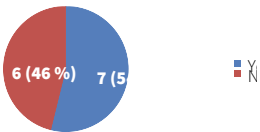
If Other, please specify	Total	
Casuals last 18 months on average - once casual (FT/PT) retention improved.	1	25 %
Distance from residence to work (commuting)	1	25 %
Due to work ethic & mentality.	1	25 %
Millenials lack work ethic required; Lower wages	1	25 %
Total	4	100 %

WF6. Does your business currently participate in any co-op, internship or apprenticeship programs?



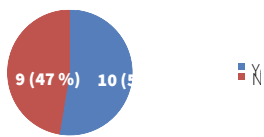
Responses	Total	
Yes	5	26 %
No	14	74 %
Total	19	100 %

WF6. Does your business currently participate in any co-op, internship or apprenticeship programs? - If No, are you interested in information?



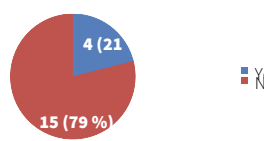
Responses	Total	
Yes	7	54 %
No	6	46 %
Total	13	100 %

WF7. Does your business currently use any external training?



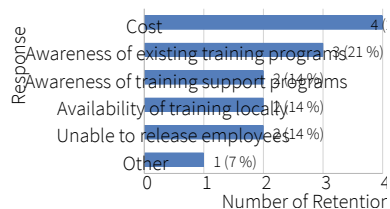
Responses	Total	
Yes	10	53 %
No	9	47 %
Total	19	100 %

WF8. Are there currently any barriers for you and/or your employees receiving the necessary training?



Responses	Total	
Yes	4	21 %
No	15	79 %
Total	19	100 %

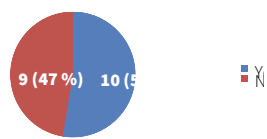
WF8. Are there currently any barriers for you and/or your employees receiving the necessary training? - If Yes, please specify



Responses	Total	
Cost	4	29 %
Awareness of existing training programs	3	21 %
Awareness of training support programs	2	14 %
Availability of training locally	2	14 %
Unable to release employees	2	14 %
Other	1	7 %
Total	14	100 %

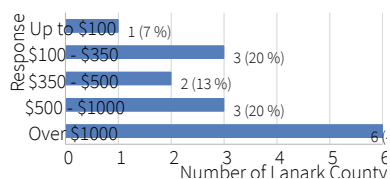
If Other, please specify	Total	
Interest of employees.	1	100 %
Total	1	100 %

WF9. Are there any training programs/topics that would be beneficial to you and your employees?



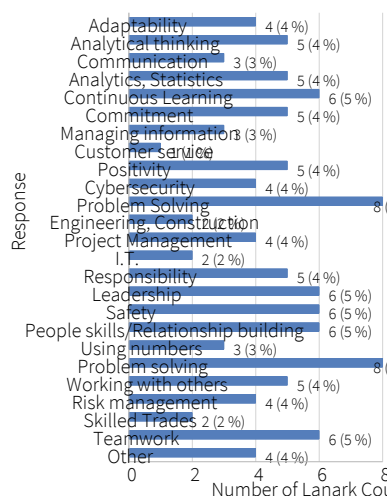
Responses	Total	
Yes	10	53 %
No	9	47 %
Total	19	100 %

CQ10. How much does your organization invest annually per employee for their learning and development activities?

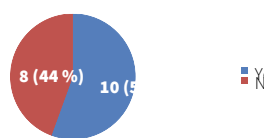


Responses	Total	
Up to \$100	1	7 %
\$100 - \$350	3	20 %
\$350 - \$500	2	13 %
\$500 - \$1000	3	20 %
Over \$1000	6	40 %
Total	15	100 %

CQ8. What skills will emerge over the next 1-5 years that will require training that your current workforce does not have? - Employability



CQ9. Would you like assistance in addressing any skills gaps you have indicated above?

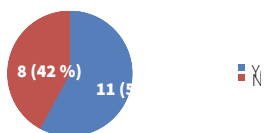


Responses	Total	
Yes	10	56 %
No	8	44 %
Total	18	100 %

CQ5. Ontario Colleges offer “Applied Research and Innovation” programs that promote collaboration between business/industry and post-secondary institutions to solve a business problem or to support new innovation.

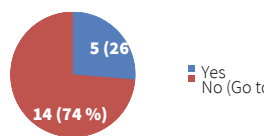
Activities may involve the development and prototyping of new products, feasibility studies, clinical trials, and technical consultation and market research.

Are you interested in learning more about these programs?



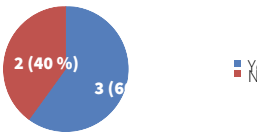
Responses	Total	
Yes	11	58 %
No	8	42 %
Total	19	100 %

CD1a. Do you know of a business that may have an interest in locating in this community?



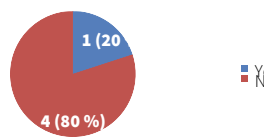
Responses	Total	
Yes	5	26 %
No (Go to question CD2)	14	74 %
Total	19	100 %

b. Would you be willing to contact this business on behalf of our community or provide the contact information for this business? - Contact business directly



Responses	Total	
Yes	3	60 %
No	2	40 %
Total	5	100 %

Would you be willing to contact this business on behalf of our community or provide the contact information for this business? - Provide the contact information for this business

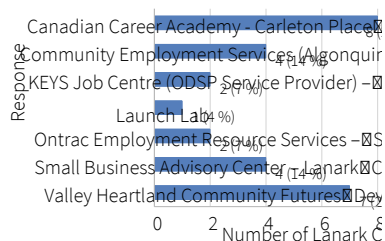


Responses	Total	
Yes	1	20 %
No	4	80 %
Total	5	100 %

CD5. What assistance or opportunities would be beneficial to support your business?

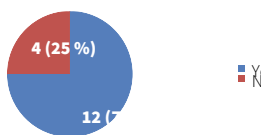


CQ14. Have you ever accessed any programs and/or services from any of the following Service Providers in Lanark County?



Responses	Total	
Canadian Career Academy - Carleton Place and area	8	29 %
Community Employment Services (Algonquin College) - Perth and area	4	14 %
KEYS Job Centre (ODSP Service Provider) - Lanark County	2	7 %
Launch Lab	1	4 %
Ontrac Employment Resource Services - Smiths Falls and Area	2	7 %
Small Business Advisory Center - Lanark County and North Leeds	4	14 %
Valley Heartland Community Futures Development Corp (CFDC)	7	25 %
Total	28	100 %

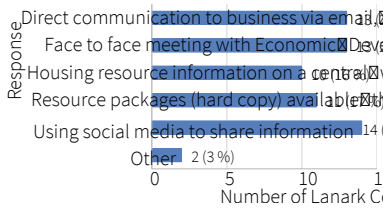
CQ15. Would you like more information on the Service Providers in your area and the programs/services they offer?



Responses	Total	
Yes	12	75 %
No	4	25 %
Total	16	100 %

CQ13. There are numerous business and service organizations in Lanark County that provide programs/funding/resources for the business community to support business retention & expansion.

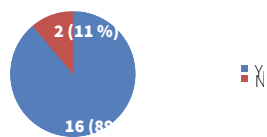
What methods do you believe would be most effective to inform and keep businesses up to date on the many resources available?



Responses	Total	
Direct communication to business via email, eBlasts, eNewsletters	13	21 %
Face to face meeting with Economic Development Staff	13	21 %
Housing resource information on a central website	10	16 %
Resource packages (hard copy) available through Chambers/BIA's	11	17 %
Using social media to share information	14	22 %
Other	2	3 %
Total	63	100 %

If Other, please specify	Total	
More direct communication with businesses about what info is available	1	50 %
SBAC - Futurepreneur Loan	1	50 %
Total	2	100 %

CS1. Would you like to be kept informed of the Business Retention and Expansion project as it moves forward?



Responses	Total	
Yes	16	89 %
No	2	11 %
Total	18	100 %

COMMUNICATION 130194

Received from Amanda Charania, Communications Coordinator
Addressed to Committee of the Whole
Date October 22nd, 2019
Topic Communications Survey Summary

SUMMARY:

The development of a comprehensive communications plan was identified as a priority in the recent Strategic Planning Process. A communications survey was developed in order to identify the most effective means of communicating with Carleton Place residents and businesses and gaps that could be improved upon. The survey was advertised on September 6th and closed on September 24th, 2019. At survey closing, 201 responses were received. Highlights from the survey include:

- 59.71% of respondents were over the age of 55
- 94% of respondents live in Carleton Place
- 40% of respondents have lived in Carleton Place 21+ years
- 66% felt they had a good understanding of all the services offered by the Municipality
- 45% felt they had a good understanding of the issues and challenges facing the Municipality
- 44% felt they did not have a good understanding of the priorities of the Municipality
- 54% felt they did not have a good understanding of the long-term vision for Carleton Place
- When asked to describe Carleton Place's long-term vision, the word growth was mentioned in almost every answer. Also frequently mentioned was the idea of finding balance between growth and maintaining small town charm, heritage and attitude.
- 47% felt that Carleton Place does a good job of communicating with residents
- When asked if respondents thought Carleton Place does a good job of listening and seeking public input on issues, 43% said not sure, 35% said no, 22% yes.
- The most effective and frequently used forms of communication were CP Scoop, Facebook and Local Newspaper
- Respondents identified the Carleton Place website, email and social media as their preferred forms of receiving information
- 58% of respondents would prefer to receive information from the Town on a weekly basis, 29% monthly
- When asked whether they considered the option to live stream Council meetings to be a valuable service, 42% said somewhat valuable, 26% valuable
- When rating information on its level of importance, high level rankings included Snow Removal, Fire & Police, Garbage & Recycling, Community Events and the Environment. This is consistent with the most popular information sought from the Town's website (Google Analytics)

COMMENTS:

Based on comments received, areas for improvements include:

- Develop a plan that would address ways to effectively communicate the long-term vision and priorities of the municipality as this was identified as a weakness.
- Scheduling compelling content that would interest and encourage engagement with the 15-35 age group (examples could include recreation opportunities, family-focused events and activities, social opportunities).
- 40% of respondents answered 'How long have you lived in Carleton Place' in the 21+ years category. In order to encourage newcomers to participate more, the Town could build on its marketing strategy and create content that helps newcomers identify with the community and build a sense of 'home'.
- Survey respondents felt that Carleton Place could improve when seeking input and listening to residents on issues. In order to address this, a strategy could be developed which would encourage dialogue and two-way information sharing with residents and businesses.
- Consideration could be given towards issuing a quarterly newsletter mailout as a way to reach residents who don't use social media.
- Include more detailed information in communication efforts related to planned and current planning and building developments in Town.

STAFF RECOMMENDATION

THAT Council receive the Community Survey Summary report prepared by Communications Coordinator as information; and

THAT Staff develop a plan to address the areas for improvement identified by the survey.

COMMUNICATION 130195

Received From: Amanda Charania, Communications Coordinator
Addressed To: Committee of the Whole
Date: October 22, 2019
Topic: 3rd Quarterly Digital Communications Report 2019

SUMMARY

The attached report outlines highlights of the Town's digital communication activity (website and social media) from July 1, 2019 – September 30, 2019.

COMMENTS:

Highlights from the 2019 3rd Quarterly Report include:

- Waste Collection (6.39%), Pool (5.81%) and Employment Opportunities (5.77%) were the most viewed pages.
- CP Scoop had 125 new sign ups
- Water & Sewer and Property Tax e-billings are picking up with 328 sign ups in total.
- The most engaging posts on Facebook were Central Bridge Funding Announcement (18,099), Pump Track Opening Day (15,751), Hotel Ground-breaking (12,863) and Pride Square Rocks (12,235)

STAFF RECOMMENDATION

THAT the 2019 3rd Quarterly Digital Communications Report be received as information.

Digital Communications 3rd Quarterly Report 2019



Most Viewed Pages (Aside from Landings)



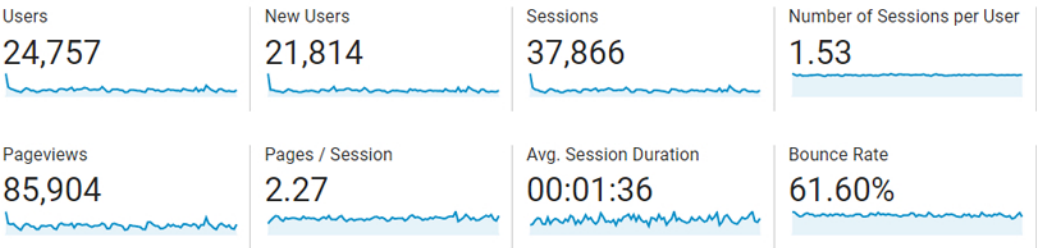
Waste Collection
5,485 views
6.39%



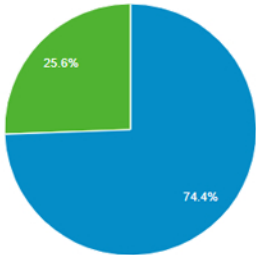
Pool
4,989
5.81%



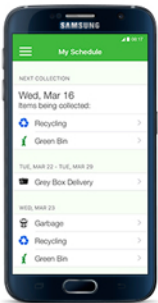
Employment
4,958
5.77%



■ New Visitor ■ Returning Visitor



Newsletter & App Sign Ups



Recollect
2,412 Addresses Searched
979 Reminders
980 Downloads



328 Signed Up

Facebook: Most Engaging Posts



Central Bridge Grant
August 27, 2019
Impressions: 18099
Likes: 548
Shares: 45
Comments: 90



Pump Track
September 21, 2019
Impressions: 15751
Likes: 520
Shares: 42
Comments: 95



Hotel Groundbreaking
September 4, 2019
Impressions: 12863
Likes: 312
Shares: 45
Comments: 82



Pride Square
August 29, 2019
Impressions: 12235
Likes: 516
Shares: 45
Comments: 39

COMMUNICATION 130196

Received from Diane Smithson, Chief Administrative Officer
Addressed to Committee of the Whole
Date October 22, 2019
Topic CAO's Report – Delegated Authority

SUMMARY

The intent of the Delegated Authority By-law is to allow items of a more routine, operational nature to be delegated to Staff to allow for timely decision making and to free up time on Council agendas for more important matters.

BACKGROUND

In May 2018, Council passed its first by-law to delegate authority for some matters to staff in order to eliminate work of a more operational matter at the Council table, free up time at Council and Committee meetings for more important matters and improve timing of decisions. Under Section 23.1 of the Municipal Act, Council is authorized to delegate its powers and duties to a person. As new items are recommended for inclusion on the list, they will be tracked and brought forward about once a year for consideration by Council.

At the time the Delegated Authority By-law was recommended by Staff, it was suggested that a monthly report be made by the CAO to update them on any delegated authority items that had been approved, particularly in the areas of tenders, requests for proposal approvals, and staff hiring.

COMMENT

The following matters received approval under Delegated Approval since the last report:

STAFFING:

1. Jeff Peppin, hired as a Building Inspector/Plans Examiner, who commenced his employment on August 6, 2019, has tendered his resignation effective immediately (October 1, 2019) due to personal reasons. The position has been reposted.
2. Lian Humby was hired as an Operator II in the Public Works Department effective September 30, 2019 subject to a six-month probationary period. He replaced long-time Public Works employee Rick Orme who retired at the end of August, 2019.

PROCUREMENT:

1. A request for proposal to design and construct a splash pad at Carambeck Community Centre was awarded to Playground Planners in the amount of \$74,450 plus HST. Two (2) proposals were received at the RFP closing date/time. The Town's budget for this project was \$100,000. Some of the remaining funds will be used to pay for the extension of services to the proposed splash pad location.

OTHER

None

FINANCIAL IMPACT

There are no additional budget implications associated with these matters other than what is included in Departmental budgets.

RECOMMENDATION

THAT Council accept the CAO's Delegated Authority Report dated October 22, 2019 as information.



**The Corporation of the Town of Carleton Place
Drug Strategy Committee Meeting
74th Meeting
Apr 11, 2019
MINUTES**

Present:

David Somppi - Chair

Nicole Pearson, Brian Turner, Steve Stresman, Glenn Pierce, Sean Redmond, Kevin Clouthier, Brenda MacDonald-Rowe, Rosemary Jones

Regrets: Brian Turner, P/C Joe Tereschuk

Guest: Danielle Shewfelt, Public Health Nurse

1. Call to Order at 6:57PM

2. Welcome Continuing Members, New Members and Guest (s)

Returning members welcomed Rosemary as a new committee member and Danielle as a guest

3. Declaration of Conflict of Interest

None was declared

4. Approval of meeting minutes June 27, 2019

Motion to approve the meeting minutes as circulated.

Moved: Nicole

Second : Kevin

All were in favour.

Motion passed.

5. Additions to and Approval of agenda.

Discussion of Apr 25 Joint MDS Meeting in Carleton Place added.

Agenda approved as modified.

Apr 25 Joint MDS Meeting:

The Carleton Place MDS is hosting the 2019 joint MDS meeting at the Carleton Place Curling Club on Apr 25 at 6:30 PM. The primary goal is to communicate with MDS committees from other municipalities in/around Lanark County but the meeting is open to all.

6. General Comments from Chair.

- i. It is anticipated that, starting in 2020,
 1. Committees of Carleton Place Council will be asked to elect a chair at the start of each term.
 2. Members will be appointed for fixed terms. Members wishing to remain on the committee will need to reapply for consideration by the striking committee.
- ii. David Somppi remains as chair for the current term.
- iii. Our role is to provide advice to council. Council may or may not act directly upon our advice.
- iv. As a committee of Council, we must respect Town of Carleton Place policies, procedures and codes of conduct. The committee chair and town staff are available if members have any questions and/or concerns.

7. DISCUSSION ITEMS – SUB-COMMITTEE - The Brett Pearson Run for Your Life – Nicole (Chair)

a. Report on Charitable Status and 2018 Event Summary, 2019 Plans

Nicole provided a fulsome report which is captured in Appendix A

8. DISCUSSION ITEMS – DRUG STRATEGY COMMITTEE – (Chair)

• Brett Pearson Run for Your Life motions – if required

None required

• Carleton Place MDS Financial Position - summary provided in the package

The report shown in Appendix B was provided by the Town's treasurer.

Nicole reported that her records show a small difference (\$3,793.36 vs \$3771.95). Nicole will contact the Town's treasurer to resolve the discrepancy

• Branding

- The MDS committee has been using its own logo for many years.
- The MDS Network Steering committee has (for approximately 2 years) used a more colourful logo.
- There is general consensus that adopting a logo that is

complimentary to the MDS steering committee would help with communicating a county wide shared MDS strategy.

Action: The chair was asked to consult with Town staff .

- **Website and social media**

- An externally hosted website <http://www.cpdrugstrategy.ca/> was created many years ago. The Brett Pearson Run For Your Life registration flow depends on this URL.
- It was agreed that a strategy to separate Brett Pearson Run For Your Life and MDS committee content is required
- MDS committee content should only be posted on the Town's official website. This will ensure the content is moderated by Town staff for compliance with all Town communication policies.
- In the short term, MDS content should be removed from the <http://www.cpdrugstrategy.ca/> page. The domain can continue to be used by the Brett Pearson Run For Your Life until a longer term strategy is defined.
- It was suggested that the Brett Pearson Run For Your Life register a domain and develop a migration strategy that is compatible with the timetable for achieving stand-alone charitable status.

Action: Nicole to remove MDS content and update the site with alternate appropriate content. The content on that site will be moderated by Nicole.

Action: David to request the Town website be updated to include MDS content.

- It was suggested that the Brett Pearson Run For Your Life register a domain and develop a migration strategy that is compatible with the timetable for achieving stand-alone charitable status.
- A Carleton Place MDS Facebook page also exists but has not been updated since early 2017. It was agreed that this page should be removed and any MDS related content targeted for Facebook should be made available via the Town's page

- **MDS Steering Committee Report – Kevin Clouthier**

- Kevin is the new chair of the MDS Network steering committee
- The steering committee is reviewing terms of reference, structure and strategic planning options. An interim report will be available at the Apr 25 joint MDS meeting in Carleton Place

- It was suggested that a presentation to County Council be included in the planning
- **March 22 MDS Network Day Verbal Report – David Somppi/Brenda MacDonald-Rowe**
 - Nicole and Steve excused themselves from the meeting as discussion of this topic began
 - The meeting was attended by approx. 30 people
 - Individual MDS committees and organizations provided updates.
 - An item of concern is the increased presence of crystal meth over the past 6 months.
 - A large portion of the morning was spent discussing how attendees and the organizations they represent can support the MDS/Planet Youth problematic substance use prevention initiative.
 - Notes from the meeting will be circulated ASAP
- **Planet Youth Lanark County Update**
 - David reported that a productive conversation is taking place with school boards re conducting surveys
 - A formal fund-raising campaign has not been initiated but the United Way is being very supportive in preparing
 - It was suggested that MDS steering committee (rather than Planet Youth Lanark County) be communicating with municipalities about establishing local MDS committees (if a committee is not active)
- **Conference on Municipal Issues in the Legalization of Cannabis**
<http://www.infonex.ca/1326/index.shtml> Apr 16/17 in Toronto
 - i. **David Somppi is attending**
 - 1. **Day 1 on behalf of Carleton Place**
 - a. **(\$1600 registration fee is waived be of panel participation)**
 - 2. **Day 2 at invitation of PHAC to join a panel discussion on prevention / Planet Youth Lanark County**
 - ii. **Meeting with Minister of Tourism, Culture and Sport**

9. ADJOURNMENT

Motion to adjourn at 8:40 by Brenda

	2018 Budget	2018 Actual	2019 Budget	YTD Actual	Remaining Funds
MDS Expense	\$3,000.00	\$2640.92	\$3000.00	\$0.00	\$3,000.00
Brett Pearson Revenue		\$3,400		\$200	
Brett Pearson Expense		\$4,616.42			
		- (\$1,216.42)		\$200	
Planet Youth Revenue		\$9,026.25			
Planet Youth Expense		\$7,639.55		\$160.05	
		\$1386.70		- (\$160.05)	

End of 2018 Reserve

Brett Pearson Run For Your Life \$3771.95

Planet Youth Lanark County \$1386.70



Carleton Place Urban Forest/River Corridor Advisory Committee

175 Bridge Street, Carleton Place, Ontario K7C 2V8

Tel: 613-257-6208 Fax: 613-257-8170

Email: jdmccready@rogers.com

Minutes of meeting September 25, 2019

7:00 p.m. CP Library Facility

Next Regular Monthly Meeting June 26, 2019 @ 7PM – CP Library Facility

Attendance:

Jim McCready (chair), Dale Moulton, Joanne Woodhouse, Ron Wood, Janet McGinnis

Absent: Andy Kerr-Wilson, Councilor Toby Randell

Environmental Committee Member: Jack Havel

Member of the Public: Mark Smith

Meeting September 25, 2019

Agenda

- 1. Welcome-Approval of the Agenda: Janet and Dale**
- 2. Minutes of June 26 meeting (previously approved)**
- 3. Minutes September 25 meeting approved (Dale/Jim)**
- 4. Business Arising from June 26, 2019 meeting**
 - a) Concern raised about the lights on trees causing potential harm to the trees, specifically tape. Jim informed the committee that the BIA will take the lights down for Trillium Tree Experts to trim the trees and then put the lights back up which will allow the tape to be loosened.
 - b) Check on landscape plan for the property adjacent to the Zion church which has not been carried out. The Town is talking to the developer. Communication between the Town's departments needs to be improved to be able to enforce developer holdbacks.
 - c) Turtle nesting sites – no nesting observed this year, UFRC will ask the town about the need to continue the program next year
 - d) Paula Stewart (Medical Officer of Health for Leeds, Lanark and Grenville) was interested in reviewing development permits so that is aware of the green spaces available to the public. UFRC will recommend that the Town adds her name to the list of reviewers.
- 5. Striking Committee Recommendations update**
 - a) The Town will keep the committees the way they are until the elections in 2022. Committee members will re-submit their applications at the time of election.
 - b) Doreen Donald with the Mississippi Lake Cottage Association will be applying to the UFRC. As she is resigning from the Environment to be on our committee as it is a better fit for her.
 - c) Striking committee will still meet if there are new applications.
- 6. Mississippi Valley Conservation Authority Watershed Plan**
 - a) A public advisory committee (15 people) will oversee the planning committee. Jim McCready has been chosen to represent Forestry.

- b) Public Advisory Committee meeting dates are Oct 24, Nov 15, Dec 15, Jan 24 at 10am. The meetings are open to the public and held at the MVCA office.

7. Planning

DP3 –09-2019- 3 Francis St.- Day Care

- a) The daycare already has the money for the addition. The UFRC should have seen the landscape plan earlier and it should have gone through as a DP3. The Town needs to adhere to the same standards as the developers.
- b) Landscape plan contains errors (e.g. trees on the site plan do not match what has been planted)
- c) UFRC recommends that trees should be moved rather than removed OR plant larger trees to financially compensate for the removal of trees that CP taxpayers have already paid for.
- d) Reduce asphalt surface – is the fire lane required?
- e) If the fire land goes in, can it be permeable?
- f) If the trees cannot be moved, suggest that larger caliber trees get planted elsewhere using the funds from this project.
- g) Could we move the retaining wall out to allow for more trees to be planted?
- h) Suggest planting a tree on either side of the front entrance (2 trees total).

DP3-08-2019 – 29 Costello Drive Revera

- a) Comments on this development were submitted over the summer
- b) Tree preservation plan was in place: Bur Oak in good condition, EIS states it should remain. Due to proximity to swail, it is difficult to retain (Town is removing it), however the tree could assist in uptake of water. UFRC committee would like to see it retained as part of the Town's Green Infrastructure.
- c) Two naturalized areas, should have a professional forester prescribed – developer disputes this requirement
- d) Larger stock is required to have the trees survive, suggest having the larger trees approved by the UFRC prior to implementing the plan
- e) UFRC recognizes that this is an important site and needs to be well planted
- f) The current plan is not inline with the Town's mandate of enhancing forest cover

Cardel-Miller's Crossing

- a) Swail has been planted
- b) Trees have been planted in the Boulevard along McNeely (Honey Locust which don't mind salt)
- c) Jim has gone over it street by street and sent the replies.

119 Bell St.

- a) This is the 2nd time the UFRC has seen the plan
- b) The plan is to remove 7 trees and planting 4. UFRC recommends planting 3 additional trees (potentially along the western boundary – keep shrubs and plant trees) to replace the 7.
- c) Where is the list of variances?
- d) Monoculture is proposed – need to have different types of trees planted
- e) Rear yard landscaping is reduced to 7% from 20% This is too much for an established neighbour hood with a Heritage building next door.
- f) Building is too large for the site, over 65% of lot will be building, asphalt and walkways (hard surfaces) which is too much – DP states coverage max should be 60%
- g) Proximity to the river – is this a concern?
- h) Approval of the development should consider that this is a residential area, it has the heritage character, and it will result in increased vehicle traffic which is especially concerning since it is next to a park.

8. Public works

Injections

- a) 3 trees injected this year, more identified for next year
- b) Other elms have been lost

- c) Emerald Ash Borer Injections had a 82 % injection success
- d) Some Ash trees will come down in the fall, each one will be replaced by another tree
- e) The ash in front of the Hospital will come down. It is suggested that the wood be used for a structure of a commemorative plaque within the hospital. The tree will come down in late November

2017 National Tree Day planting

- a) 3 of 10 maples and 2 Tamaracks survived in total 26 survived of the 50 that were planted
- b) Milk weed was also flagged in that park
- c) Recreation and Parks are now looking for Milk Weed and will avoid cutting it

Inspections with staff

- a) Jim has been out a number of times over the summer
- b) Eleanor Antonakos on High Street has 3 maple trees that need to come down. Three trees will be planted to replace the ones that have to come down. This has been discussed with Eleanor

Species for 2020 homeowners planting program.

- a) Maple went well, Oak didn't and Hackberry didn't. In 2020, more service berry and apple should be added to accommodate homeowners with smaller lots
- b) May 6th, 2020 is the date of the workshop. As there was standing room only at the 2019 workshop we will be moving to upstairs room
- c) Some people have requested Gingko

9. Hackberry seed source.

- a) There is not a good seed source this year
- b) It is a cyclical (3 – 5 years) occurrence to get good seeds
- c) Talked to Ferguson Forest Centre in Kemptville, seed collectors are not seeing a good crop this year

10. Discussions on increasing Forest Canopy

- a) Suggestion that town would agree to plant and maintain trees on private property
- b) UFRC recommends first finding planting spots owned by the town that need trees
- c) Plant public lands (on streetscapes and in Parks) until it gets full

11. Inspections with By-law

- a) Jim has been out quite often
- b) Complaint on 97 Charlotte St. – two trees that are on a lot owned by the Bank of Nova Scotia
- c) Four ash trees identified to come down (some are at risk of blocking streets or hitting houses if they were to fail and come down)
- d) Town will issue order, if they don't come down, the Town will come take it down and put the charge onto the tax bill

12. Wire mesh around trees.

- a) Riverside Park: mesh needs to be cut and some have been fixed with black plastic ties
- b) Previously the Environmental class helped with loosening the mesh (High School students are often looking for volunteer hours)
- c) Someone should be selected to loosen mesh, and cut vines
- d) Some also on the river walk need some attention
- e) For the volunteers, if something happens to someone – are the volunteers covered under the Town's insurance? Is the committee covered?

13. National Tree Day September 25, 2019

- a) How to increase attendance? Wider public notice, add snacks/coffee, add to CP scoop, get communications involved, more social media, activities for small children, invite a class (public or high school) Civics and Careers class would be a good one to mention it to, potentially hold it on a weekend

14. Other

- a) Jack spoke of the Environment Committee looking at a Tree Cutting By-law. UFAC recommends there would be a need for three by-laws
 1. There is a Lanark County By-law that is for 2 hectare and over. This is what we feel the Environment Committee is concerned about have large areas cleared. The problem is having such areas cleared before developers apply for permits. The \$10,000 fine is more for the rural areas and does not help the urban settings, as it is a cost of doing business for developers.
UFAC recommends Lanark County's bylaw be amended to have fines in urban settings (Carleton Place, Perth and Almonte) to \$100,000 for corporations as set out in the Municipal Act.
 2. Have a by-law for trees on Town's Property. UFAC would be prepared to look at this with the aid of Ottawa and Kingston's by-law. However there does not appear to be an issue at the moment.
 3. A by-law for private properties. UFAC does not recommend such a bylaw at this time.
"Educate before you Regulate". Ottawa has such a bylaw and it is administratively time consuming. Toronto at one time wished they had the money going into education instead of enforcement as it was costing them a fortune in court.

Meeting Adjourned 9:10 PM

Upcoming Items:
None

Meeting Dates for 2019

DATES:

- Oct 23rd, Nov 27th