Committee of the Whole Agenda

Tuesday, October 22, 2024

Immediately Following Council
In Person and Virtual Meeting Via Zoom

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

   Suggested Motion:
   THAT the agenda be accepted as presented.

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

4. MINUTES TO BE APPROVED AND RECEIVED

   a. **Committee of the Whole Minutes** 3

   Suggested Motion:
   THAT the Committee of the Whole Minutes dated October 4th, 2024 and October 8th, 2024 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

   a. **Elle Halladay, Manager, Cornerstone Landing Youth Services**

   Re: Youth Homelessness

6. REPORTS

   a. **Coleman Central Subdivision (Phase 2) - Re-lotting Proposal (Communication 135186)** 13

   Niki Dwyer, Director of Development Services

Suggested Motion:
THAT Council supports the redline amendment to the Phase 2 Coleman Central Subdivision Draft plan to include Lots 33-37, 41-48, 103-104, and 107-108 for Single detached dwellings, lots 105-106 for Semi-detached dwellings, Blocks 81-89 for street-fronting townhomes and Block 92 for a multi-unit development of 35 units; and

THAT Staff be instructed to inform the County of Lanark.

b. **Carleton Lifestyles Subdivision (Franktown Road) - Carleton Lifestyles Ltd. (09-T-22002) (Communication 135187)** 19

Niki Dwyer, Director of Development Services

Suggested Motion:
THAT Council accepts the conditions of draft approval for the Carleton Lifestyles Subdivision as identified in the Director of Development Services Report dated October 22nd, 2024 and directs staff to forward the conditions of draft approval to the County of Lanark.

7. NEW/OTHER BUSINESS

a. **Appointment to the Environmental Advisory Committee**

Suggested Motion:
THAT Teagan McGlynn be appointed to the Environmental Advisory Committee as a student non-voting member.

8. INFORMATION LISTING 115

- Town of Halton Hills Resolution No. 2024-0168 - Provincial Updates to the Municipal Elections Act.
- 2024 Third Quarter DWQMS Report to Council
- Township of Puslinch resolution regarding The Canada Community-Building Fund.

Suggested Motion:
THAT the Information Listing dated October 22nd, 2024 be received.

9. NOTICE OF MOTIONS

10. ADJOURNMENT

Suggested Motion:
THAT the meeting be adjourned at _____.

Special Committee of the Whole Minutes

Friday, October 04, 2024
9:00 a.m.

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

STAFF PRESENT: Diane Smithson, CAO, Trisa McConkey, Treasurer, Blake Cram, IT Coordinator

1. CALL TO ORDER

Councillor Cavanagh called the meeting to order at 9:10 a.m.

2. LAND ACKNOWLEDGEMENT

Councillor Cavanagh read the Town's Land Acknowledgement Statement.

3. APPROVAL OF AGENDA

Moved by: Dena Comley
Seconded by: Mark Hinton

THAT the agenda be accepted as presented.

CARRIED

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

None.

4. BUSINESS

1. Recreation and Culture Service Delivery and Fee Review (Communication 135174)

   The members discussed at length the 10 opportunities presented by the Town’s consultant, KPMG, on the Recreation and Culture Service Delivery and Fee Review. The following is a summary of the discussion:

1. Operationalize the Parks, Recreation and Culture Master Plan (PRCMP)

   The Manager of Recreation and Culture is to prepare a report to Council on the status of the short-term priority areas identified in the PRCMP and identify staff's priorities of the short-term items. A meeting will be scheduled by the end of November to review the report.

   As part of the Department's budget presentation, Staff are to identify if capital projects relate to the Master Plan and if so, to which recommendation.

   Following a decision by Council on Staff's report, the confirmed priority areas will be presented to the Recreation and Culture Committee for their feedback.

2. Establish a formal performance management framework

   As a starting point, Council requested a report from Staff on facility rentals (both hall/facility and ice rentals) i.e. who using / when / how are they using / peak times / off-peak times, etc. Council will then assess this information to determine if we continue to invest in facilities and decide on next steps.

   It was acknowledged that this will take staff resources to stay focussed on following up on key performance indicators (KPIs) and reporting on them regularly.

3. Update the current organizational structure
4. Centralize or outsource service delivery of shared tasks

   Items 3. And 4. Were discussed together.

   These are Council's #1 priority opportunities. A motion to appoint working group members was passed later in the meeting.

   Staff are to schedule a meeting of the working group between mid to end of November to begin discussions on the capacity other departments have i.e. Public Works, Property Management, etc. and to discuss where there are opportunities for outsourcing of certain activities i.e. Arena and Riverside Park canteen operations.

   Other suggestions included the potential of minimizing the use of student, providing longer, more consisen scheduling for staff and receiving data on student turnover within the Department.

5. Explore digitization options

   Blake Cram, Town's IT Manager/Business Analyst was in attendance to update the Committee on the work his Department has undertaken and are currently undertaking to allow residents to sign up for Recreation and Culture programs and events as easily as possible and through one account with the Town. He advised that this is an ongoing project that will take many years to complete.

   Council requested that more information be included on the Town's website regarding the Town's facilities that can be rented i.e. capacity, cost to rent, etc. to allow people to conduct their own research regarding facilities/halls.

   Blake is to provide his process maps to Council.

6. Develop a user fee framework

   Council advised that they required more information on the cost of operating our facilities and how much they are being used, by who, and peak/off peak usage, etc.. This item related to Opportunity 2. related to Key Performance Indicators (KPIs). Once Council receives this information, they will be in a better position to determine where they may wish to increase the subsidization of some fees in order to attract increased usage.

   Trisa will look at completing a 10-year plan for facilities to aid in this discussion similar to what was done for water and sewer rates.

   Staff are to investigate how Arnprior are able to achieve a 93% cost recovery on their facilties.

7. Improve overall external communications

   The members agreed that significant progress has been made with communications in the past few years. The one area that now needs to be focussed on is combining communications for the Town's operations under one individual to ensure consistency in language, be more efficient and effective, etc.

8. Implement a structured approach to manage client feedback

   Blake Cram advised the members that there is a survey tool which forms part of the Town's web portal which can be used to seek feedback on various programs/events operated by the municipality with

different collection options available i.e. email a link, provide a QR code, etc.

Council agreed they want to gather feedback whenever / wherever possible.

9. Consider timesheet best practices

   Trisa McConkey, Treasurer reported to the Committee that significant progress had been made with respect to this item as follows:

   Reduced payroll cost centres by 76%

   Reduced General Ledger accounts by 46%

   Redistributed signing authority / responsibility of 96% of accounts to other individuals.

10. Develop a strategy for professional development and training

    It was agreed that now that we have an HR Manager, this is an item that is appropriately addressed by them. Council believes in providing opportunities for staff to grow and develop.

Moved by: Jeff Atkinson
Seconded by: Dena Comley

THAT the following Council members be appointed to the Service Delivery Review working group to address opportunities 3 and 4:

Mayor Toby Randell

Deputy Mayor Andrew Tennant

Councillor Mark Hinton

CARRIED, CONSENT

5. CLOSED SESSION

1. Personnel Matter

Moved by: Jeff Atkinson
Seconded by: Linda Seccaspina

THAT the Committee move into closed session at 11:42 a.m. to discuss a matter subject to the *Municipal Act* Section 239 (2):

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

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

- Diane Smithson, CAO
- Trisa McConkey

CARRIED

Moved by: Toby Randell
Seconded by: Mark Hinton

THAT the Committee return to regular session at 12:33 p.m.

CARRIED

6. RISE AND REPORT

CAO Diane Smithson reported that during the closed session, staff direction was provided.

7. ADJOURNMENT

Moved by: Jeff Atkinson
Seconded by: Toby Randell

THAT the meeting be adjourned at 12:34 p.m.

CARRIED

Councillor Sarah Cavanagh	Diane Smithson, CAO/Deputy Clerk

Committee of the Whole Minutes

Tuesday, October 8, 2024
Immediately Following Council

COUNCIL PRESENT: Andrew Tennant, Jeff Atkinson, Dena Comley, Sarah Cavanagh, Mark Hinton

COUNCIL ABSENT: Toby Randell, with regrets, Linda Seccaspina, with regrets

STAFF PRESENT: Diane Smithson, CAO, Trisa McConkey, Treasurer, Guy Bourgon, Director of Public Works, Lennox Smith, CBO, Ross Rankin, Property and Project Manager, Niki Dwyer, Director of Development Services

OTHERS PRESENT: Jennifer Irwin, Manager; Robert Probert, President; Julie Sadler, Treasurer; Ryan Goode, Board Member, Carleton Place and Beckwith Historical Society.

1. CALL TO ORDER

Councillor Sarah Cavanagh called the meeting to order at 6:05 p.m.

2. APPROVAL OF AGENDA

Moved by: Andrew Tennant
Seconded by: Dena Comley

THAT the agenda be accepted as presented.

CARRIED

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

None.

4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

Moved by: Mark Hinton
Seconded by: Jeff Atkinson

THAT the Committee of the Whole Minutes dated September 24, 2024 be accepted as presented.

CARRIED

5. DELEGATIONS/PRESENTATIONS

1. Carleton Place and Beckwith Historical Society - Activities Update

   Members of the Carleton Place and Beckwith Historical Society gave a detailed presentation on the Museum's mandate; activities including events and exhibits; its budget; and operations. The Museum reported a backlog of artifacts, continual growth, and opportunities for more funding to support the Museum and its collections in the future. The Museum is looking for an increased contribution for the Museum in 2025 of $20,000 to assist with hiring a part-time staff member.

2. 2025 Water and Sewer Draft Budget

   Moved by: Dena Comley
   Seconded by: Andrew Tennant

   THAT Staff are authorized to present the Draft 2025 Water and Sewer Budget to the public for comment except the Water and Wastewater Treatment Plant expansions at the October 22, 2024 Committee of the Whole meeting.

   CARRIED, CONSENT

6. REPORTS

1. 2025 Proposed Building Permit Fee Changes (Communication 135180)

   Moved by: Jeff Atkinson
   Seconded by: Dena Comley

   THAT Council approves amending Building Permit Fees in Fees and Charges By-law 81-2023 as outlined in the report prepared by the Chief Building Official dated October 8, 2024.

   CARRIED, BY LAW PREPARED

2. 2025 Fee Schedule (Communications 135181)

Moved by: Mark Hinton
Seconded by: Andrew Tennant

THAT Council adopt the proposed comprehensive Fees and Charges By-law incorporating both proposed new rates and rates which are not being recommended to change in 2025.

CARRIED, BY LAW PREPARED

3. Parking Restrictions – Hawthorne Avenue (Communication 135182)

Moved by: Mark Hinton
Seconded by: Andrew Tennant

THAT Traffic and Parking By-law 46-2003 be amended to restrict parking on Hawthorne Avenue 15 m north of Lake Avenue West to a maximum of 15 minutes, and to update stop signs at intersections, as identified in the report prepared by the Director of Public Works dated October 8, 2024.

CARRIED, BY LAW PREPARED

4. Carleton Place Library HVAC Replacement (Communication 135183)

Moved by: Jeff Atkinson
Seconded by: Dena Comley

THAT Council approves proceeding with Option 1 for the replacement of Air Handling Unit #3 at the Library as outlined in the Property and Project Manager's report dated October 8, 2024; and

THAT the budget deviation of $5,409 be taken from the Town's overall surplus at year end, if any, and if not, from the Asset Management Plan Reserve.

CARRIED, CONSENT

5. Canada Green and Inclusive Community Buildings Fund Update (Communication 135185)

Moved by: Jeff Atkinson
Seconded by: Dena Comley

THAT Council authorizes Staff to proceed with applying for Option 2 elements under the Green and Inclusive Community Building Fund as

outlined in the Property and Project Manager's report dated October 8, 2024.

CARRIED, CONSENT

7. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

Moved by: Mark Hinton
Seconded by: Andrew Tennant

THAT the following minutes be received:

- BIA Board Meeting, August 8, 2024
- Environmental Advisory Committee, September 16, 2024
- Carleton Place Public Library, August 21, 2024

CARRIED

8. INFORMATION LISTING

Moved by: Dena Comley
Seconded by: Jeff Atkinson

THAT the Information Listing dated October 8, 2024 be received.

CARRIED

9. NOTICE OF MOTIONS

None.

10. CLOSED SESSION

- Disposition or acquisition of land

Moved by: Andrew Tennant
Seconded by: Mark Hinton

THAT the Committee move into closed session at 7:03 p.m. to discuss a proposed or pending acquisition or disposition of land by the municipality or local board subject to the *Municipal Act* Section 239 (2)(c)

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

- Diane Smithson, CAO

- Niki Dwyer, Director of Development Services

CARRIED

Moved by: Jeff Atkinson
Seconded by: Andrew Tennant

THAT the Committee return to regular session at 7:25 p.m.

CARRIED

11. RISE AND REPORT

CAO Diane Smithson reported that direction was provided to Staff during the closed session.

12. ADJOURNMENT

Moved by: Dena Comley
Seconded by: Jeff Atkinson

THAT the meeting be adjourned at 7:26 p.m.

CARRIED

Councillor Cavanagh

Diane Smithson, CAO/Deputy Clerk

COMMUNICATION 135186

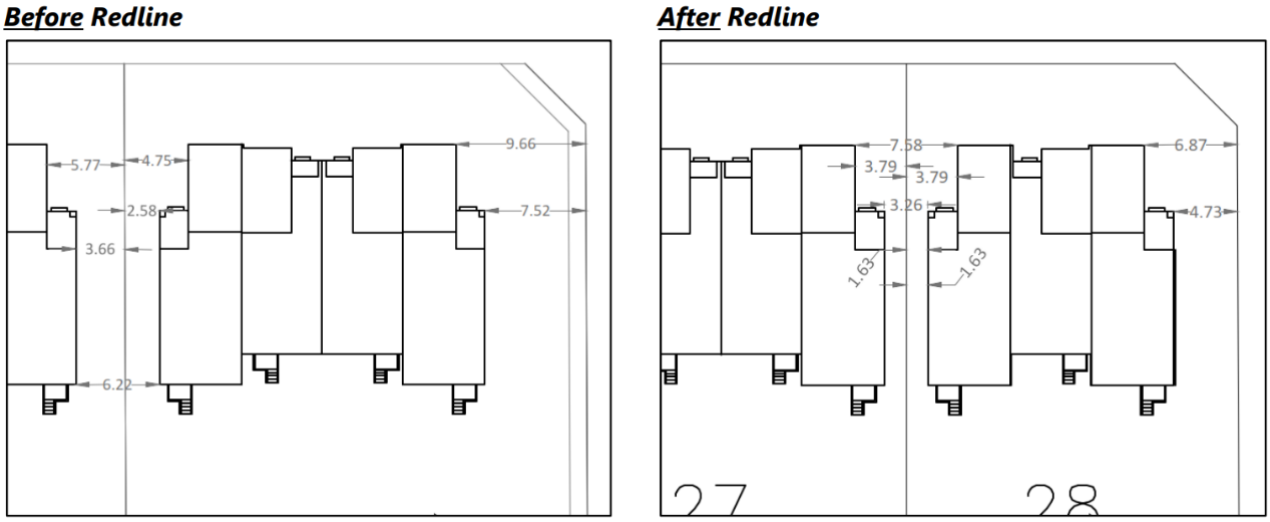
Received from: Niki Dwyer, MCIP RPP, Director of Development Services
Addressed to: Committee of the Whole
Date: October 22, 2024
Topic: Coleman Central Subdivision (Phase 2) - Re-lotting Proposal

SUMMARY

The Town has received a request from Cavanagh Developments Inc. for changes to the draft subdivision plan for Phase 2 of the Coleman Central Subdivision. The proponent has indicated that the purpose of the amendment is to re-lot the current draft plan to reduce the frontages contemplated for street-fronting townhomes and maximize the use of land within the subdivision. The proponent has indicated that the established product line of townhomes does not fit within the existing lotting without creating large side yards.

The original proposed lotting provided a frontage of 7m per dwelling, where 6m is now proposed. The minimum frontage for a townhome described in the Development Permit By-law is 5.5m. The change also results in the creation of 6-unit blocks of townhomes, where previously the blocks were proposed to accommodate no more than 4-units in a row.

Figure 1 – Before and After configuration of townhomes relative to lot lines



A summary of all lot line changes can be found in Attachment 1.

The re-lotting will result in a net increase of five (5) dwelling units within this phase of the development. The proposed density of the development will increase from 28.7 units per net hectare to 30.2 units per net hectare. No changes are proposed to the medium-density residential block, street layouts, or stormwater blocks.

Figure 2 – Redistribution of Units

Unit-types	Before Redline	After Redline
Singles	13	17
Semis	0	4
Townhomes	48	45
Medium Density[1]	35	35
Total	**96**	**101**

BACKGROUND

This is the third re-lotting application for the Coleman Central Subdivision. Phase 1 of the plan was subject to an amendment in 2020 to introduce more townhome models resulting in an increase of 26 units. Phase 2 was previously amended in 2022 to reduce the number of dwellings by three (3) units to accommodate a larger storm pond.

The draft approval of the subdivision was issued by the County of Lanark on August 30, 2012, and has been extended on five (5) occasions. The original approval was split into two (2) phases for registration, with Phase 1 registered in September 2020. The execution of the Subdivision Agreement for Phase 2 was approved by Council on June 25, 2024.

On July 19, 2024, Cavanagh advised the Town that the need for a redline amendment had been identified following a review of the siting of model townhomes on the blocking fabric by their homebuilder (Patten Homes). The requested re-lotting will require approval by the County of Lanark (with recommendation by the Town), the circulation of new civil designs, sign-off from the utility companies and an amended Subdivision Agreement (requiring further Council approval).

While the homebuilder had commenced marketing the lots for construction in July 2024, it is estimated that the homes will not be constructed before July 2025.

COMMENTS

In their submission for the re-lotting, the proponent has indicated that they do not believe the increase of five (5) units impacts the subdivision's conformity with the Provincial Policy Statement. They note that the re-lotting results in a land use pattern that more efficiently uses land within the settlement area in a compact form while avoiding risks to public health and safety (PPS Policy 1.1.3.4).

Staff confirm that the proposed re-lotting is not contrary to the Provincial Policy Statement and the proposal does represent a more compact built form resulting in a higher density of dwellings on the site.

[1] Note that this redline amendment also proposes an adjusted land use description for Block 92, from "Condo Townhouses" to "Medium-Density." This change is proposed to improve conformity with Official Plan terminology. The unit count is capped at 35 dwelling units as a result of limited downstream sanitary capacity.

While a fulsome analysis was not provided in their submission, the proponent has also indicated that the proposed re-lotting continues to comply with all performance standards of the Development Permit By-law. If on a case-by-case basis, certain models of homes do not conform to the standards, the homebuilder may be required to file for variations to the standard which will be evaluated by staff in Class 1 development permits. For these reasons, staff do not have concerns with the amendment's general conformity with the Development Permit By-law.

The proponent's submission did not make any comment on the proposal's conformity with the Town's Official Plan (OP) and as a result, a scoped review has been completed by staff pertaining to the relevant sections of the Plan.

Residential District Policies:

The lands are designated Residential in land use Schedule A and conform to the permitted uses contemplated for the district. The re-lotting proposes to introduce semi-detached dwellings in the phase, where previously none were proposed, which aligns the subdivision more closely with the OP's objective to provide a range of dwelling types and densities within subdivisions (Policy 3.5.3).

Density policies for the site are intended to provide a mix of housing types with a targeted density of 30 units per net hectare (upnh) with a range of 26 to 34 upnh. The proposed density of the site after taking into account the redline amendment is 30.2 upnh, up from 27.8 upnh. On a lot-by-lot basis the proposed blocking yields a net density ranging from 14.21 upnh (Lot 103) to 41.1 upnh (Block 85). By built form classification, the proposed phase as a cohesive site complies with the density targets of each type of unit as described in Figure 3 below.

Figure 3 – Density Classifications

Density Classification	Built Form	Upnh	Lots/Blocks	Total Area	Units	Density Achieved
Low-Density	Singles and Semis	Up to 22	33-37; 41-48; 103-108	1.03	21	20.4
Medium-Density	Street Townhomes and Block 92	22-35	81-89; 92	2.31	80	34.6
Overall	-	26-34	-	3.34	101	30.2

Based on the current unit configuration, the Medium-Density uses comply with the permitted density ranges. This is largely attributed to the maximum unit cap established for Block 92. If future development plans result in an increase to the number of units attributed to Block 92, an Official Plan Amendment may be required to justify the increased density across the site. As development of Block 92 at a minimum requires a Class 2 Development Permit, there will be ample opportunity to assess potential impacts and the appropriateness of the increase at that time.

Built Infrastructure Policies:

Staff are also cognizant of capacity limitations in the downstream sanitary sewer system which services this development. As a result, the Town requested a Servicing Brief to analyze the impact of the additional five (5) residential lots on both the planned sanitary and water infrastructure.

Sanitary

The proposed lot change will introduce five (5) units with a total increased population of 16 residents. This will result in an increase of 0.18L/s in sanitary flow and has been noted to result in *"minimal impact on the residual capacities of the offsite sewers"* (EGIS, 2024).

Water

The original servicing report limited the Fire Underwriter's Survey (FUS) review to 4-unit townhome models. This has now been expanded to 6-unit townhome models, however there is no impact to the FUS as the previous calculations were capped at 10,000 L/min which can accommodate the added structure loads. There will also be an increase in water demands resulting from the additional 16 residents however, the demands were concluded to be negligible.

Storm Water

The additional five (5) units will result in minor increases to the hard surface area resulting in minimal increases of runoff. While there are "a few sewers which have less than 10% capacity remaining", EGIS has suggested that the increase in flow can be accommodated within the existing times. Final adjustments may be required in the detailed civil design but can be accommodated through on-site infrastructure. It is not anticipated that the increased runoff will result in design alterations to the proposed stormwater pond.

Affordable Housing Policies:

In their submission to support the redline amendment, the developer has noted that the re-lotting supports the project's *"economic viability, overall servicing efficiency and the affordability of the homes that are soon to be marketed and sold"* (EGIS, 2024). Staff agree that the development of compact lot forms is one of the best ways to keep the cost of new houses down. By adding more homes per linear meter of road, the developer reduces the overall cost of servicing the development which is shared by the total salable assets. This principle is stated specifically as a policy objective in Section 6.21 and is followed by policies which emphasize the use of density bonusing as a means of encouraging higher densities and compact form.

Options to Managing Existing Lot Frontages:

1. **Standard Homes on Large Lots:**
   The existing lotting of the subdivision is still a usable and buildable arrangement for the developer. By siting the townhomes to have larger interior side yard setbacks, the dwellings are still fully compliant with the performance standards of the Development Permit By-law. The developer has noted however that the additional lot costs created by wider side yards would make these units

unaffordable to homeowners looking to purchase townhomes. Staff acknowledge this comment and agree that affordability is a priority for the Town of Carleton Place.

2. **Introduce Bungalow Townhomes to fit a 7m Frontage:**
   These wider lots could be used to create wider, single-story townhomes, which are in high demand by downsizing retirees as noted in the County's Municipal Tools for Affordable Housing Report 2023. In recent years, the only bungalow free-hold units constructed in Town have been semi and single-detached dwellings which due to their increased lotting size and additional exterior finishing costs, are priced higher relative to single-story townhomes.

   Staff acknowledge that there will be additional cost to alter the design of their existing stock model to design a new bungalow townhome, however an alternative design will diversify the selection of homes offered by Patten Homes within their communities. In a review of other local builders, staff found that several developers (i.e. Park View Homes, NeilCorp Homes, EQ Homes, Minto Homes) are offering bungalow townhomes in peri-urban communities around Ottawa.

3. **Approve the Re-lotting:**
   The proponent has demonstrated that the additional five (5) lots can be adequately serviced by the existing and proposed infrastructure for Phase 2. It is also accepted that the proposed dwellings can meet the performance standards outlined within the Development Permit By-law. Finally, the proposal has demonstrated that on a site basis across both phases, and Phase 2 specifically, the current proposal is consistent with the permitted density ranges established by the Official Plan.

STAFF RECOMMENDATION

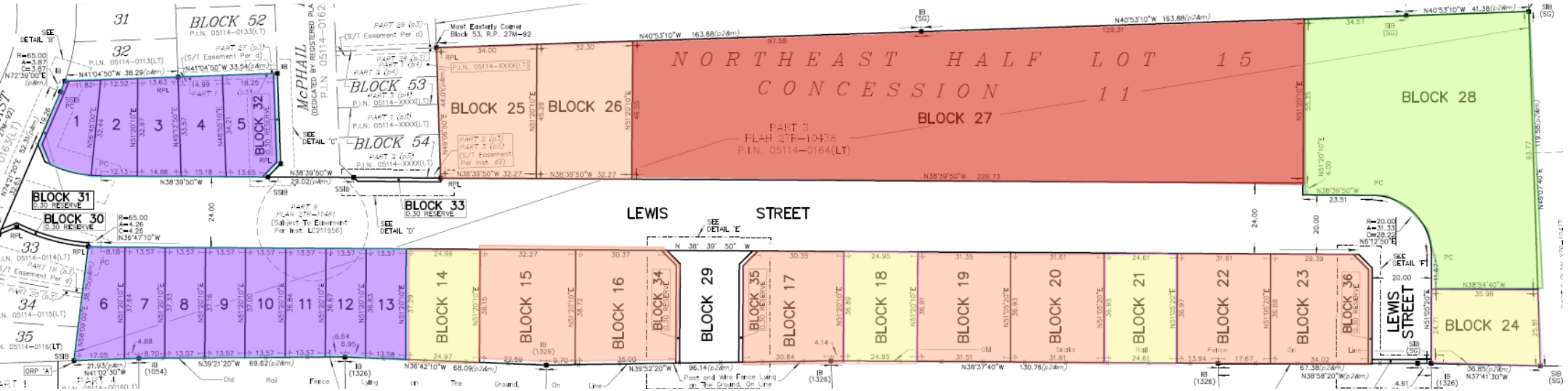
THAT Council supports the red line amendment to the Phase 2 Colemen Central Subdivision Draft plan to include Lots 33-37, 41-48, 103-104, and 107-108 for Single detached dwellings, lots 105-106 for Semi-detached dwellings, Blocks 81-89 for street-fronting townhomes and Block 92 for a multi-unit development of 35 units; and

THAT Staff be instructed to inform the County of Lanark.

ATTACHMENT

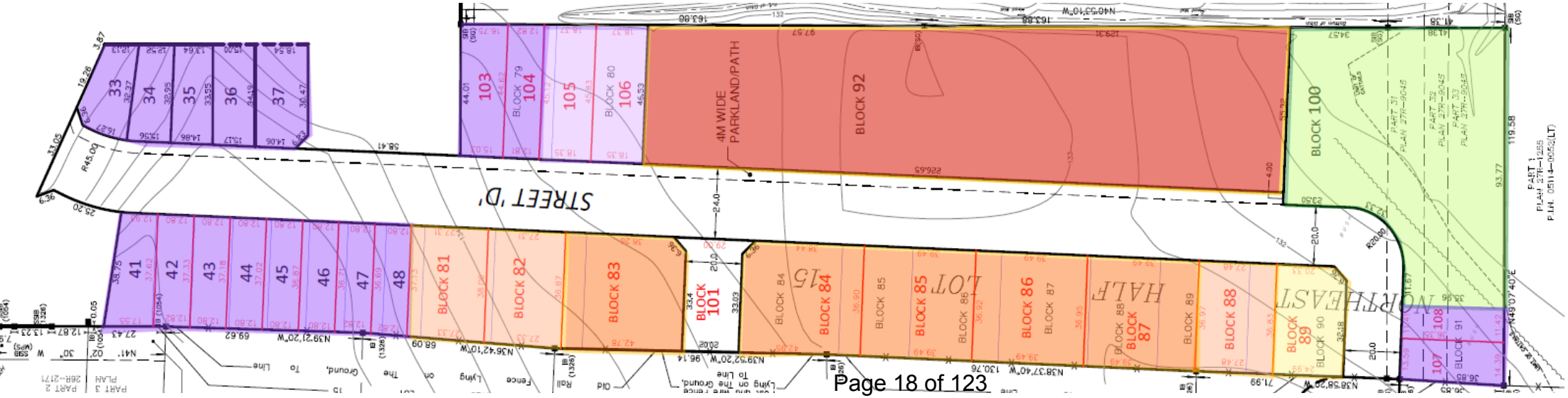
(1) Lotting Amendment Sketch

Before Red Line



Singles
Semis
Towns (3 unit)
Towns (4 unit)
Towns 6 unit)
Medium Density
SWM Pond

After Red Line



COMMUNICATION 135187

Received From:	**Niki Dwyer, MCIP RPP, Director of Development Services**
Addressed To:	**Committee of the Whole**
Date:	**October 22, 2024**
Topic:	**Carleton Lifestyles Subdivision (Franktown Road)** **Carleton Lifestyles Ltd. (09-T-22002)**

BACKGROUND

An application for subdivision has been filed for a parcel of land on Franktown Road owned by Carleton Lifestyles Ltd. The purpose of the application is to subdivide the site into four (4) independent properties and one (1) municipal road to facilitate the servicing and construction of a retirement village. The application relates to a Development Permit Amendment application which was evaluated in 2021 and re-designated the lands from "Residential" to "Institutional" and established a holding provision on the lands.

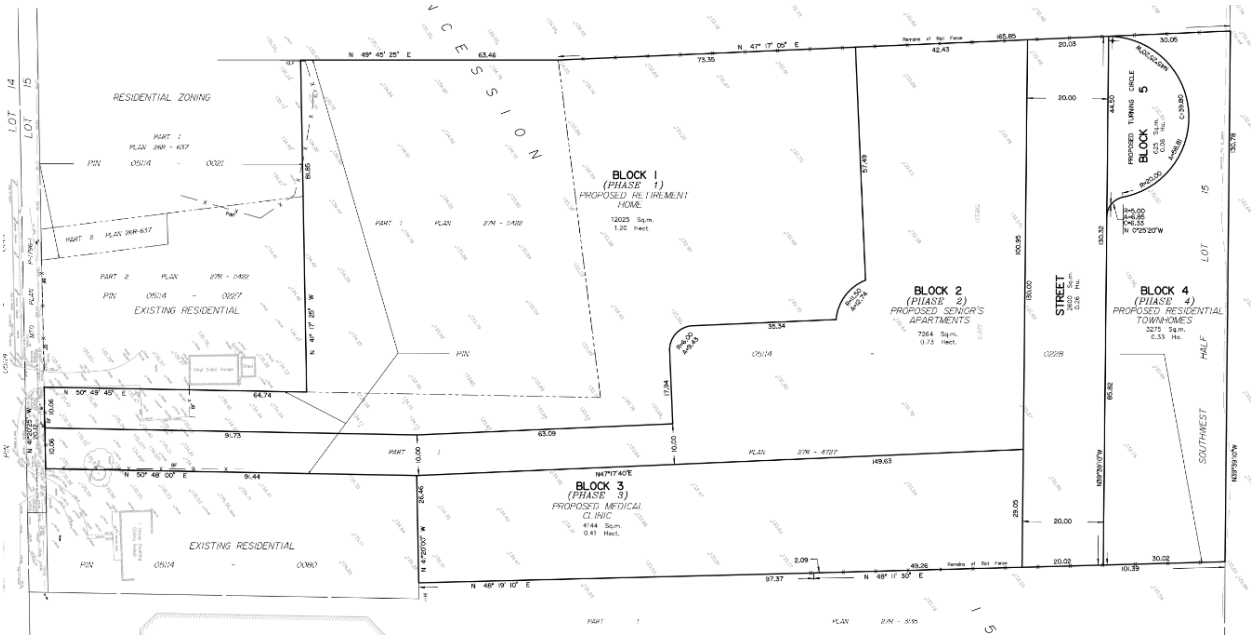
The purpose of this report is to evaluate and analyze the merits of the proposed subdivision and outline conditions of draft approval (appended as Attachment 1) for consideration and adoption by Council. It is the role of Council to direct staff to provide specific conditions to the County of Lanark ("the approval authority") for their review and approval. The County will consolidate the Town's conditions with those of other agencies into a final "Draft Decision".

Figure 1 – Context Map:

Purpose and Effect of the Application

The subdivision application will include the creation of four (4) parcels of private land and one (1) municipal road allowance. Block 1 is intended to be developed as a 152-unit retirement home with frontage on Franktown Road, Block 2 will be constructed as 70 residential (senior-oriented) apartments with frontage on Franktown Road and the new street, Block 3 will be used for the construction of a medical clinic with frontage on the new street, and Block 4 will be used for the construction of 12 street-fronting townhomes. Block 5 has also been partitioned for the purpose of a temporary turning circle. If the road is extended to the north of the site, the through-road will be constructed, and the turning circle lands will be developed as an additional six (6) street-fronting townhomes.

Figure 2 – Draft M-Plan:



Description of the Subject Lands

The subject lands represent a vacant parcel of property with approximately 20m of frontage on Franktown Road. The parcel was severed from the dwelling at 347 Franktown Road in 2019. An additional 0.56 ha of land was added to the vacant parcel from 347 Franktown Road in 2021 creating a surveyed developable parcel of 2.99 ha.

The site is located on the east side of Franktown Road and is boarded by the Circle K Plaza to the south, the Coleman Central Subdivision to the east, and low-density residential lands to the north and west. The Circle K Plaza is also currently subject to a subdivision application (09-T-23001) for the creation of a connecting road between the Coleman Central Subdivision and the subject lands as well as the creation of land for residential development.

The subject property is reliant on the approval and construction of the road and service infrastructure of both the Circle K Plaza subdivision and the Coleman Central Subdivision.

The subject land is presently un-serviced by water, storm and sanitary infrastructure. The development is subject to the extension of services via the Circle K Plaza and the Coleman Central Subdivision. A stormwater management pond located in the Coleman Central Subdivision is proposed to be upsized to accommodate the drainage areas of all three (3) sites. The off-site sanitary main between Coleman Central and the Pumping Station South of Highway 7 is also required to be upsized before either the Circle K Plaza or Carleton Lifestyles can be connected to the system.

Road access to the subject lands is proposed to be via a Northbound right-in only driveway for Blocks 1 and 2 and a secondary access via a new private road immediately behind the Circle K Plaza building. Blocks 3 and 4 will be subject to the connection of the new proposed street to Lewis Street (in Coleman Central) via a new street connection through the Circle K Plaza property.

The subdivision's servicing and stormwater management plans relate to and have regard for the Town's Water and Wastewater Master Plans. A more detailed servicing analysis will be conducted in the Official Plan Policy review below.

COMMENT

Policy Evaluation

Provincial Policy Statement (2020)

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. As per Section 3(5)(a) of the Planning Act, R.S.O. 1990, all planning decisions must be consistent with the PPS.

The proposed development demonstrates consistency with the PPS through the creation of healthy, livable and safe communities by promoting efficient land use patterns, accommodating an appropriate array of housing types, and improving access to services for disabled and older persons within the community (Policy 1.1.1).

The PPS encourages Municipalities to manage and direct land use activities in healthy, livable and safe communities by promoting efficient development patterns and accommodating an appropriate range and mix of land uses within the settlement area (Policy 1.1.3.2). The proposal includes the subdivision of lands in order to facilitate the development of commercial, residential and institutional uses in a campus-like setting central to Carleton Place. The site's proximity to the adjacent Highway Commercial District makes it walkable to everyday goods and services. The site is also within walking distances to recreational spaces such as the Ottawa Valley Recreation Trail (OVRT) to the west of the property.

In the review of greenfield subdivisions, the PPS instructs that:

> "*New development in "designated growth areas"[1] should occur adjacent to existing built-up areas and should have a compact form, mix of uses*

1 Designated growth areas: means lands within settlement areas designated in an official plan for growth over the long-term planning horizon provided in policy 1.1.2, but which have not yet been fully developed. Designated growth areas include lands which are designated and available for residential growth in accordance with policy 1.4.1(a), as well as lands required for employment and other uses. (PPS 2021)

and densities that allow for the efficient use of land, infrastructure and public service facilities" (Policy 1.1.3.6).

In the case of the subject lands, the site has been located within the Town's "Settlement Area". Located on one of the Town's primary thoroughfares, Franktown Road, near the historic Town Boundary, the properties were historically left as vacant land or used as large lot rural estates. Land fragmentation and difficult servicing left these parcels underdeveloped through post-war housing booms as well as later subdivision developments in the early 1980's and again in the early 2000's. As a result, the subject lands remain as the incomplete "puzzle piece" of development within the Town's Boundary. The servicing and subsequent development of the subject lands is a prime example of infill within the existing built-up area, which maximizes the efficient use of land and infrastructure.

The PPS also emphasizes that planning authorities should establish phasing policies to ensure "*the orderly progression of development within designated growth areas and the timely provision of the infrastructure and public service facilities required to meet current and projected needs*." (Policy 1.1.3.7b) In order to implement this policy, staff have applied a holding zone to the lands which prohibits the development of the site until such time that servicing and road access have been sequenced with the adjacent developments.

As a portion of the site is intended to be used for commercial and institutional purposes, it is appropriate to review the application for consistency with the "Employment" provisions of Policy 1.3. In promoting economic development and competitiveness, planning authorities shall provide an appropriate mix and range of employment opportunities to meet long-term needs of the community and maintaining a range of suitable sites for employment uses and ancillary uses. The proposed site has been pre-designated through a Development Permit Amendment application to permit specified uses of the lands and regulating the mixing of said uses in a phased manner. The uses do not meet the PPS strict definition of "Employment Areas" and as such it is not necessary to evaluate consistency with Policy 1.3.2 "Employment Areas"

The developer has indicated that the proposal will include the provision of two (2) dwellings which meet the PPS definition of "affordable housing" (Policy1.4.3). This proposal will be reviewed further in the Official Plan policy analysis.

A fulsome review of the proposal's servicing and infrastructure will be explored in greater detail in the Official Plan policy analysis. In accordance with the Infrastructure and Public Service provisions of PPS Policy 1.6 however, the subdivision plan represents the efficient and effective expansion of infrastructure by infilling and intensifying lands within the Settlement Boundary. The proposed development provides opportunities for the sharing of infrastructure between the site and an adjacent subdivision (stormwater management) and results in the rehabilitation and upgrade of the existing sanitary infrastructure rather than necessitating the design of a new asset for the municipality to maintain (Policy 1.6.3).

Policy 1.6.6 provides further detail on the framework for infrastructure planning by specifying that development shall be directed to areas where municipal sewage and water services can be provided, as is the case in this subdivision. Further Policy 1.6.6.7

specifies that stormwater management planning be integrated in the design of the sewage and water facilities to optimize the operation and design of a system that seeks to minimize erosion and contaminant loading through "green infrastructure". The development includes the construction of multiple stormwater treatment solutions for smaller drainage areas contained within the site. This approach permits the development to take advantage of Low Impact Design (LID) methods to capture, retain and slowly release a substantial volume of stormwater within the site. A fulsome analysis of the stormwater management strategy is included in the Official Plan policy review below.

Finally, in considering Policy 1.8 of the PPS pertaining to Energy Conservation and Climate Change, the subdivision generally conforms to the policies to promote compact form. The subdivision's climate resilience initiatives will be further detailed in the Official Plan policy review below.

In considering the merits of the Subdivision application, staff conclude that the proposal is consistent with and has regard for the Provincial Policy Statement.

County of Lanark Sustainable Communities Official Plan

The County of Lanark 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 to be in areas designated as a settlement area in local Official Plans.

In considering the merits of the Subdivision application, staff conclude that the proposal is consistent with and has regard for the County's Sustainable Communities Official Plan.

Carleton Place Official Plan (2015)

The Carleton Place Official Plan (OP) was established to achieve a vision of measured and balanced growth within the community. Guiding principles outlined in the plan include the affirmation that growth and development will occur through sustainable and economically viable land use development patterns which will include a broad range of uses and a balanced mix of appropriate residential densities (Section 1.3).

Community Design:

Given the Town's historic small-town identity, the preservation and enhancement of the Town's character as a reflection of the built landscape has become fundamental to the evaluation of development proposals. To support this vision, the Official Plan includes core "Community Design" provisions in Section 2.0. Developments are required to demonstrate that they ensure high quality design reflective of the Town's heritage and character; improving the esthetic appeal of gateways and thoroughfares and generally improving the pedestrian experience through site design and enhancement of the Town's street-tree canopy (Section 2.2).

More particularly, new developments are required to enhance the image of the Town in the following ways:

- *Complement the character of the area;*
- *Contribute to the establishment of local landmark;*
- *Maintain consistency with the surrounding area;*
- *Establish edges of areas;*
- *Creates linkages within, to and from the site.*

Carleton Lifestyle's proposal is located on the Franktown Road thoroughfare, and while it has limited frontage on the street (20m), the proposed massing of the buildings on the site will make it highly visible from the approach along the roadway. The blocking and division of the space creates a lot fabric which offers opportunities for articulated building massing and early elevations of the space propose 360° enhanced facades which will have the impact of establishing a new landmark in the neighbourhood.

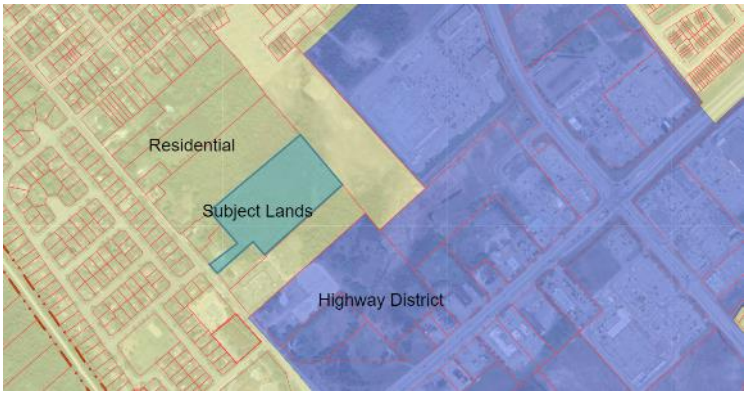
As the subject land is located in an area of under-development, it is intended that the lands will be infilled with intensified uses which complement the existing low-density neighbourhoods. The site's location on Franktown Road can become a central hub for complementary services with linkages into the adjacent neighbourhoods. The proposed large building complexes have been located closest to the arterial roads with lower-density street townhomes providing a buffer to the adjacent Coleman Central Subdivision.

The evaluation of the proposal's design compatibility including its massing, height, architectural character, volume and building areas will be evaluated through future development applications however, the proposed lot creation establishes lot sizes and road orientations which are consistent with the modified grid layout seen elsewhere in Town. While only one municipal road is proposed to be dedicated in the plan of subdivision, the proposed site plan provides a clear private drive connecting Franktown Road to the new street to the east. Both this private drive and the new public road will be the focal point for the orientation of the buildings within the site.

Land Use Policies – Residential:

The subject lands are identified as "Residential District" in the Official Plan which are intended to provide a range of housing types and compatible services and amenities including schools, parks, recreation facilities, institutional uses and community uses.

Figure 3 – Official Plan Land Use Schedule A



Density

Development applications are generally evaluated against the density policies prescribed in Section 3.5.4 of the Official Plan. However, where infill sites or consolidated lots have a lot area of 3 hectares or less, residential densities may be increased and are not subject to the requirement for a mix of dwelling types (Section 3.5.4.2):

> *"Notwithstanding Section 3.5.4.1, where development is proposed on infill sites or sites which are the result of lot consolidations, and which infill sites or consolidated sites have areas of 3 hectares or less, residential density may be increased. In such cases density will be controlled through the regulatory framework of the Development Permit By-law" – Section 3.5.4.2*
>
> *"In areas subject to Section 3.5.4.2 above, the requirement for a mix of dwelling types as required in Section 3.5.4.6 shall not apply." – Section 3.5.4.3*

Density targets are calculated on a net hectare basis, with a site-by-site target of 30 units per net hectare and a range of 24 to 34 units per net hectare (upnh)[2] (Section 3.5.4.1).

In considering the range of densities within the site, the Official Plan establishes three (3) classifications of the built forms exhibited at each density:

Figure 4 – Density Classifications (Section 3.5.4)

Classification	Density Ranges	Built Form	Locational Considerations (Section 3.5.4.5)
Low	<22 units per net hectare	Singles, semis, duplex, triplex, converted dwelling	NA
Medium	22-35 units per net hectare	Townhomes, row homes, apartments	Scale compatibility Site suitability Servicing availability Road Access Off-street parking Demonstrated conformity with Community Design policies
High	>35 units per net hectare	Apartments	Scale compatibility Site suitability Servicing availability Road Access Off-street parking Demonstrated conformity with Community Design policies

2 "*Net hectare is defined as those lands which are utilized for residential development exclusive of roads, easements, infrastructure services and required parkland."* (Official Plan Policy 3.5.4.1)

While the development is not required to meet these targets by virtue of Section 3.5.4.2 noted above, for context the proposed block densities have been calculated for information:

Figure 5 – Site-by-Site Density

Block	Proposed Use	Area (Ha)	Unit Count	Density (units/ha)
1	Retirement Home	1.20	152	126.7
2	Apartments	0.73	70	95.9
3	Commercial	0.41	-	-
4 + 5[3]	Townhomes	0.39	18	46.2
Total Net Area	-	2.73	240	97.9

By the classifications described in Section 3.5.4 of the Official Plan, all three (3) Blocks would be considered to be "high-density" as they exceed 35 upnh. As Section 3.5.4.2 permits that increased densities "*may*" be consider on infill sites, it is prudent to apply the siting guidelines of Section 3.5.4.5 in order to assess the appropriateness and reasonableness of the proposal.

Block 1 – Retirement Home:

The Retirement Home proposed on Block 1 is intended to feature 152 residential beds in a four-story building. The building is proposed to be oriented to face the internal private road with a prominent front entrance and portico aligned with a central roundabout courtyard and substantial landscaping and amenity spaces provided on all four (4) sides of the building. These assets combined with terraces, covered walkways and at grade patios provide a human scale which diminishes the large massing of the building.

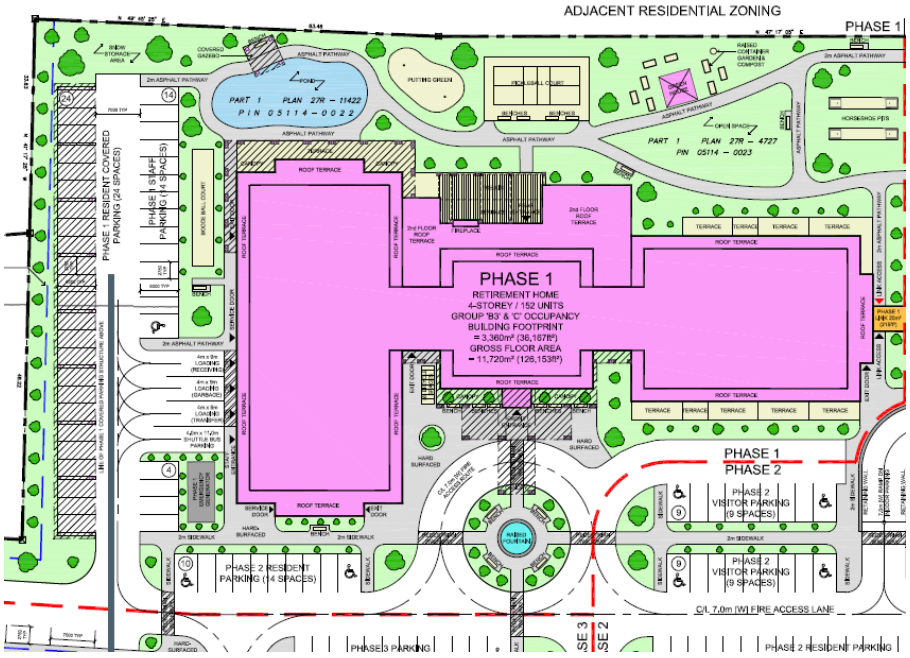
Figure 6 – Retirement Home Conceptual Elevations (Mansfield Architects)

Parking is provided in various small parking aisles around the building, thereby diminishing the visual dominance of parking relative to other space functions. Parking

3 As the intention is to use both Blocks 4 and 5 for street fronting townhomes at full build out, the combined area of the blocks has been used to calculate the density.

spaces are required to be provided at a ratio of 0.25 per dwelling unit + 1 for every 100 square meters of gross floor area used for clinic and personal service spaces.

Figure 7 – Retirement Home Conceptual Site Plan (Mansfield Architects)



Access to the site will be provided through a combination of access points:

- Northbound Right-in access via Franktown Road;
- Left-in, left-out access to Franktown Road via an easement across the adjacent Circle K Plaza; and
- Dual access via the new municipal street connecting to Lewis Street.

For these reasons, staff conclude that the high-density retirement home use is in conformity with the siting criteria of Section 3.5.4.5.

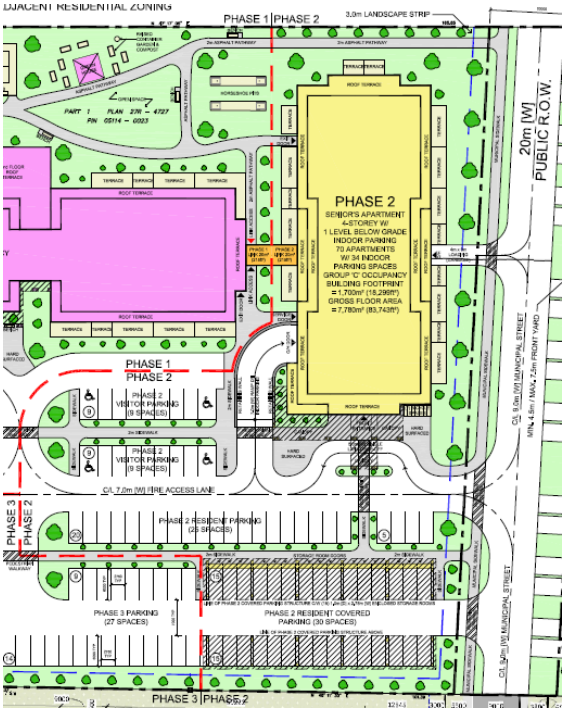
Block 2 - Apartment Dwelling:

The proposed apartment dwelling is intended to provide 70 apartment dwellings in a four-storey apartment building with underground parking for 34 vehicles. The building is oriented to face the interior private drive and is proposed to feature terrace balconies facing the public road. Access to the underground parking garage will be via the private road and additional surface parking is provided to meet the minimum parking requirements of the use. While at-grade private amenity space is limited within the proposed lot lines for the apartments, each unit is designed to have access to a private terrace or balcony.

Access to the site is consistent with that proposed for Block 1.

For these reasons, staff conclude that the high-density apartment dwelling use is in conformity with the siting criteria of Section 3.5.4.5.

Figure 8 – Apartment Dwelling Conceptual Site Plan (Mansfield Architects)



Block 4-5 – Townhomes

While the proposed townhomes exceed 35 upnh and are considered high-density, generally street-fronting townhomes are classified as a "medium-density" built form. Each of the units is proposed to be oriented to face the new proposed public road, with adequate front yard setback to accommodate one (1) driveway parking space and one (1) parking space in the garage. The elevations for the dwellings have not been submitted and will be subject to a Class 3 Development Permit prior to construction. The massing of the townhomes provides a buffer between the larger apartment and retirement home buildings from the Coleman Central subdivision to the east of the site.

Access to the townhomes will be limited to the proposed public right-of-way which will connect to Lewis Street and subsequently to Nelson Street.

For these reasons, staff conclude that the townhome dwellings are in conformity with the siting criteria of Section 3.5.4.5.

Figure 9 – Townhome Conceptual Site Plan (Mansfield Architects)

Block 3 – Ancillary Uses

Block 3 is intended to be constructed as a two-storey medical clinic providing service uses to the campus. Ancillary Uses such as a medical clinic are permitted within the "Residential" Designation in accordance with Section 3.5.4.2 where they conform to the following provisions:

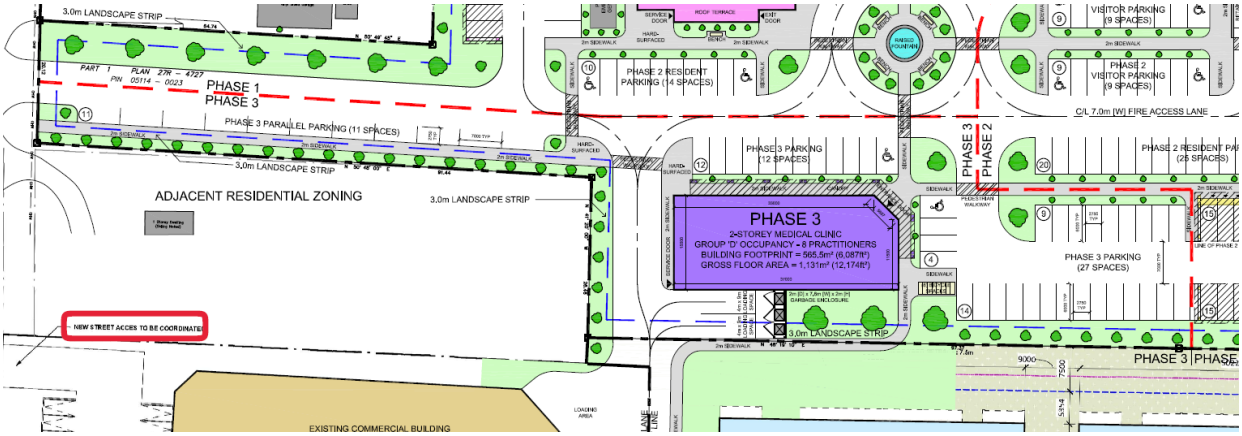
- They are compatible and complementary to the residential use;
- They are provided with adequate landscaping, buffering, off-street parking, and access;
- They will be grouped together and serve as a focal point for residential neighbourhoods; and
- They are encouraged to integrate parking, landscaping and other facilities within the site design.

As part of the larger campus, the medical clinic is designed to be integrated within and share the parking, accesses and communal amenity spaces of the dominant residential purpose which they serve.

Access to the site will be provided through a combination of access points:

- Northbound Right-in access via Franktown Road;
- Left-in, left-out access to Franktown Road via an easement across the adjacent Circle K Plaza; and
- Dual access via the new municipal street connecting to Lewis Street.

Figure 10 – Medical Clinic Conceptual Site Plan (Mansfield Architects)



Green Infrastructure Policies

The subject lands are not identified as "Natural Heritage" within Schedule B of the Official Plan. In evaluating the existing conditions of the site, the submitted Environmental Impact Statement indicated the proposed project will result in the loss of all woodlands from the subject property. Approximately six (6) trees with a diameter at breast height of more than 30 cm were noted on site and no Species at Risk were observed on the property. Mitigative measures for construction were recommended to limit the impact to water courses and a small unevaluated wetland adjacent to the site. These measures will be included as a condition in the Subdivision Agreement. **Compensation rates as well as**

the provision of street trees (Policy 4.1.6) will be implemented through the Landscape Plan as a condition of draft approval.

Figure 11 – Environmental Impact Statement (GEMTEC)

Parkland and Open Space Policies

The development proposal includes a cash-in-lieu contribution of parkland. In accordance with the Parkland Dedication By-law, the Town may require cash-in-lieu where the amount of physical parkland to be dedicated is of insufficient size to be used for normal public recreation activities, where the area already has sufficient parkland and open spaces, where the Town wishes to combine parkland dedication from small developments to provide a larger park area, or where the dedication would render the remainder of the site unusable for development. The total parkland required for conveyance is 5% of the land.

When considering the dedication of parkland, staff look to the strategic direction established in the *Recreation and Culture Master Plan (2023) (RCMP)*. The RCMP provides implementation strategies to consider when evaluating either the dedication of land or acceptance of cash in lieu. The plan favours the dedication of land where a

surplus of parkland already exists in the neighbourhood with a goal of having parkland (and play structures) within 500m walking distance of a neighbourhood. The closest existing recreation space to the Carleton Lifestyles development is McNeely Park (150m). The proximity to existing parkland and the size and intended use of the proposed development lands led staff to conclude that cash-in-lieu of land was the preferable dedication method.

Figure 12 – Public Greenspace Adjacent to the Property:

Built Infrastructure Policies

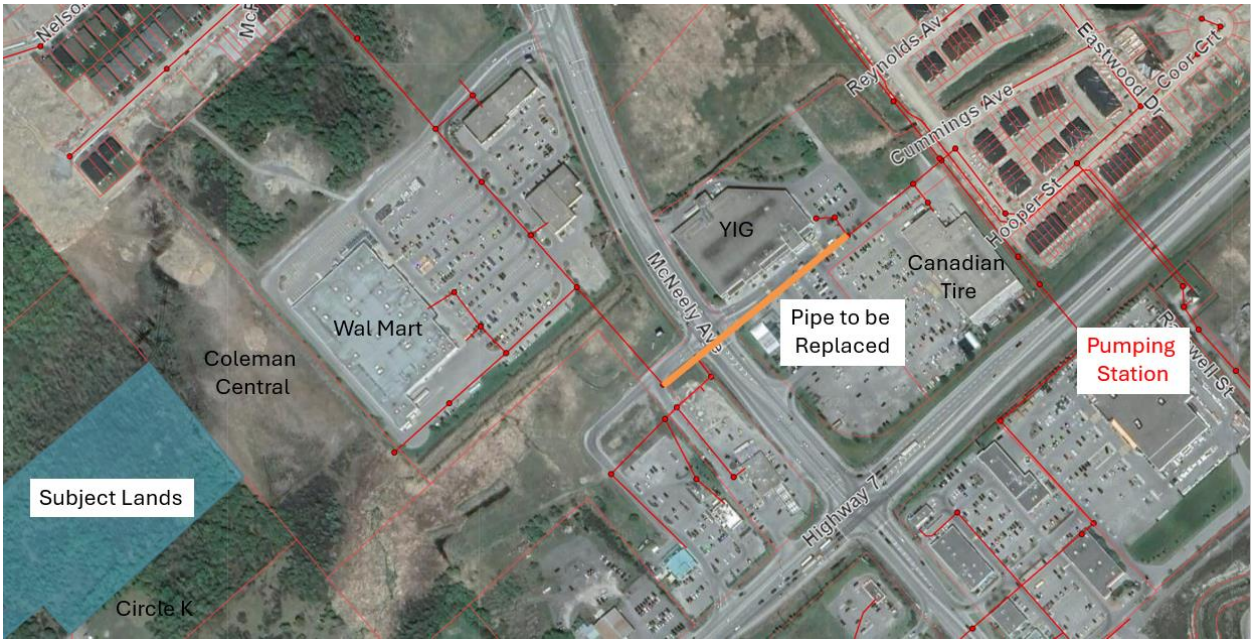
In the review of the infrastructure proposal for the subdivision, staff examined the development for conformity with the Town's Water and Wastewater Master Plan, and Transportation Master Plan (Policy 4.3.2). As has been noted previously in this report, the site is reliant on the approval and installation of watermains, sanitary and storm sewers in the Coleman Central Subdivision and the Circle K Plaza to service the site. **If these properties do not receive approvals, the registration and development of Carleton Lifestyles will not be possible. Conditions of draft approval have been included which specify that registration of any phase of the subdivision plan cannot occur until easements or public rights-of-way with access to services have been registered.**

Downstream Sanitary Limitations

It also needs to be noted that the subdivision is reliant on a connection to a downstream sanitary main (between MH101B and MH301) which runs between the intersection of McNeely Avenue and the Independent Grocery Store (455 McNeely Avenue) and the

pumping station South of Highway 7. The Town identified in 2019 that the main was nearing capacity and commissioned JL Richards and Associates to model and monitor the reserve capacity of the main. During the 2023 review of the Coleman Central Subdivision, it was concluded that the main would reach capacity with the connection of the Phase 2 lots. This analysis recommended a 35-unit cap on the "multiple unit" development block within Phase 2 until such time that the pipe could be upgraded.

Figure 13 – Area of Downstream Sanitary Capacity



The Town prepared a tender for the replacement of the service in 2024, however the escalating cost of capital works resulted in project bids significantly exceeding the budgeted value of the project and the indefinite deferral of the replacement until the Town can budget the funds for the works.

As a result, neither the Circle K Plaza development nor the Carleton Lifestyles development can connect to sanitary services until the main is replaced. **A condition of Draft Approval has been included specifying that no registrations of any phase of the plan can occur until the Town is satisfied that sanitary capacity is available downstream.**

On-site Servicing Proposal

As summarized in the Servicing and Stormwater Management Report (McIntosh Perry), the servicing and stormwater design of the site is as follows:

On-site Sanitary and Wastewater Collection System

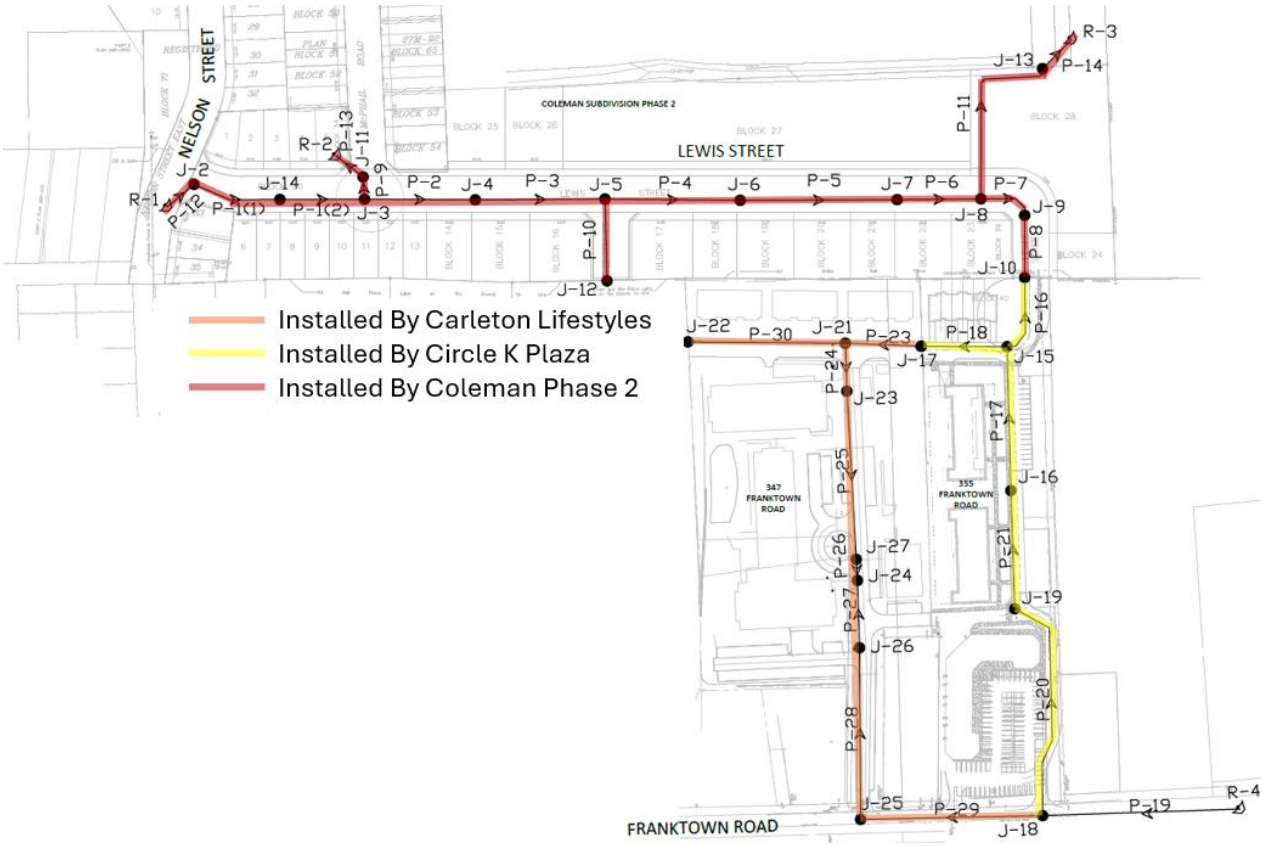
- A new 200mm sewer main will be installed and connected to the proposed stub at phase 2 of the Coleman Central Subdivision through the Circle K Plaza.
- The development is anticipated to have a peak wet weather flow of 5.36 L/s. A proposed 200mm diameter sanitary main will collect and outlet flow to the proposed 200mm diameter sanitary stub located within Phase 2 of the Coleman Central Subdivision through the Circle K Plaza.

- Based on the sanitary analysis conducted in the Coleman Central Subdivision Phase 2 Servicing Report, the subdivision's sanitary network has sufficient capacity for the subject site's flow.

Water Supply System

- A new 200mm watermain will be extended from the proposed Phase 2 of the Coleman Central Subdivision and Circle K Plaza to Franktown Road.
- The Fire Underwriter's Survey (FUS) method estimated fire flow indicated 13,000 L/min is required for the proposed development.
- Based on boundary conditions provided by the Town, the proposed 200mm watermain and two (2) private hydrants are capable of meeting daily and fire flow demands.

Figure 14 – Proposed On-site (orange) and Off-site Services (red and yellow)



Stormwater Management

- A new storm system will be installed on-site to capture storm runoff and restrict flows to predevelopment rates. The new storm system will discharge to the existing creek southeast of the site.
- It is expected that storage for the 5 and 100-year storm events will be provided via roof storage and surface storage. Subsurface storage may be required depending on the grading schemes developed during detailed design.

Conditions of draft approval of the development will include the completion of the following additional studies and design documents to the satisfaction of the Town:

- Servicing plans and design reports
- Detailed design of all roadways
- Detailed grading and drainage plans for the subdivision
- Detailed sediment and erosion control plan
- Easements where services are not municipally assumed or are located on private property
- Stormwater Management Site Plan

Roads

Local Streets and Design

The subdivision proposes to create a network of public and private streets to service the development.

A new public street is proposed to connect the site via the Circle K Plaza to Lewis Street in the Coleman Central Subdivision Phase 2. In accordance with the standards of the Town's Transportation Master Plan (TMP), this street will provide a 20m right-of-way with an urban local cross section. **Final civil designs for the road to the satisfaction of the Town will be required as a condition of Draft Approval.** As the street is not presently able to extend through the private lands located north of the subject site, a turning circle is required (Block 4). **A fee simple transfer of the turning circle land will be required as a condition of Draft Approval.** If the lands to the north of the site are developed in the future, then the road may be extended providing an additional connection to Lewis Street. At that time, the turning circle would be released to the developer for construction of residential dwellings.

Figure 15 – Standard Urban Cross Section

A parking plan will be requested as a condition of Draft Approval and the Subdivision Agreement will include conditions for the enactment of parking restrictions on one or both side of the street.

Private Roads

The subdivision proposal includes the construction of one (1) private road within the subject lands and one (1) easement across the Circle K Plaza to provide left-in, left-out access on Franktown Road. The Traffic Impact Assessment states that the proposed easement across the Circle K Plaza is temporary and only necessary to facilitate the development of Phase 1.

The Town's Official Plan provides that new private roads are "only permitted where such roads are required as part of a condominium plan which defines the responsibility for the long-term maintenance of the private road" (Section 4.3.3.5).

The applicant has indicated that their intent is to recognize the private driveways through easements and joint-use and maintenance agreements between the two parties.

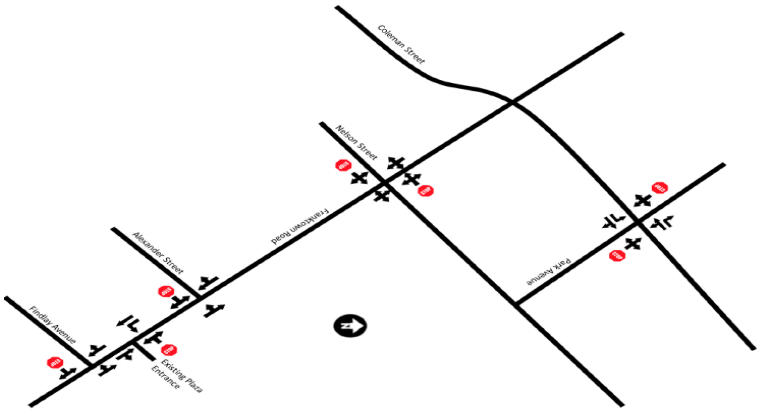
Having reviewed the risks associated with the private driveways across the commercial and institutional properties, staff are satisfied that a joint use and maintenance agreement will adequately provide for the long-term replacement of infrastructure and assign sufficient liability to the private parties accordingly.

Although presently under appeal, the Town has amended the Official Plan (OPA 08) to recognize that where a private road is proposed across commercial properties, a common elements condominium is not necessary to recognize the shared infrastructure. This particular policy change has not been identified in the appeals and staff are satisfied that the proposed development conforms to the intent of the Town's Official Plan.

Off-site Traffic Movement

The proponent has provided a Traffic Impact Study and Traffic Brief (BT Engineering) to consider the impact of the traffic generation of the development on the public roads within the neighbourhood. The report was reviewed by the Town's Public Works Department as well as by the Ministry of Transportation.

Figure 16 – Roads included in Traffic Analysis (BTE)



The study found that complete build-out the proposal would contribute an additional 77 vehicles in peak AM traffic and 114 vehicles in peak PM traffic. The study considered two (2) distribution scenarios:

- Option 1 – Phase 1 Development Only with right-in access on Franktown Road and secondary free-flowing access via an easement across Circle K Plaza, with an eventual connection to Lewis Street. In this scenario, it was assumed that 2/3 of traffic would use the easement across the Circle K Plaza. At build-out of Phase 1, it was determined that all intersections continued to function within reasonable levels and within their capacities.

  As a Condition of Draft Approval, the pavement markings on Franktown Road will need to be modified to extend the existing left-turn lane so that it continues to serve the commercial plaza and the temporary site access.

- Option 3 – Complete Build Out with limited (emergency service only) access on Franktown Road and the principle access to the site provided by the new proposed Public Street connecting to Nelson Street. In this scenario, the post-construction PM peak traffic resulted in intersection failures for the westbound approach to Franktown Road on Nelson Street. The report recommended the provision of a left-turn lane on Franktown Road at Nelson Street.

  This conclusion runs contrary to traffic findings in the Town's Transportation Master Plan and as a result **it is recommended that an updated Traffic Analysis be completed following the buildout of Phase 1 and prior to the construction of Phases 2-4 to consider the level of service at the Nelson Street and Franktown Road intersection and require upgrades as necessary.**

Option 2 in the analysis examined the full build-out of the site with full-movement access on Franktown Road. This option was not supported by staff due to the off-set of the proposed driveway in relation to Alexander Street and therefore, will not be detailed in this staff report.

Innovative Technologies and Utility Facility Policies

The Town's Official Plan strongly encourages and promotes the use of proven innovative technologies to increase energy efficiency, reduce waste and wastewater volumes, improve the quality of wastewater effluents and air quality (Policy 4.3.7). Through the leadership of the Carleton Place Environmental Advisory Committee, the Town measures the "Sustainability" of developments using a checklist of qualifying innovative solutions. While not all of the criteria are applicable at the time of Subdivision review, the subdivision has been evaluated for the incorporation of the following criteria:

- Using Low Impact Design to address stormwater at the source rather than collecting stormwater in traditional management ponds, assisting with pollution control and reducing runoff (see Stormwater Management Report);
- Installing a minimum of 6" high quality uncompacted topsoil depths (condition of the Landscape Plans);
- Plant native drought tolerant plants (condition of the Landscaping Plans);
- Provision of Green Space Exceeding Town Minimums;
- Increase the pit size of planted street trees to a minimum depth of 0.8m (condition of the Landscaping Plans);
- Implement a Tree Watering Program to ensure trees become established (condition of the Subdivision Agreement).

Safety and Security Policies:

The development proposal was evaluated within the context of the Safety and Security Policies of the Official Plan. The site was deemed to not be subject to flood hazards, contaminated lands, organic soils or adjacency to incompatible land uses (i.e. Industrial lands).

Social and Cultural Policies

The Town's Official Plan provides a framework of policies respecting the monitoring and addition of new affordable housing within the community to meet projected demographic and market requirements. The current provisions of Policy 6.21 include requirements for the Town to:

- Monitor the need for social assisted housing (provided by County Social Services);
- Encourage infill and intensification, accessory dwellings, cost-effective densities and increased densities in policy decisions;
- Ensure a minimum 10-year supply of residential land and 3-year supply of draft approved or registered lands; and
- Monitor population projections and establish development targets.

The policy does not provide minimum thresholds of affordable housing development on a per-application basis. While Policy 6.21.1 encourages the Town to "strive to meet a target of 25% of all new housing to be affordable housing by enabling a full range of housing types and densities", the ambiguity of the provision leaves the implementation during application review difficult to enforce. The definition of Affordable Housing within the Official Plan is housing which is valued at 10% below the average re-sale price of

housing in the regional market area which is inconsistent with the definition provided in the PPS and County Official Plan.

Staff have considered the housing needs of the Town by consulting the County of Lanark's "Municipal Tools to Support Affordable Housing". The report found that the size and type of households most in need for future growth within Carleton Place were those designed for couples without children with a strong trend towards an aged population. However, the report also noted that Carleton Place also had the highest proportion of households with children within the County.

The report also recommended an emphasis on the provision of more rental housing generally, and more specifically, for 2-bedroom units where both demand and rental prices have increased significantly over the past 5-years.

The proponent has noted that two (2) of the units within the development will be provided as affordable. These units will be provided within the 70-unit apartment dwelling and are proposed to be "studio units". **In order to implement the delivery of these units, a condition of draft approval respecting the execution of Affordable Housing Agreements has been included in the Town's recommended conditions.**

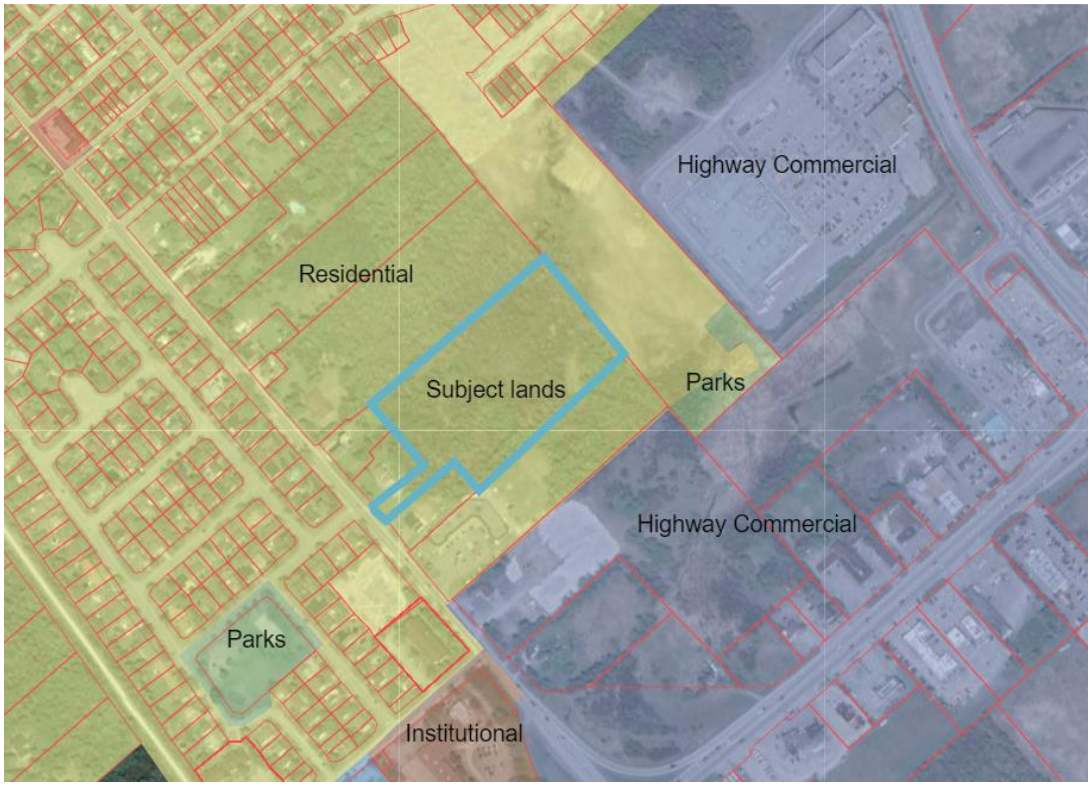
In considering the merits of the Subdivision application, staff conclude that the proposal is consistent with and has regard for the Town of Carleton Place Official Plan.

Development Permit By-law (2015):

The property was subject to a Development Permit Amendment application in 2021 and the lands were recognized as "*Institutional-Special Policy 1 (Holding)*" in the Development Permit By-law. The purpose of the designation is to permit medical clinics, seniors residential apartment dwellings, local commercial uses, and townhomes in addition to those uses already recognized in the "Institutional" zone. The amendment also approved performance standards unique to the property including: waiving the requirement for a maximum front yard setback, reducing the rear yard depth to 7.5m and establishing new definitions for the "front lot line" and "front yard" to better suit the proposed campus.

A holding provision was also applied to each of the four (4) phases of the development which must be satisfied and lifted prior to the issuance of a building permit. The holding provisions each specify that the owner must provide all agreements / easements / registered plans of subdivision for access and servicing on adjacent lands to the satisfaction of the Town, and that a Class 2 Development Permit is issued.

Figure 17 – Development Permit By-law Land Use Schedule



The proponent has conceptualized the development of the site to meet the prescribed performance standards and uses as prescribed in the "Institutional – Special Policy 1" designation.

At the time of filing the Development Permit application, staff will review the proposal's consistency and conformity with the Development Permit By-law and Design Standards in effect at that time for continued alignment.

Financial Considerations

The subject property is identified as a contributing party to the Cost Sharing By-law 61-2021. The By-law provides for the collection of funds for several major core service projects which were installed to facilitate development in the area of Highway 7. The subject property is identified in the By-law as "Parcels 8, 9 and 11". The parcels benefit from Projects 7, 10 and 26[4]. At the time of the adoption of the By-law, the total value of contributions owed by the developer was $291,421.07. Amounts are due at time of execution of the Subdivision Agreement and are increased by the Consumer Price Index to the most recent financial quarter at time of execution of the agreement.

4 Project 7 – Detains Design of Pumping Station/Forcemain; Project 10 – Pumping Station and Forcemain Construction; Project 26 – Upgrade Sewer North of 7

The developer has been made aware that the contributions associated with the completion of Project 26 are not finalized as the project has not been constructed. Following the construction of the Project, the Cost Sharing By-law will be amended to distribute the true cost of the work across the benefiting parties.

At the time of writing this report, the Town has not committed to a schedule for the completion of the Project 26. **As a condition of Draft Approval, the owner may make arrangements with the Town through a Front Ending Agreement to undertake the installation of the project with a payback subject to terms and conditions to be negotiated.**

Comments Received

The application being considered by Committee has been circulated in accordance with the requirements for public notice of the Planning Act, RSO 1990. Comments have been provided to the approval authority (the County of Lanark) and the Town for consideration during the review.

In November 2022, the Province of Ontario adopted Bill 23 (More Homes More Choice Act), removing the requirement for Public Meetings to be held respecting subdivision applications. As a result, no public meeting was held regarding the Carleton Lifestyles Subdivision.

Comments from the Mississippi Valley Conservation Authority were provided to the County of Lanark regarding conditions of draft approval. While initially MTO provided comments on the application, they have indicated they are presently satisfied with the proposal and do not require any additional special conditions. A comprehensive review of comments received will be undertaken at the time of the County's application review.

Summary

Having reviewed and assessed the proposed Subdivision application, staff are satisfied that the proposal complies with the provisions of the Provincial Policy Statement 2020, conforms to the policies of the County's Sustainable Official Plan, the Town's Official Plan and satisfies the applicable sections of Development Permit By-law 15-2015.

Options for Decisions:

The application before Committee requires a motion providing direction to staff. While not the ultimate decision-maker on applications of Subdivision Control, the Town has the opportunity to recommend a list of conditions which have to be satisfied prior to the registration of the plan of subdivision. A copy of the prepared draft conditions has been appended to this report and it is the recommendation (displayed in bold text) that Council accept the prepared conditions and direct staff to forward the conditions to the County of Lanark.

Options:

1. **THAT Council accept the conditions of draft approval for the Carleton Lifestyles Subdivision as identified in the Director of Development Services Report dated October 22, 2024 and directs staff to forward the conditions of draft approval to the County of Lanark.**

2. THAT Council defer the decision to accept the draft conditions for the Carleton Lifestyles Subdivision until further information is provided by the applicant.
3. THAT Council direct staff to modify the draft approval conditions to reflect specific revisions determined by Committee of the Whole.

STAFF RECOMMENDATION:

THAT Council accept the conditions of draft approval for the Carleton Lifestyles Subdivision as identified in the Director of Development Services Report dated October 22, 2024 and directs staff to forward the conditions of draft approval to the County of Lanark.

ATTACHMENTS

1. Proposed Draft Conditions of Approval
2. Traffic Impact Statement
3. Servicing and Stormwater Report
4. JL Richards Memo – Project 26 Capacity

CONDITIONS FOR DRAFT APPROVAL
CARLETON LIFESTYLES SUBDIVISION

Part Lot 15, Concession 11, Beckwith
Part 1 on Reference Plan 26R-3022 and
Part 1 on Reference Plan 27R-11422 (PIN 05114-0228LT)
Town of Carleton Place, County of Lanark

The Town of Carleton Place conditions of draft approval are as follows:

	General
1	This approval applies to the draft plan certified by Annis, O'Sullivan, Vollebekk Ltd dated April 21, 2022 for Block 1 for a retirement home; Block 2 for an apartment dwelling; Block 3 for a medical clinic; Block 4 for townhomes; Block 5 for a turning circle; and one (1) public Street.
2	That the road allowances included in this draft plan shall be shown and dedicated as public highway.
3	That street(s) shall be named to the satisfaction of the Town.
4	If final approvals are not given to this plan within three (3) years of the draft approval date, and no extensions have been granted, the draft approval shall lapse.
5	Upon registration of the Plan of Subdivision, the Owner shall submit to the Town of Carleton Place a chronoflex reduction of said plan. The reduction shall be to a size of 8 ½" x 14".
6	Upon registration of the plan of subdivision, the Owner shall submit to the Town of Carleton Place a digital copy of the registered plan (in NAD83 datum) certified under seal by an Ontario Land Surveyor (OLS) in the Province of Ontario.
7	At any time prior to final approval of this plan of subdivision for registration, the Town of Carleton Place may, in accordance with Section 51 (43) of the Planning Act, R.S.O. 1990, amend, delete or add to the conditions and this may include the need for amended or new studies.
8	Prior to registration of the plan of subdivision, the Town of Carleton Place shall be satisfied that all Conditions have been fulfilled.
Subdivision Agreement and Phasing	
9	The final draft M-Plan plan shall be submitted to the Director of Development Services for approval prior to the commencement of the Subdivision Agreement.
10	The Owner shall enter into a Subdivision Agreement, to satisfy all requirements, financial and otherwise, of the Town of Carleton Place, including but not limited to, the phasing of the plan for registration, the provision of roads, installation of services and utilities, and drainage. *NOTICE ONLY: Prior to any application and entering into any conditional building permit agreement, pursuant to Section 3.46 of the Development Permit By-Law, the Owner will have entered into a pre-servicing agreement with the required securities posted and have draft approval from the County of Lanark.*
11	The Owner agrees to phase the development in an orderly manner to the satisfaction of the Town of Carleton Place. The owner shall convey, at no cost to the Town, 0.3 m reserves along any dead end or open sides of road allowances, or for orderly phasing during the staged development, which shall be held in trust by the municipality. 0.3 m

	reserves shall also be provided at all residential rear lots that are adjacent to all major streets.
12	Prior to registration of any Phase of the Plan of Subdivision, the Town of Carleton Place shall be satisfied that the processing fees, cost sharing obligations, liens and security requirements have been paid in full.
13	The Subdivision Agreement shall state that the conditions run with the land and are binding on the owners, heirs, successors and assigns.
14	The Owner may enter into a Front-ending Agreement respecting the construction of sufficient downstream sanitary capacity to the satisfaction of the Town of Carleton Place.
15	The Owner shall enter into an Affordable Housing Agreement with the Town of Carleton Place respecting the provision of two (2) affordable housing units to the satisfaction of the Town and the County of Lanark.
Development Permit By-law	
16	Prior to registration of the plan of subdivision, the proposed plan of subdivision shall conform with a Development Permit By-law approved under the Planning Act, with all possibility of appeal to the OLT exhausted.
17	A Class 1 Development Permit shall be required in accordance with the Vegetation Removal and Site Alteration provisions of the Development Permit By-law prior to any development on the site.
Municipal Infrastructure - General	
18	The Owner shall have a full-time construction inspector in attendance on site during construction activities, with qualifications satisfactory to the Town of Carleton Place.
19	Upon completion of the installation of works, the Owner shall provide the Town of Carleton Place an electronic copy of "as-built" plans in the form of an AutoCad file geo-referenced to NAD83, UTM Zone 18.
Roads	
20	The Owner shall submit detailed road plans prepared by a Civil Engineer licensed in the Province of Ontario, to the Town of Carleton Place for approval. All public roads shall be constructed to the satisfaction of the Town of Carleton Place.
21	That the width of the public road allowances are to be to the satisfaction of the Town of Carleton Place.
22	The Owner shall provide evidence to the satisfaction of the Town of Carleton Place that the proposed public Street can be connected to an open and maintained municipal road allowance across the property known locally as 355 Franktown Road.
23	The Owner shall transfer Block 5 to the Town of Carleton Place for the purpose of a turning circle.
24	The Owner shall design and construct all roadways in accordance with the current municipal standards and cross-sections approved at the time of registration to the satisfaction of the Town of Carleton Place.
25	That the Owner shall modify the pavement markings and alignment of the existing left-turn lane on Franktown Road to extend the lane so that it continues to serve the commercial plaza and the temporary access point.
26	That the Owner shall provide an on-street parking plan to the satisfaction of the Town of Carleton Place.
27	That the Subdivision Agreement to be executed with the Town include the requirement for no-parking zones on one or both sides of all streets to the satisfaction of the Town.
Services	
28	The Owner shall submit detailed municipal servicing plans and design reports, prepared by a Civil Engineer licensed in the Province of Ontario, to the satisfaction of the Town of Carleton Place.

29	The Owner shall demonstrate to the satisfaction of the Town that on-site works can be connected to either publicly assumed or by way of easements, operational water, sanitary and storm water infrastructure.
30	The Owner shall provide a detailed servicing report prepared by a Civil Engineer licensed in the Province of Ontario confirming that there is sufficient capacity for all services within the municipal system.
31	The Owner shall demonstrate to the satisfaction of the Town of Carleton Place that sufficient downstream sanitary capacity exists to service the development lands.
Stormwater Management	
32	Prior to registration, the Owner shall prepare a Stormwater Site Management Plan. The Stormwater Site Management Plan shall be in conformity with the phasing of development and identify the sequence of its implementation in relation to the construction of the subdivision and shall be completed to the satisfaction of the Town of Carleton Place in accordance with the requirements of CLI ECA # 172-S701 and the Mississippi Valley Conservation Authority.
Sediment and Erosion Control	
33	The Owner shall submit a detailed sediment and erosion control plan, prepared by a Civil Engineer, licensed in the Province of Ontario, to the satisfaction of the Town of Carleton Place.
Grading and Drainage	
34	The Owner shall submit detailed grading and drainage plans for the subdivision, prepared by a Civil Engineer licensed in the Province of Ontario, to the Director of Public Works for approval.
35	The Owner shall have a topographical survey completed beyond the boundaries of the subdivision lands to determine existing ground contours or elevations adjacent to the development for the purposes of drainage water control. Where adjacent lands are currently under development, the approved proposed grades shall be identified and used in determining the treatment at the common boundary. Where adjacent lands are either developed or not currently under development, the existing grades shall be maintained at the property line and the developer shall ensure that the existing drainage courses of these adjacent lands are not negatively affected. The developer shall obtain all necessary access permissions to carry out this work at the Owner's cost.
36	The Owner shall retain the services of a Civil Engineer or Ontario Land Surveyor to certify to the Director of Public Works that the final lot grading conforms with the approved grades on the grading and drainage plan.
37	The Owner shall submit an as-built grading plan at time of Final Building Permit Inspection showing actual ground elevations to geodetic datum at front, rear and side of houses, driveway at curb and at garage, all lot corners, finished floor elevation, swale inverts and top and bottom of retaining walls, if required. The grades must be taken under the supervision of a Civil Engineer or Ontario Land Surveyor licensed in the Province of Ontario.
Walkways and Landscaping	
38	The Owner shall provide a detailed landscaping plan which will indicates trees to be conserved or replaced as per the Environmental Impact Study for the land on the Plan of Subdivision to the satisfaction of the Town of Carleton Place.
39	That the Subdivision Agreement to be executed with the Town include the requirement that all new trees planted within the proposed subdivision shall either be located within the Town's right-of-way or will be subject to restrictive covenants on title prohibiting the removal of the plantings.

40	The Owner shall provide a fencing plan for the property lines of all Blocks abutting residential dwellings existing at time of registration to the satisfaction of the Town of Carleton Place.
Adherence to Studies and Reports	
41	The Owner shall implement all recommendations from the submitted studies and reports including: - Servicing and Stormwater Management Report (Rev 3 06.2024) - Environmental Impact Statement (08.13.2021) - Tree Preservation Report (07.22.2021) - Traffic Impact Study (Rev 1 11.04.2021) o BTE Technical Memorandum (02.15.2024) - Planning Justification Report (03.21.2024) - Phase 1 Environmental Site Assessment (07.07.2021)
42	Prior to the application for Subdivision Agreement, the Owner shall provide the following updated studies to the satisfaction of the Town of Carleton Place: - Servicing and Stormwater Management Report - Detailed design of all roadways - Certificate of clearance of the final grading plans from a Geotechnical Engineer - Detailed grading and drainage plans for the subdivision - Detailed sediment and erosion control plan - Stormwater Management Site Plan - Tree Inventory Report - Landscape Plans - On-street Parking Plans - Traffic Impact Statement (following Phase 1 occupancy and prior to registration of Phase 2) - Elevations of the proposed dwellings
Parkland Dedications	
43	The Owner shall provide parkland dedication in accordance with By-law 86-2023. Cash-in-lieu shall be provided as follows: Block 1, 2, 4 and 5 – 5% of the value of the land Block 3 – 2% of the value of the land
Utilities, Easements and Right of Ways	
44	The Owner shall submit a reference plan illustrating all easements to the satisfaction of the Town of Carleton Place.
45	The Owner shall demonstrate to the satisfaction of the Town of Carleton Place that easements for private road access across the property known locally as 355 Franktown Road have been registered in favour of the Owner.
46	The Owner shall demonstrate to the satisfaction of the Town of Carleton Place that a Joint-Use-and-Maintenance Agreement has been established with the property known locally as 355 Franktown Road to ensure clear and safe access to the Owner's property.
47	That the Owner shall register easements in gross to allow for the use of the drive aisles and parking areas between Blocks 1-3.
48	The Owner shall be required to coordinate the preparation of an overall composite utility distribution plan showing the location (shared or otherwise) and installation, timing and phasing of all required utilities (on-grade, below-grade or above-grade), including on-site drainage facilities and streetscaping). Such location plan shall be prepared to the satisfaction of all affected authorities and shall consider their respective standards and specification manuals, where applicable. The composite utility plan shall be prepared and approved by the respective utility providers, including the Town of

	Carleton Place, prior to the installation of any of the service lateral connections for any of the affected utilities.
49	The Owner shall be responsible for any municipal costs associated with administering the required easements.
50	Easements for rear yard catch basin leads shall be 3.0m in width.
Blasting Operations	
51	In the event of any blasting operations, the following paragraphs shall apply: All blasting operations shall be conducted in accordance with Carleton Place By-law No. 75-2004, as amended. The Owner shall obtain an explosive permit from the Town of Carleton Place prior to any blasting operations proceeding.
Permits and Approvals	
52	The Owner shall be responsible to apply for and receive permits and approvals from applicable agencies and governing bodies, copies of which will be required to be submitted to the Town of Carleton Place.

Transportation Impact Assessment Report, Revision 1

Proposed Development at 347 Franktown Road, Carleton Place, Ontario

Revised November 4, 2021

Submitted by:
BT Engineering Inc.
100 Craig Henry Drive, Suite 201
Ottawa, ON K2G 5W3
613-228-4813

Table of Contents

List of Figures

List of Tables

List of Appendices

1. INTRODUCTION

1.1. Background

BT Engineering (BTE) was retained to prepare a Transportation Impact Assessment (TIA) for a proposed development at 347 Franktown Road in the Town of Carleton Place, Ontario. The proposed development is located on the east side of Franktown Road, north of Highway 7, and is bounded by lands proposed for future residential/commercial development. In total, the size of the study area is approximately 3 ha. The general location of the proposed development is illustrated in **Figure 1**. MTO confirmed that the site is located beyond their permit control area. Scenario 1 and Scenario 3, as described in this report, would have access being located closer to Highway 7 (within MTO's permit control area) and would be subject to MTO approval. For the purposes of this report the orientation of Franktown Road is described as north-south.

Figure 1: Site Location

A Transportation Environmental Study Report (TESR) was completed for Highway 7 and Highway 15 intersection improvements in July 2020. This Study recommended: the addition of a southbound through lane on Franktown Road for approximately 430 m north of Highway 7 (to approximately Alexander Street); elimination of the channelized right-turn lane on Highway 7

westbound onto Franktown Road with a controlled right-turn lane; and the provision of sidewalks on the west side of Franktown Road from Highway 7 to Findlay Avenue.

Additionally, the intersection of Franktown Road and Coleman Street was recently reconstructed to accommodate development within the Town of Carleton Place. The reconstruction included an auxiliary northbound and southbound left-turn lane.

These improvements were recommended taking into consideration planned / future development within Carleton Place. As a result, based on discussions with Town of Carleton Place staff, the intersections of Franktown Road at Coleman Street and Highway 7 were not included as part of this analysis.

1.2. Proposed Development

The proposed development at 347 Franktown Road is planned to include a retirement care home, senior's apartment building, commercial plaza and townhouse development. Construction will occur in four phases as summarized in **Table 1.** This table also provides a breakdown of the development areas for all phases.

Table 1: Phase 1 - Building Supply Outlet

Phase	Description	Area
Phase 1	Retirement Home Building	126,153 ft^2
Phase 2	Senior's Apartment Building	83,743 ft^2
Phase 3	Medical Clinic Building	12,174 ft^2
Phase 4	Townhouse Development	0.3196 ha

The subdivision preliminary draft plan is provided in **Appendix A**. Three scenarios for principal site access were analyzed based on input from the Town and MTO. These included:

- **Scenario 1 (Phase 1 of Development):** For Phase 1 of the development with site access provided via right-in access at 347 Franktown Road, and temporary full-movement access south of the commercial plaza located at 355 Franktown Road. This Scenario only evaluated to buildout of Phase 1 of the development. Following Phase 1, it is assumed that the temporary access south of the commercial plaza would be closed to vehicular traffic and would be limited to an emergency/fire access route.
- **Scenario 2:** Full buildout of the development, with principal site access provided via full-movement access at 347 Franktown Road. A secondary access would connect to the proposed development on the east side via a planned north-south Municipal Street. (This access scenario was evaluated previously but the Town's initial reaction was not supportive due to the proximity of the access, offset from Alexander Street .)
- **Scenario 3:** Full buildout of the development, with principal site access provided on the east side of the site via a planned north-south Municipal Street connecting to Nelson Street. In addition, a secondary right-in access would be provided at 347 Franktown Road.

It is anticipated that Phase 1 of the development could be completed by 2023 and that the full buildout of the development would be complete by 2027.

A potential 4th access scenario was discussed but has not been evaluated as part of this study. This would involve extension of the planned north-south Municipal Street south to a proposed extension of Findlay Avenue as proposed in the Transportation Master Plan and approved as part of the Highway 7 Secondary Plan. It would be dependent on the Town of Carleton Place securing the required public right-of-way through private property and should be addressed as part of the Transportation Master Plan.

2. EXISTING CONDITIONS (2021)

2.1. Roadway Geometry

The characteristics of the various roadways in the study area are summarized in **Table 2**.

Table 2: Study Area Roadways

Road	Classification	Cross Section	Posted Speed	Comments
Franktown Road	Arterial	2-lane	50 km/h	• North-south arterial providing access to residential/ commercial developments. • Provides access to the wider transportation network to the south (becomes Highway 15) and via Highway 7. • Nelson Street, Findlay Avenue and Alexander Street are stop controlled at Franktown Road.
Coleman Street	Collector	2-lane	50 km/h	• East-west collector providing access to residential/commercial developments. • Park Avenue is stop controlled at Coleman Street.
Highway 7	Provincial Highway	4-lane with a continuous two-way left-tun lane	60 km/h	• Provincial highway providing access to the Greater Toronto Area and Ottawa.
Park Avenue	Local Road	2-lane	50 km/h	• Connects to Coleman Street at stop-controlled intersection.
Nelson Street	Local Road	2-lane	50 km/h	• Connects to Franktown at stop-controlled intersection.
Findlay Avenue	Local Road	2-lane	50 km/h	• Connects to Franktown at stop-controlled intersection.
Alexander Street	Local Road	2-lane	50 km/h	• Connects to Franktown at stop-controlled intersection.

The existing lane geometry and traffic control at key intersections is illustrated on **Figure 2**.

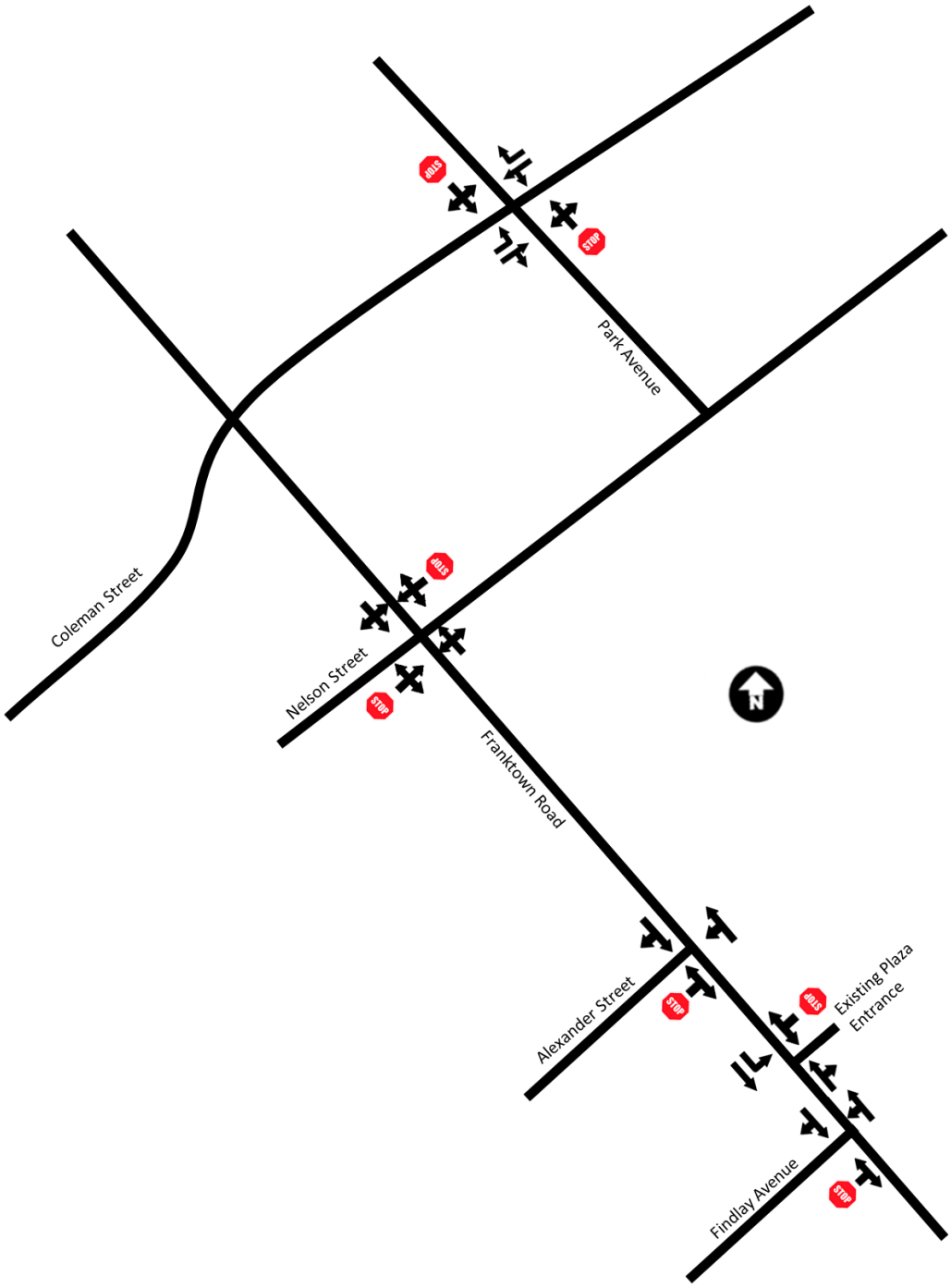


Figure 2: Existing Lane Geometry at Key Intersections

2.2. Transit Service

Currently the site is not serviced by any transit routes. Approximately 0.3 km north of Nelson Street, the area is serviced by Leduc Bus Lines Route 538 to provide daily commuter services to Ottawa. Due to low ridership, Route 538 was suspended on October 30, 2020 and will

remain temporarily suspended until further notice. Lanark Transportation, a community bus service for medical/social service appointments, offers services at the locations of Carabeck Community Centre and Carleton Place Town Hall biweekly on Tuesdays. The bus service also offers personalized in-town pick ups and drop-offs.

2.3. Provisions for Pedestrians and Cyclists

In the study area, Franktown Road has sidewalks with boulevards along the west side. The east side has portions of sidewalk starting at the Alexander Street intersection and continuing north towards the end of the project limits. The Highway 7 and Highway 15 Intersection Improvements Preliminary Design and Class EA Study (2020) recommended the provision of sidewalks on the east side of Franktown Boulevard south of Alexander Street. The side streets do not have pedestrian facilities.

There are no existing cycling facilities in the study area.

2.4. Traffic Operations

Existing traffic demands throughout the study area were obtained from peak period traffic counts provided in previous traffic reports and from turning movement counts. A list of the intersections and the counts obtained is presented in **Table 3**. This traffic impact study has utilized previous traffic counts, factoring them to 2021, to reflect more normal (pre COVID-19) conditions.

Table 3: Turning Movement Count Location and Source

Intersection	Source
Coleman Street at Park Avenue	Traffic Impact Study Addendum – Coleman Street Subdivision (McIntosh Perry Consulting Engineers Ltd., 2019)
Franktown Road at Nelson Street	
Franktown Road at Alexander Street	Highway 7 and Highway 15 Intersection Improvements Preliminary Design and Class EA Study – Traffic Analysis Report (2020)
Franktown Road at Findlay Avenue	
Franktown Road at Existing Commercial Plaza (355 Franktown Road)	BTE Turning Movement Count on October 21, 2021 (PM) and October 22, 2021 (AM)

Existing peak hour traffic demands are shown in **Figure 3**. The existing roadway capacity in the area was evaluated using Synchro 9 and is summarized in **Table 4**. Detailed analysis reports are provided in **Appendix B**.

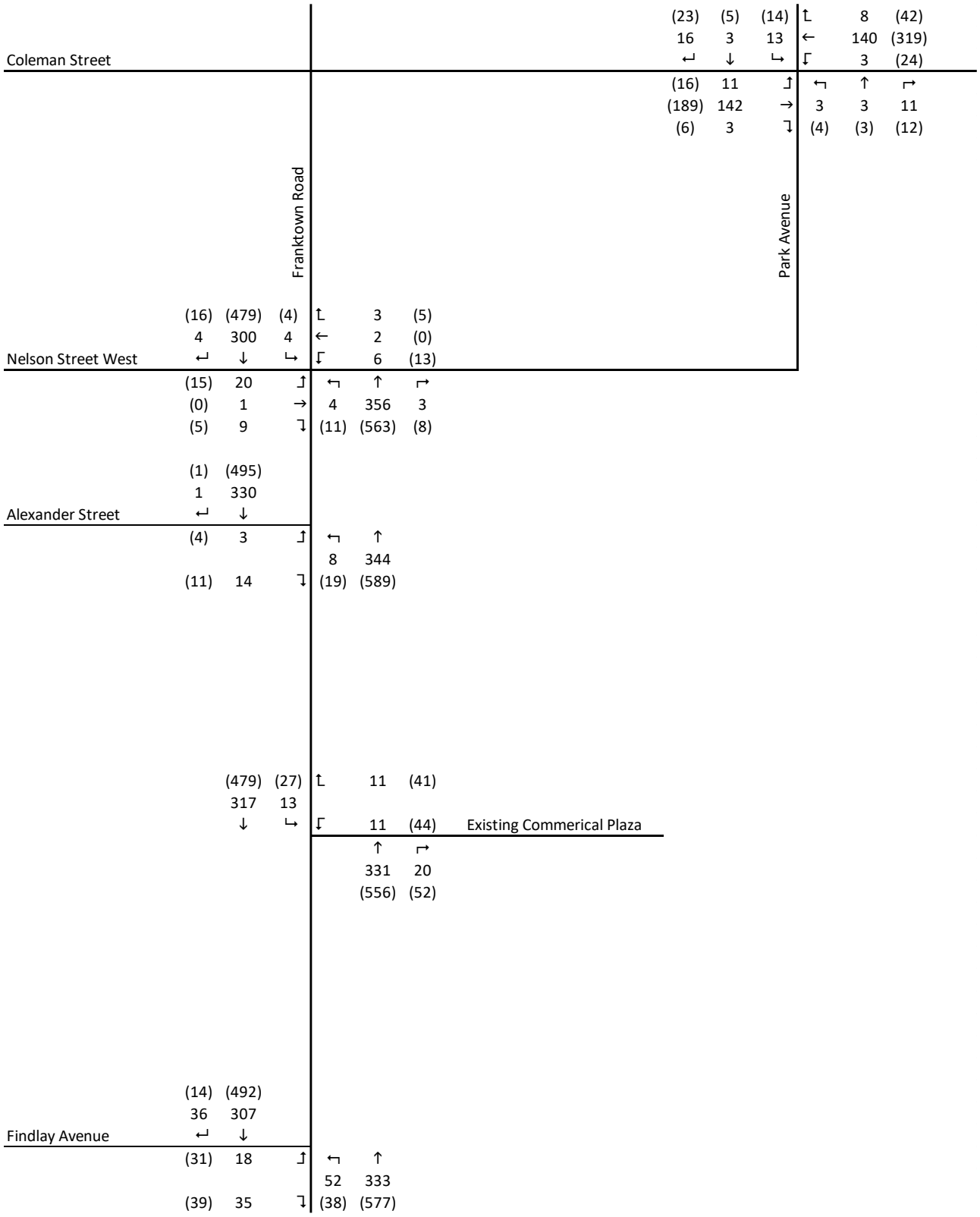


Figure 3: Existing (2021) AM (PM) Peak Hour Traffic Volumes

Table 4: Existing Traffic Operations

Intersection	Movement	AM Peak Hour V/C	AM Peak Hour Delay (s)	AM Peak Hour LOS	AM Peak Hour 95th Queue (m)	PM Peak Hour V/C	PM Peak Hour Delay (s)	PM Peak Hour LOS	PM Peak Hour 95th Queue (m)
Coleman Street at Park Avenue	EBL	0.01	7.6	A	0.2	0.01	8.1	A	0.4
	EBTR	0.09	0.0	A	0.0	0.12	0.0	A	0.0
	WBL	0.0	7.5	A	0.1	0.02	7.7	A	0.5
	WBTR	0.09	0.0	A	0.0	0.23	0.0	A	0.0
	SBLTR	0.05	10.4	B	1.2	0.09	13.2	B	2.5
	NBLTR	0.02	9.9	A	0.6	0.04	11.7	B	0.9
	Overall		**1.7**	**A**			**1.6**	**A**	
Franktown Road at Nelson Street	SBLTR	0.0	0.1	A	0.1	0.0	0.1	A	0.1
	NBLTR	0.0	0.1	A	0.1	0.01	0.3	A	0.3
	EBLTR	0.08	15.0	B	2.2	0.11	25.6	D	2.8
	WBLTR	0.03	14.9	B	0.8	0.10	25.5	D	2.7
	Overall		**1.0**	**A**			**1.1**	**A**	
Franktown Road at Alexander Street	SBTR	0.21	0.0	A	0.0	0.32	0.0	A	0.0
	NBTL	0.01	0.3	A	0.2	0.02	0.5	A	0.5
	EBLR	0.03	11.2	B	0.7	0.04	15.0	C	1.1
	Overall		**0.4**	**A**			**0.5**	A	
Franktown Road at Commercial Plaza (355 Franktown)	SBL	0.01	8.1	A	0.3	0.03	9.0	A	0.8
	SBT	0.20	0.0	A	0.0	0.31	0.0	A	0.0
	NBTR	0.22	0.0	A	0.0	0.39	0.0	A	0.0
	WBLR	0.05	12.8	B	1.2	0.34	24.8	C	11.6
	Overall		**0.6**	**A**			**2.0**	**A**	
Franktown Road at Findlay Avenue	SBTR	0.22	0.0	A	0.0	0.32	0.0	A	0.0
	NBLT	0.05	1.5	A	1.2	0.04	1.1	A	1.0
	EBLR	0.12	13.2	B	3.2	0.26	21.9	C	8.3
	Overall		**1.7**	**A**			**1.8**	**A**	

The analysis found that all existing intersections operated well within their capacity, at a reasonable level of service during the peak hours.

3. BACKGROUND TRAFFIC

An annual growth rate of 1.5% has been assumed for the background traffic along Franktown Road and Coleman Street. Additionally, the development generated traffic from the Coleman Street Subdivision Traffic Impact Study Addendum (2019) has been added to the background growth at the intersections of Franktown Road/Nelson Street and Coleman Street/Park Avenue.

3.1. 2028 Background Traffic (Phase 1)

Phase 1 of the subject site could potentially be fully developed by 2023. The year 2028 was therefore assumed as the 5-year planning horizon beyond Phase 1 development.

The resulting 2028 background traffic volumes are presented in **Figure 4**. The traffic operations of the intersections were evaluated using Synchro 11.

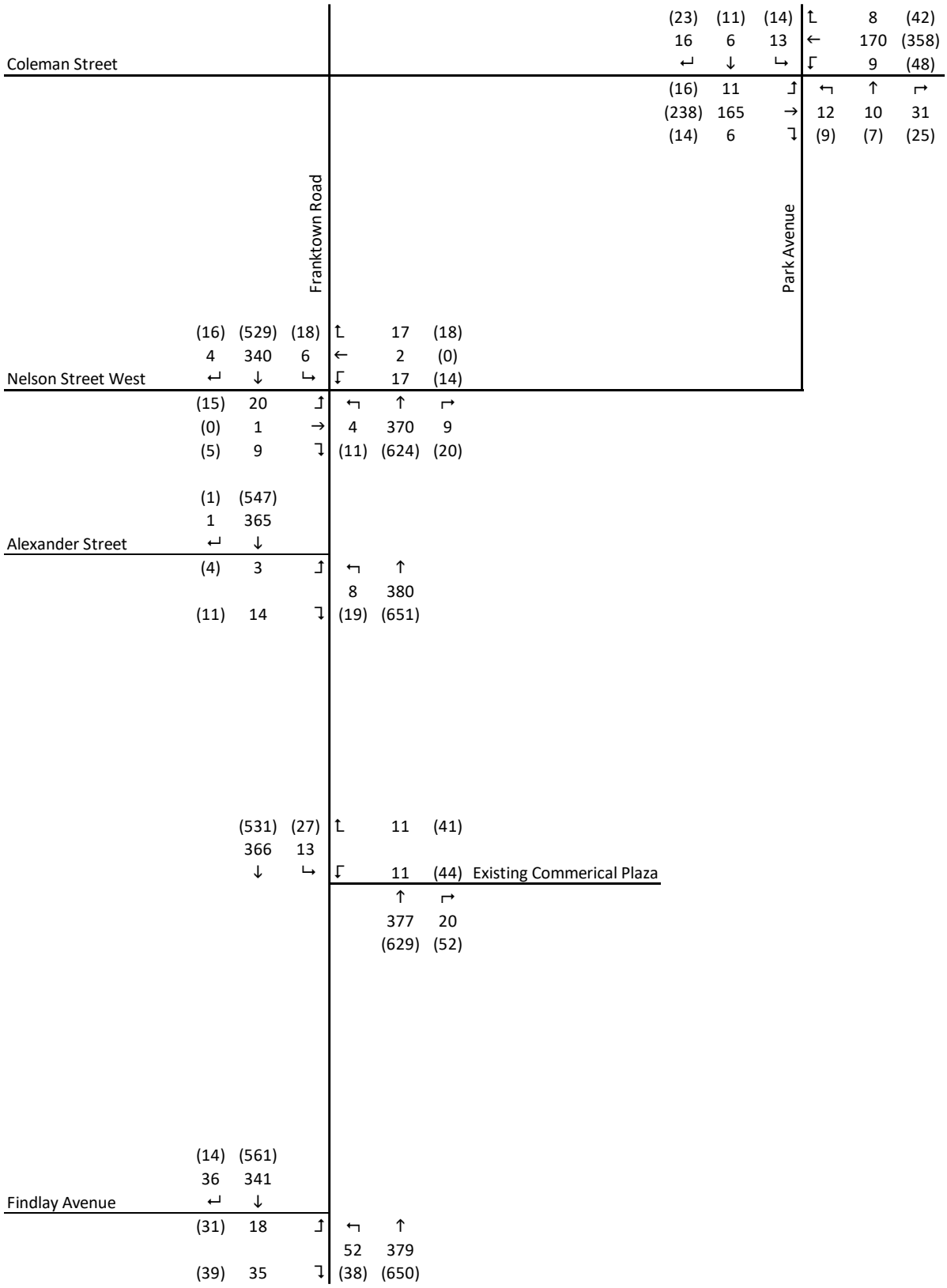


Figure 4: 2028 Background AM (PM) Peak Hour Traffic Volumes

Table 5 provides a summary of the background traffic conditions in 2028. The intersections under study are anticipated to continue to operate well within their capacity. During the PM peak hour the stop-controlled approaches at Franktown Road/ Nelson Street and Franktown Road / Findlay Avenue are operating at a reduced level of services and experience longer delays (LOS D). However, they continue to operate below capacity at an acceptable level of service.

Table 5: 2028 Background Traffic Operations

Intersection	Movement	AM Peak Hour V/C	AM Peak Hour Delay (s)	AM Peak Hour LOS	AM Peak Hour 95th Queue (m)	PM Peak Hour V/C	PM Peak Hour Delay (s)	PM Peak Hour LOS	PM Peak Hour 95th Queue (m)
Coleman Street at Park Avenue	EBL	0.01	7.6	A	0.2	0.02	8.3	A	0.4
	EBTR	0.11	0.0	A	0.0	0.16	0.0	A	0.0
	WBL	0.01	7.6	A	0.2	0.04	7.9	A	1.0
	WBTR	0.11	0.0	A	0.0	0.26	0.0	A	0.0
	SBLTR	0.06	11.3	B	1.6	0.14	16.1	C	3.8
	NBLTR	0.09	10.9	B	2.3	0.10	14.0	B	2.7
	Overall		**2.5**	**A**			**2.3**	**A**	
Franktown Road at Nelson Street	SBLTR	0.01	0.2	A	0.1	0.02	0.6	A	0.5
	NBLTR	0.0	0.1	A	0.1	0.01	0.3	A	0.3
	EBLTR	0.1	16.6	C	2.5	0.15	34.3	D	1.0
	WBLTR	0.1	15.1	C	2.5	0.17	25.3	D	4.6
	Overall		**1.4**	**A**			**1.6**	**A**	
Franktown Road at Alexander Street	SBTR	0.23	0.0	A	0.0	0.35	0.0	A	0.0
	NBTL	0.01	0.3	A	0.2	0.02	0.6	A	0.5
	EBLR	0.03	11.6	B	0.8	0.05	16.4	C	1.2
	Overall		**0.4**	**A**			**0.5**	**A**	
Franktown Road at Commercial Plaza (355 Franktown)	SBL	0.01	8.2	A	0.3	0.03	9.3	A	0.8
	SBT	0.23	0.0	A	0.0	0.34	0.0	A	0.0
	NBTR	0.25	0.0	A	0.0	0.44	0.0	A	0.0
	WBLR	0.06	13.8	B	1.4	0.40	30.7	D	14.6
	Overall		**0.5**	**A**			**2.2**	**A**	
Franktown Road at Findlay Avenue	SBTR	0.24	0.0	A	0.0	0.37	0.0	A	0.0
	NBLT	0.05	1.5	A	1.3	0.04	1.1	A	1.1
	EBLR	0.13	14.1	B	3.5	0.32	26.9	D	10.5
	Overall		**1.6**	**A**			**2.0**	**A**	

3.2. 2032 Background Traffic

Phases 1 to 4 of the subject site could potentially be fully developed by 2027. The year 2032 was therefore assumed as the 5-year planning horizon beyond full development.

The resulting 2032 background traffic volumes are presented in **Figure 5**. The traffic operations of the intersections were evaluated using Synchro 11.

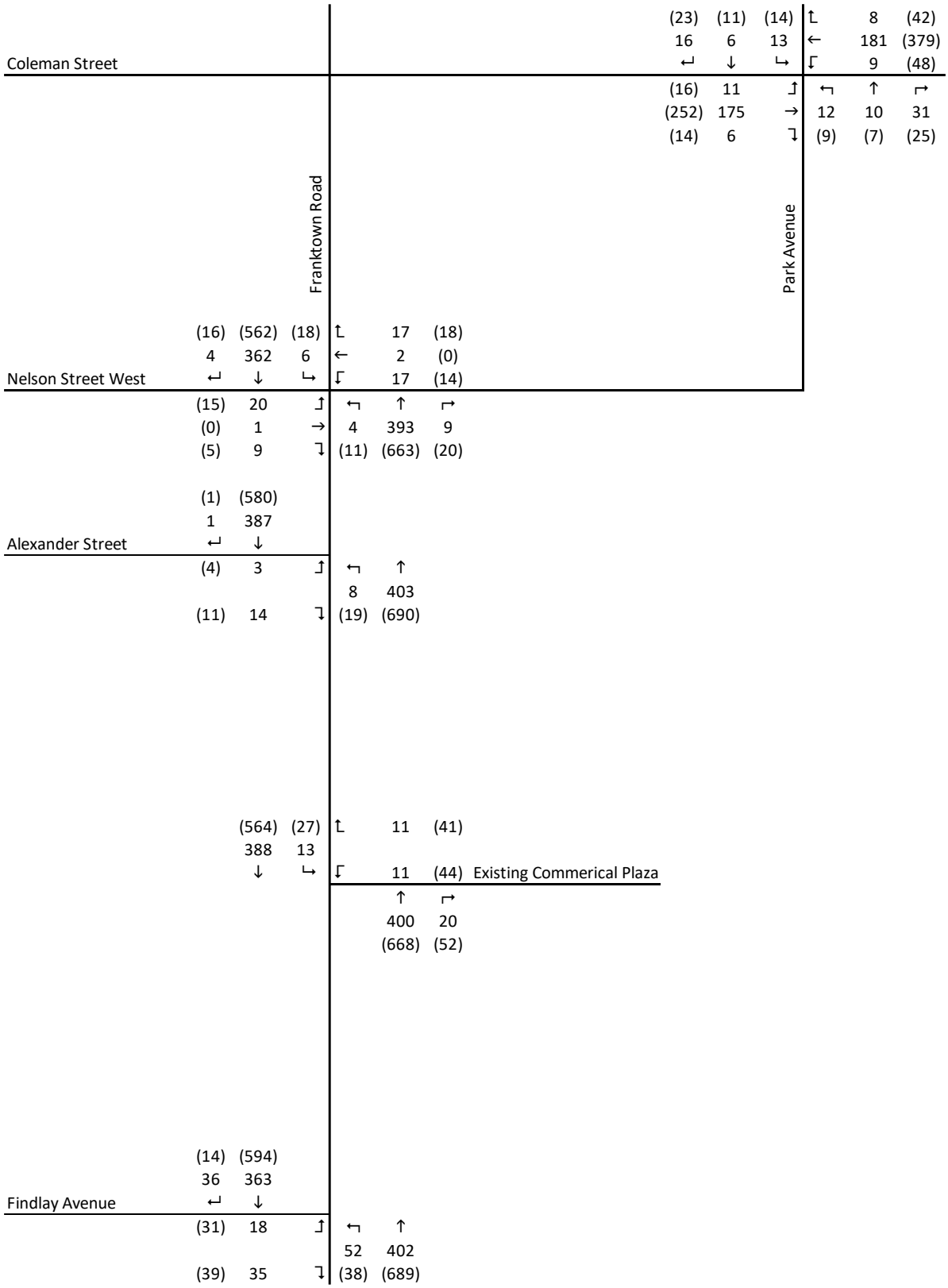


Figure 5: 2032 Background AM (PM) Peak Hour Traffic Volumes

Table 6 provides a summary of the background traffic conditions in 2032. The intersections under study are anticipated to operate similar to the 2028 Background Traffic scenario. The road network will continue to operate well within their capacity with some minor delays at the stop-controlled approaches to Franktown Road at Nelson Street and Findlay Avenue.

Table 6: 2032 Background Traffic Operations

Intersection	Movement	AM Peak Hour V/C	AM Peak Hour Delay (s)	AM Peak Hour LOS	AM Peak Hour 95th Queue (m)	PM Peak Hour V/C	PM Peak Hour Delay (s)	PM Peak Hour LOS	PM Peak Hour 95th Queue (m)
Coleman Street at Park Avenue	EBL	0.01	7.7	A	0.2	0.02	8.3	A	0.4
	EBTR	0.12	0.0	A	0.0	0.17	0.0	A	0.0
	WBL	0.01	7.6	A	0.2	0.04	7.9	A	1.0
	WBTR	0.12	0.0	A	0.0	0.27	0.0	A	0.0
	SBLTR	0.06	11.5	B	1.6	0.15	16.8	C	4.0
	NBLTR	0.09	11.0	B	2.3	0.11	14.5	B	2.8
	Overall		**2.4**	**A**			**2.3**	**A**	
Franktown Road at Nelson Street	SBLTR	0.01	0.2	A	0.2	0.02	0.6	A	0.6
	NBLTR	0.0	0.1	A	0.1	0.01	0.3	A	0.3
	EBLTR	0.1	17.5	C	2.7	0.17	38.9	E	4.6
	WBLTR	0.1	15.8	C	2.7	0.18	28.2	D	5.2
	Overall		**1.4**	**A**			**1.7**	**A**	
Franktown Road at Alexander Street	SBTR	0.25	0.0	A	0.0	0.37	0.0	A	0.0
	NBTL	0.01	0.3	A	0.2	0.02	0.6	A	0.5
	EBLR	0.03	11.9	B	0.8	0.05	17.1	C	1.3
	Overall		**0.4**	**A**			**0.5**	**A**	
Franktown Road at Commercial Plaza (355 Franktown)	SBL	0.01	8.3	A	0.3	0.03	9.5	A	0.9
	SBT	0.25	0.0	A	0.0	0.36	0.0	A	0.0
	NBTR	0.27	0.0	A	0.0	0.46	0.0	A	0.0
	WBLR	0.06	14.4	B	1.5	0.44	35.1	E	16.7
	Overall		**0.5**	**A**			**2.3**	**A**	
Franktown Road at Findlay Avenue	SBTR	0.26	0.0	A	0.0	0.39	0.0	A	0.0
	NBLT	0.05	1.5	A	1.3	0.04	1.1	A	1.1
	EBLR	0.13	14.6	B	3.7	0.35	30.1	D	11.9
	Overall		**1.6**	**A**			**2.1**	**A**	

4. SITE TRAVEL DEMANDS

4.1. Trip Generation

The ITE Trip Generation Manual was used to estimate the traffic volumes generated by the construction of the proposed development. The projected AM and PM peak hour site-generated traffic volumes are presented in **Table 7**.

Table 7: Site Trip Generation, Full Development

Phase	ITE Land Use	ITE Unit	Item	AM Peak Hour			PM Peak Hour		
				Total	In	Out	Total	In	Out
Phase 1 - Retirement Home Building (Independent Retirement Units)	Congregate Care Facility (253)	Dwelling Unit	Quantity	59			59		
			Trip Rate	0.06			0.17		
			Distribution	100%	59%	41%	100%	55%	45%
			Veh. Trips	5	3	2	11	6	5
Phase 1 - Retirement Home Building (Assisted Care/Memory Care)	Assisted Living (254)	Dwelling Unit	Quantity	93			93		
			Trip Rate	0.18			0.29		
			Distribution	100%	68%	32%	100%	50%	50%
			Veh. Trips	18	12	6	28	14	14
	Subtotal			**23**	**15**	**8**	**39**	**20**	**19**
Phase 2 - Senior's Apartment Building	Senior Adult Housing - Attached (252)	Dwelling Unit	Quantity	70			70		
			Trip Rate	0.2			0.25		
			Distribution	100%	34%	66%	100%	54%	46%
			Veh. Trips	15	5	10	19	10	9
	Subtotal			**15**	**5**	**10**	**19**	**10**	**9**
Phase 3 - Medical Clinic Building	Medical-Dental Office Building (720)	Gross Floor Aera (1000 sq ft)	Quantity	12.174			12.174		
			Trip Rate	2.39			3.57		
			Distribution	100%	79%	21%	100%	28%	72%
			Veh. Trips	30	23	7	45	13	32
	Subtotal			**30**	**23**	**7**	**45**	**13**	**32**
Phase 4 - Townhouse Development	Residential Condominium / Townhouse (230)	Dwelling Unit	Quantity	18			18		
			Trip Rate	0.44			0.52		
			Distribution	100%	17%	83%	100%	67%	33%
			Veh. Trips	9	2	7	11	7	4
	Subtotal			**9**	**2**	**7**	**11**	**7**	**4**
	TOTAL			**77**	**45**	**32**	**114**	**50**	**64**

4.2. Scenario 1 (Phase 1 of Development)

4.2.1. Trip Distribution and Assignment

Scenario 1 applies to Phase 1 of the development. Under this scenario, principal site access would be provided via full-movement access south of the commercial plaza located at 355 Franktown Road. The Site Plan identifies that this access would remain for emergency vehicles only beyond Phase 1 of the development. Constructing a site access south of the commercial plaza would include realignment of the existing entrance to the commercial plaza to the north of the commercial site consistent with MTO's longer term plan. A driveway to the commercial plaza would also be provided from the temporary site access. It is assumed that 2/3 of the vehicles travelling to/from the commercial site would enter the plaza via the first entrance on their route.

Secondary access to the development would be provided via right-in access at 347 Franktown Road and to the east side of the development via a planned north-south Municipal Street. Following Phase 1, it is assumed that the temporary access south of the commercial plaza would be closed to vehicular traffic and would become an emergency/fire access route.

This Scenario only evaluated traffic conditions up to buildout of Phase 1 (2028). The distribution and assignment of site-generated traffic, as presented in **Figure 6**, was based on existing travel patterns observed in the study area. It was assumed that traffic to/from the site would be split 50/50 from the north and south.

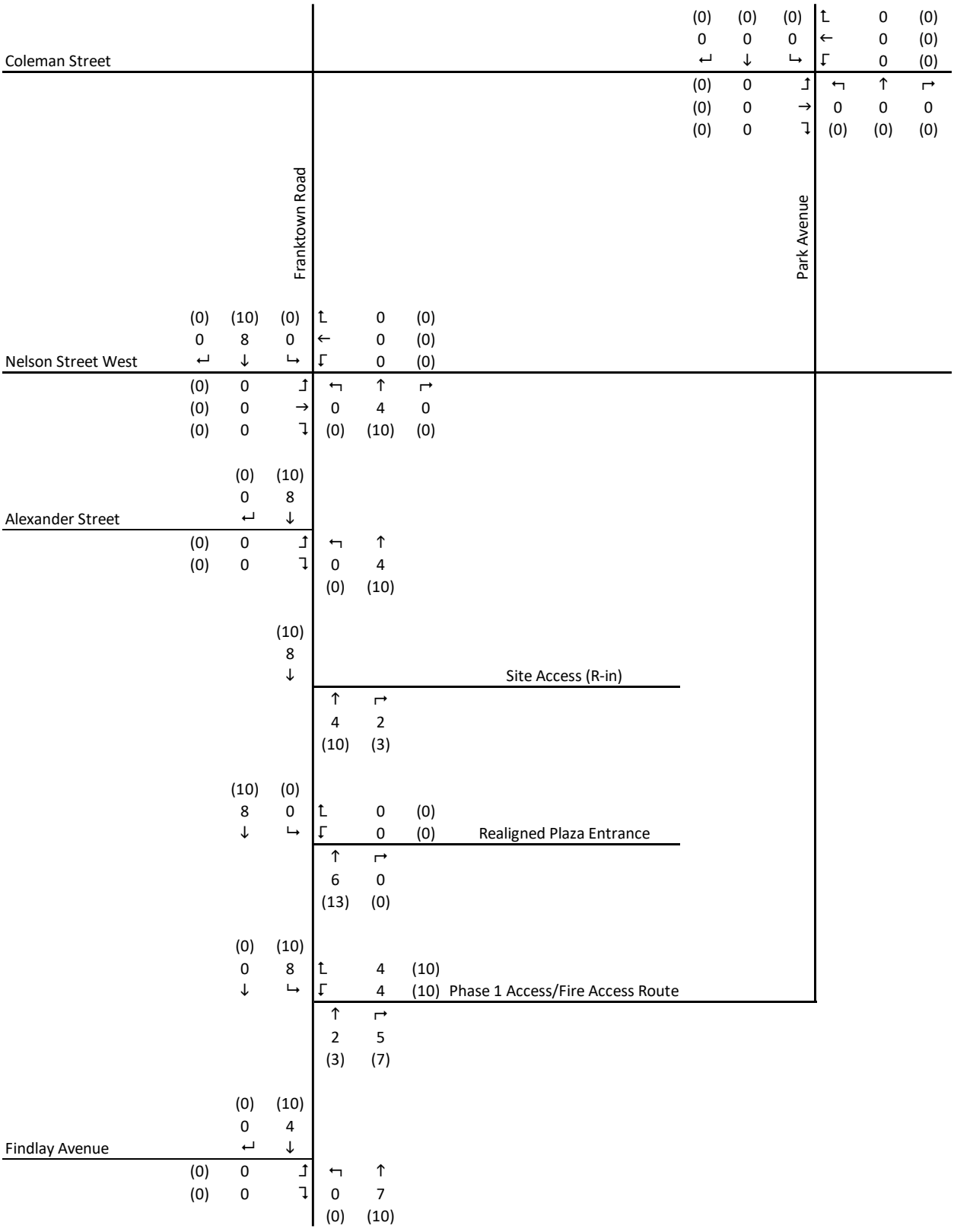


Figure 6: Scenario 1 AM (PM) Peak Hour Site Generated Traffic

4.2.2. 2028 Total (Phase 1) Traffic

Total traffic values were calculated by combining the projected Phase 1 site generated traffic with the 2028 background traffic volumes. The resulting 2028 total peak hour traffic projections are presented in Figure 8.

The warrant for the southbound left-turn movement entering the site access south of the commercial plaza at 355 Franktown Road was prepared using the nomograph for the MTO Geometric Design Standards for Ontario Highways corresponding to a 5% proportion of left turns and a design speed of 60 km/h (see **Figure 7**). The warrant was analysed by combining the left-turning vehicles at the realigned commercial plaza entrance and the temporary site access. These volumes were combined due to the proximity of the realigned entrance and the temporary site access, and a left turn lane would be warranted during the PM Peak hour.

It is recommended that the pavement markings be modified to extend the existing left-turn lane so that it continues to serve the commercial plaza entrance as well as the temporary site access.

A summary of the resulting peak hour traffic operations projected for the 2028 total traffic for Scenario 1 (full-movement access at 347 Franktown Road) is provided in **Table 8**. The proposed site access and adjacent intersection are all projected to operate within capacity in 2028. The Total Traffic reflects similar operational constraints seen in the Background Traffic, however the intersections will remain at reasonable levels of service and all operate well within their capacities.

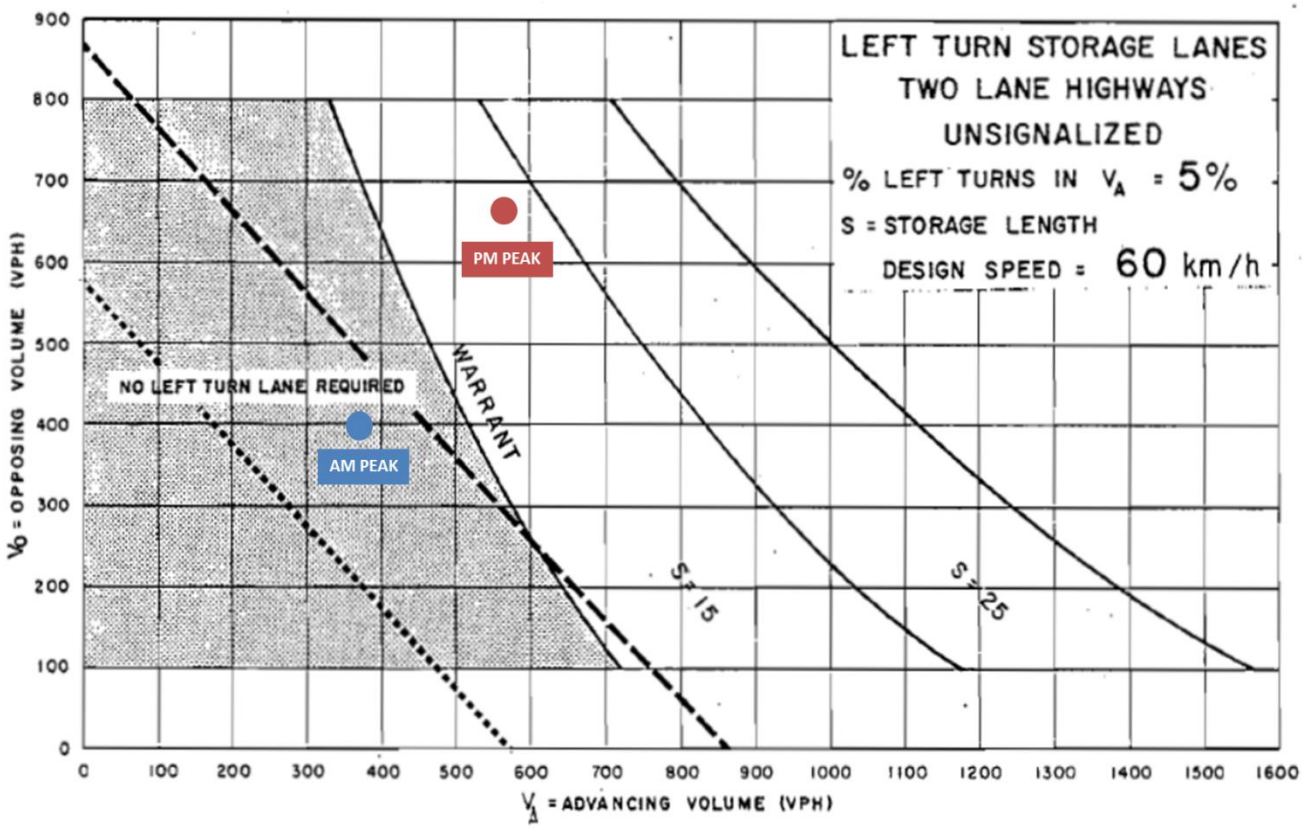


Figure 7: Left Turn Warrant Nomograph at Temporary Site Access, 2028 Scenario 1 Total Traffic

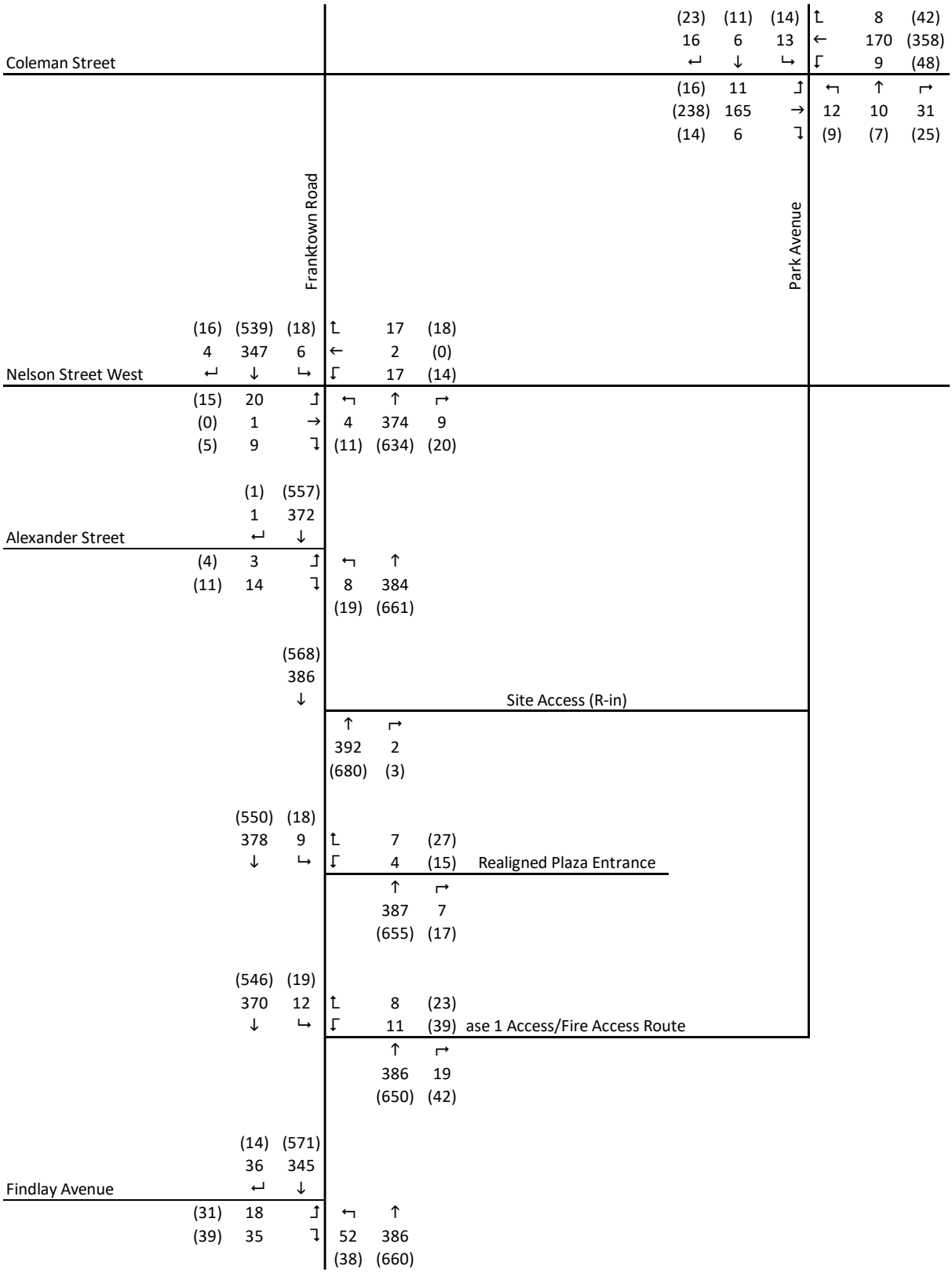


Figure 8: 2028 Scenario 1 Total Future AM (PM) Peak Hour Traffic

Table 8: 2032 Scenario 1 Total Traffic Operations

Intersection	Movement	AM Peak Hour V/C	AM Peak Hour Delay (s)	AM Peak Hour LOS	AM Peak Hour 95th Queue (m)	PM Peak Hour V/C	PM Peak Hour Delay (s)	PM Peak Hour LOS	PM Peak Hour 95th Queue (m)
Coleman Street at Park Avenue	EBL	0.01	7.6	A	0.2	0.02	8.3	A	0.4
	EBTR	0.11	0.0	A	0.0	0.16	0.0	A	0.0
	WBL	0.01	7.6	A	0.2	0.04	7.9	A	1.0
	WBTR	0.11	0.0	A	0.0	0.26	0.0	A	0.0
	SBLTR	0.06	11.3	B	1.6	0.14	16.1	C	3.8
	NBLTR	0.09	10.9	B	2.3	0.10	14.0	B	2.7
	Overall		**2.5**	**A**			**2.3**	**A**	
Franktown Road at Nelson Street	SBLTR	0.01	0.2	A	0.1	0.02	0.6	A	0.6
	NBLTR	0.0	0.1	A	0.1	0.01	0.3	A	0.3
	EBLTR	0.1	16.8	C	2.6	0.15	35.5	E	4.1
	WBLTR	0.1	15.3	C	2.6	0.17	26.1	D	4.8
	Overall		**1.4**	**A**			**1.6**	**A**	
Franktown Road at Alexander Street	SBTR	0.24	0.0	A	0.0	0.36	0.0	A	0.0
	NBTL	0.01	0.3	A	0.2	0.02	0.6	A	0.5
	EBLR	0.03	11.7	B	0.8	0.05	16.7	C	1.2
	Overall		**0.4**	**A**			**0.5**	**A**	
Franktown Road at Site Access (R-in)	SBT	0.25	0.0	A	0.0	0.36	0.0	A	0.0
	NBTR	0.25	0.0	A	0.0	0.44	0.0	A	0.0
	Overall		**0.0**	**A**			**0.0**	**A**	
Franktown Road at Realigned Commercial Plaza	SBL	0.01	8.2	A	0.2	0.02	9.2	A	0.6
	SBT	0.24	0.0	A	0.0	0.35	0.0	A	0.0
	NBTR	0.25	0.0	A	0.0	0.43	0.0	A	0.0
	WBLR	0.03	12.7	B	0.6	0.17	21.1	C	4.7
	Overall		**0.3**	**A**			**0.8**	**A**	
Franktown Road at Phase 1 Access	SBT	0.01	8.3	A	0.3	0.02	9.3	A	0.6
	SBL	0.24	0.0	A	0.0	0.35	0.0	A	0.0
	SBTR	0.26	0.0	A	0.0	0.44	0.0	A	0.0
	WBLR	0.05	14.3	B	1.3	0.32	30.6	D	10.7
			0.5	**A**			**1.6**	**A**	
Franktown Road at Findlay Avenue	SBTR	0.24	0.0	A	0.0	0.37	0.0	A	0.0
	NBLT	0.05	1.5	A	1.3	0.04	1.1	A	1.1
	EBLR	0.13	14.2	B	3.5	0.33	27.7	D	10.9
	Overall		**1.6**	**A**			**2.0**	**A**	

4.3. Scenario 2

4.3.1. Trip Distribution and Assignment

Scenario 2 assumes that for full buildout of the development (Phases 1 to 4), principal site access would be provided via full-movement access on the south side of 347 Franktown Road, along the frontage that was created onto Franktown Road as part of the property severance. A secondary access will connect to the proposed development on the east side via a planned north-south Municipal Street. The resulting Franktown Road access would be offset approximately 20 m from the intersection with Alexander Street.

The distribution and assignment of site-generated traffic, as presented in **Figure 9**, was based on existing travel patterns observed in the study area. It was assumed that 80% of traffic to/from the development would utilize Franktown Road to access the site. The remaining 20% would use the proposed north-south Municipal Street that connects through adjacent developments to the local road network.

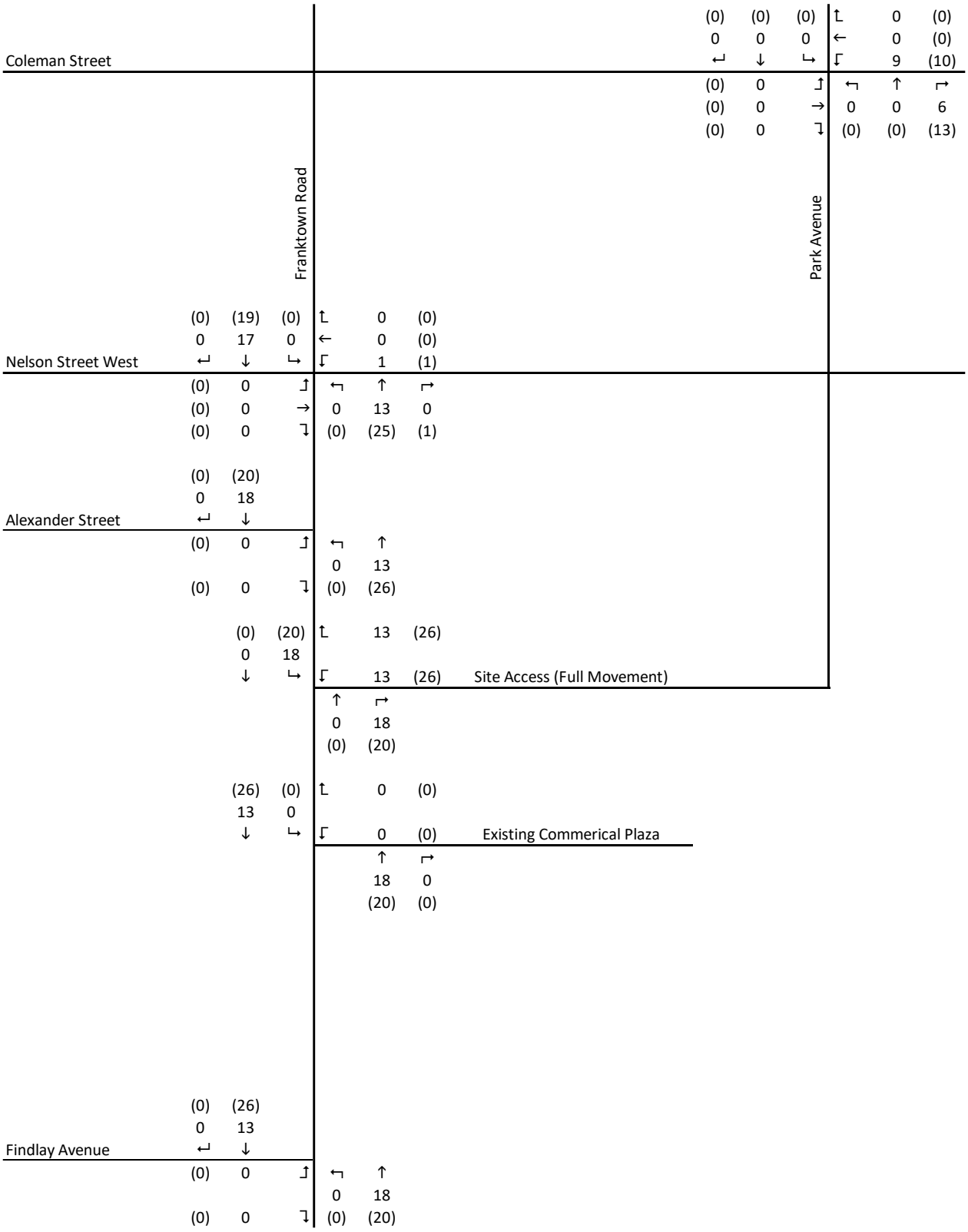


Figure 9: Scenario 2 AM (PM) Peak Hour Site Generated Traffic

4.3.2. 2032 Total (Scenario 2) Traffic

Total traffic values were calculated by combining the projected site generated traffic with the 2032 background traffic volumes. The resulting 2032 total peak hour traffic projections are presented in **Figure 11**.

The warrant for the southbound left-turn movement entering the site was prepared using the nomograph for the MTO Geometric Design Standards for Ontario Highways corresponding to a 5% proportion of left turns and a design speed of 60 km/h (see **Figure 10**). The proportion of left-turning vehicles during the peak hour is approximately 3-4%.

Based on this analysis, a left-turn lane would be warranted at the site access for a portion of the day; however, considering the proximity to the Alexander Street intersection, and that the projected left-turn volume represents only 3% of the approaching volume in the PM Peak, delineation of a left-turn lane is not recommended. Maintaining the existing shared left and through lane was found to have no significant impact on the operation or LOS on Franktown Road. The existing pavement width also allows most motorists to bypass a stopped left-turning vehicle, if on-street parking is prohibited on Franktown Road, adjacent to the intersection with Alexander Street.

NO

A summary of the resulting peak hour traffic operations projected for the 2032 total traffic for Scenario 2 (full-movement access at 347 Franktown Road) is provided in **Table 9**. The proposed site access and adjacent intersection are all projected to operate within capacity in 2032. The Total Traffic reflects similar operational constraints seen in the Background Traffic during the PM Peak (i.e. relatively minor delays for motorists and a reduced level of service on stop-controlled approaches to Franktown Road); however, the intersections will remain at reasonable levels of service and all operate well within their capacities.

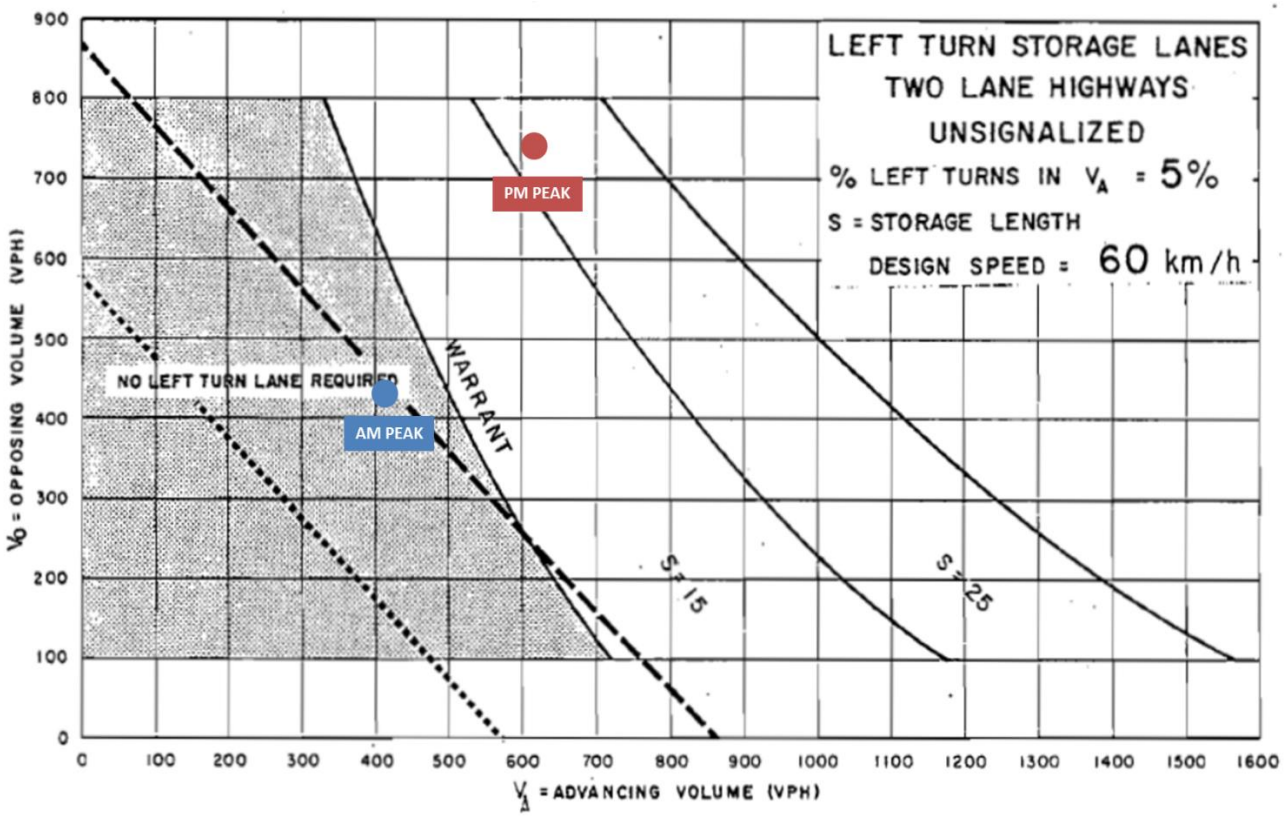


Figure 10: Left Turn Warrant Nomograph at Site Access, 2032 Scenario 2 Total Traffic

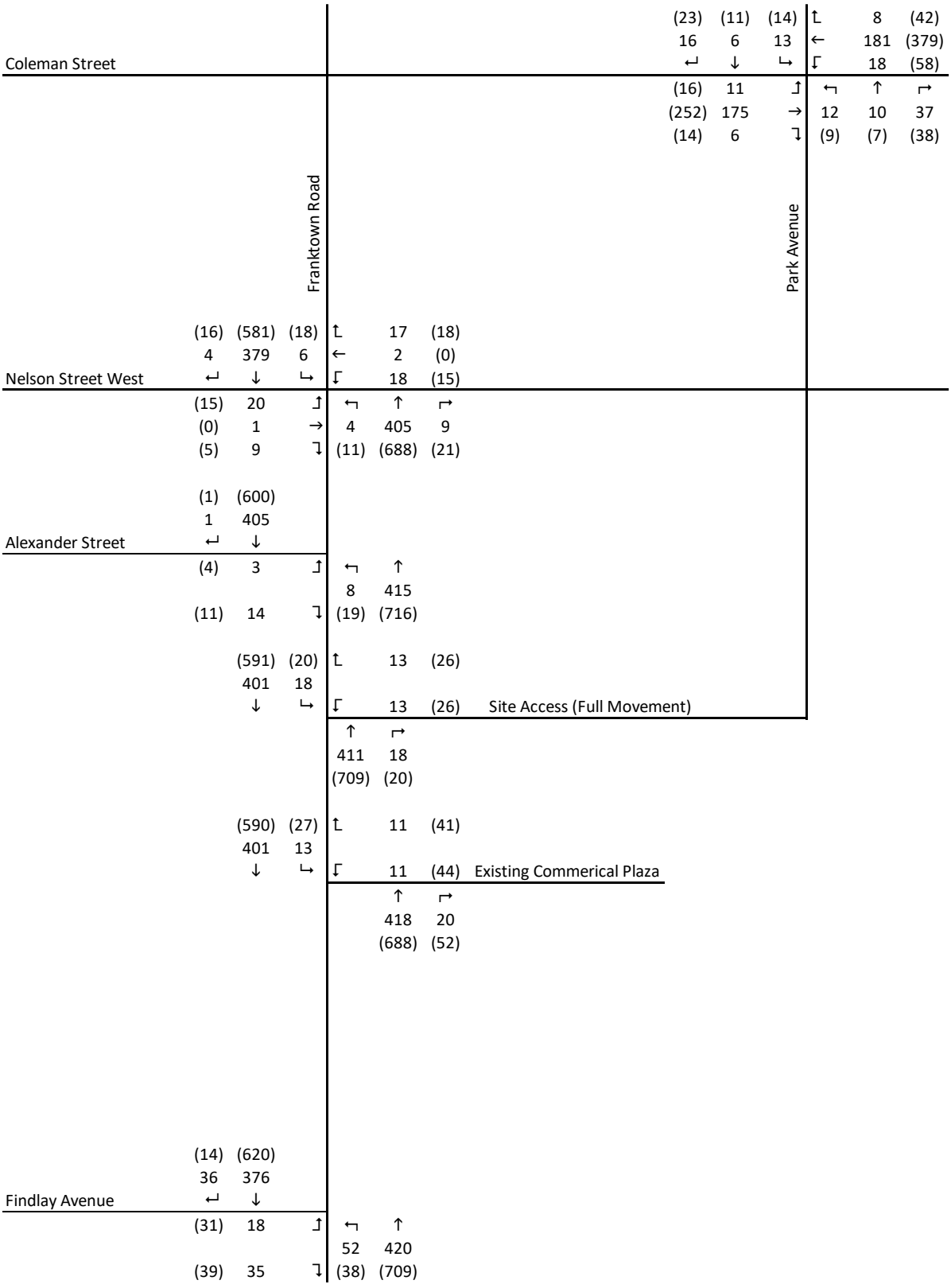


Figure 11: 2032 Scenario 2 Total Future AM (PM) Peak Hour Traffic

Table 9: 2032 Scenario 2 Total Traffic Operations

Intersection	Movement	AM Peak Hour V/C	AM Peak Hour Delay (s)	AM Peak Hour LOS	AM Peak Hour 95th Queue (m)	PM Peak Hour V/C	PM Peak Hour Delay (s)	PM Peak Hour LOS	PM Peak Hour 95th Queue (m)
Coleman Street at Park Avenue	EBL	0.01	7.7	A	0.2	0.02	8.3	A	0.4
	EBTR	0.12	0.0	A	0.0	0.17	0.0	A	0.0
	WBL	0.01	7.7	A	0.4	0.05	8.0	A	1.2
	WBTR	0.12	0.0	A	0.0	0.27	0.0	A	0.0
	SBLTR	0.07	11.7	B	1.7	0.15	17.5	C	4.3
	NBLTR	0.10	11.1	B	2.6	0.13	13.9	B	3.5
	Overall		**2.6**	**A**			**2.5**	**A**	
Franktown Road at Nelson Street	SBLTR	0.01	0.2	A	0.2	0.02	0.6	A	0.6
	NBLTR	0.0	0.1	A	0.1	0.01	0.3	A	0.3
	EBLTR	0.11	18.2	C	2.9	0.18	42.1	E	5.0
	WBLTR	0.11	16.6	C	3.1	0.21	31.0	D	6.0
	Overall		**1.5**	**A**			**1.8**	**A**	
Franktown Road at Alexander Street	SBTR	0.26	0.0	A	0.0	0.38	0.0	A	0.0
	NBTL	0.01	0.2	A	0.2	0.02	0.6	A	0.6
	EBLR	0.03	12.1	B	0.8	0.05	18.1	C	1.4
	Overall		**0.4**	**A**			**0.5**	**A**	
Franktown Road at Site Access	SBTL	0.02	0.6	A	0.4	0.03	0.7	A	0.7
	NBTR	0.27	0.0	A	0.0	0.47	0.0	A	0.0
	WBLR	0.07	14.9	B	1.8	0.28	29.3	D	8.6
	Overall		**0.7**	**A**			**1.4**	**A**	
Franktown Road at Commercial Plaza (355 Franktown)	SBL	0.01	8.4	A	0.3	0.04	9.6	A	0.9
	SBT	0.26	0.0	A	0.0	0.38	0.0	A	0.0
	NBTR	0.28	0.0	A	0.0	0.47	0.0	A	0.0
	WBLR	0.06	14.7	B	1.6	0.47	38.5	E	12.8
	Overall		**0.5**	**A**			**2.5**	**A**	
Franktown Road at Findlay Avenue	SBTR	0.26	0.0	A	0.0	0.41	0.0	A	0.0
	NBLT	0.05	1.5	A	1.3	0.05	1.2	A	1.1
	EBLR	0.14	15.0	C	3.8	0.37	32.6	D	12.9
	Overall		**1.6**	**A**			**2.2**	**A**	

4.4. Scenario 3

4.4.1. Trip Distribution and Assignment

Scenario 3 assumes that for full buildout of the development (Phases 1 to 4), principal site access would be provided on the east side via a planned north-south Municipal Street connecting to Nelson Street. In addition, a secondary right-in access would be provided at 347 Franktown Road. This scenario assumes the temporary site access south of the commercial plaza would become a fire access route and would be closed to vehicular traffic.

The distribution and assignment of site-generated traffic, as presented in **Figure 12**, was based on existing travel patterns observed in the study area.

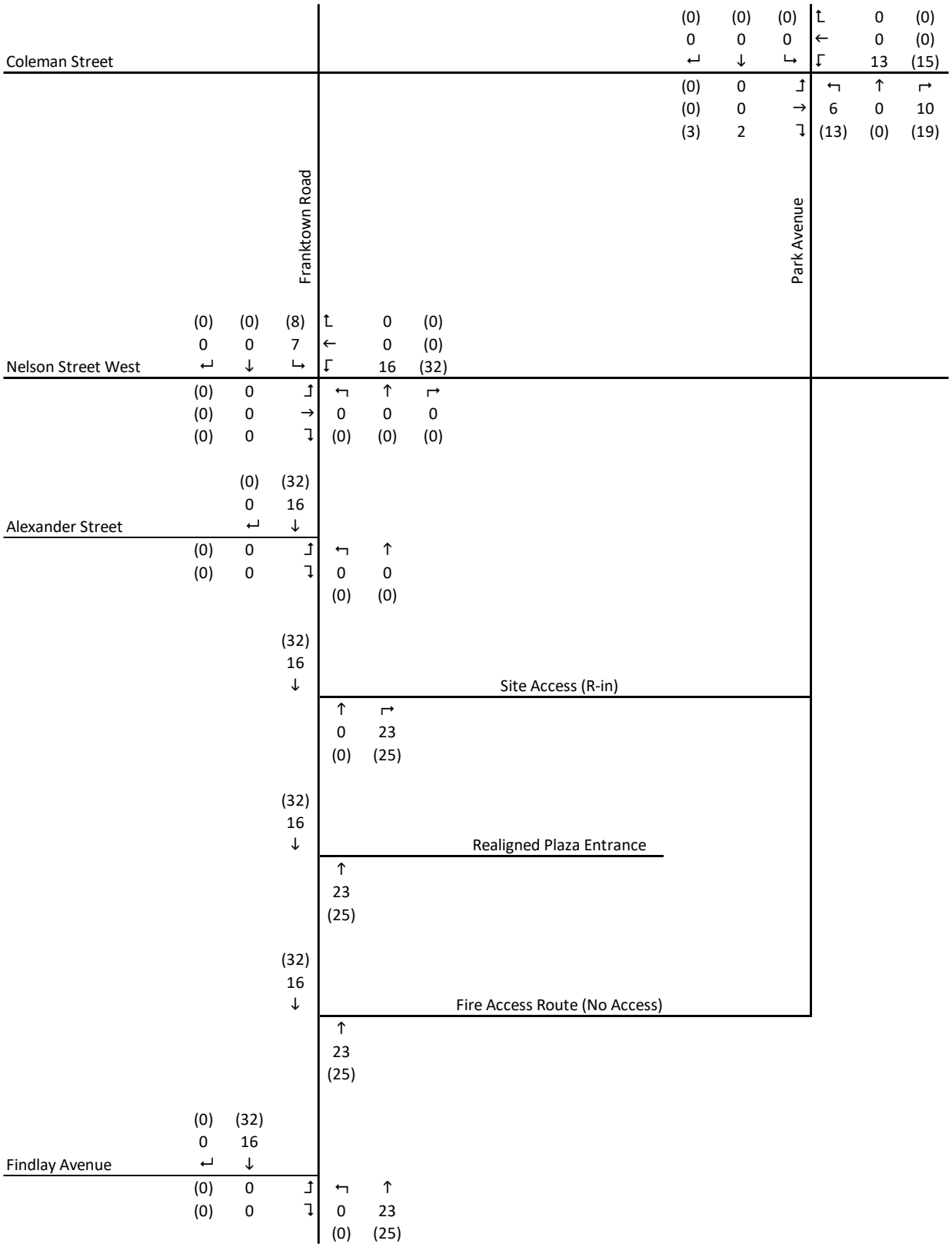


Figure 12: Scenario 3 AM (PM) Peak Hour Site Generated Traffic

4.4.2. 2032 Total (Scenario 3) Traffic

Total Scenario 3 traffic values were calculated by combining the projected Scenario 3 site generated traffic with the 2032 background traffic volumes. The resulting 2032 total peak hour traffic projections are presented in **Figure 14**.

A summary of the resulting peak hour traffic operations projected for the 2032 total traffic for Scenario 3 (access provided via north-south municipal streets) is provided in **Table 10**. The proposed site access and adjacent intersection are all projected to operate within capacity in 2032. Left-turning vehicles will experience minor delays and a reduced level of service on stop-controlled approaches. However, the intersections will continue to operate well within their capacities. During the PM peak hour, although the westbound approach to Franktown Road on Nelson Street would be reduced to LOS F, the projected capacity would remain approximately double the traffic demand.

The warrant for the provision of a left-turn lane on Franktown Road at Nelson Street was evaluated as shown in **Figure 13**. A left-turn lane was found to be warranted on Franktown Road during the PM peak hour.

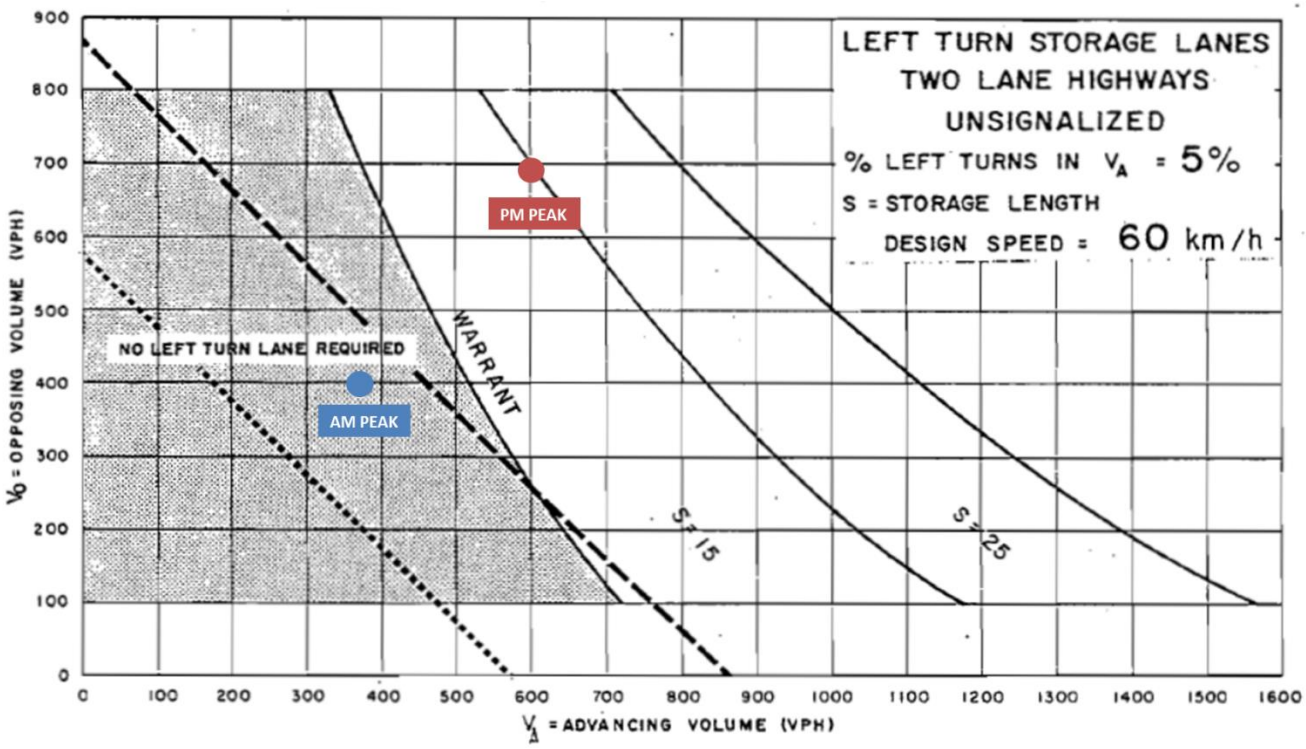


Figure 13: Left Turn Warrant Nomograph at Site Access, 2032 Scenario 3 Total Traffic

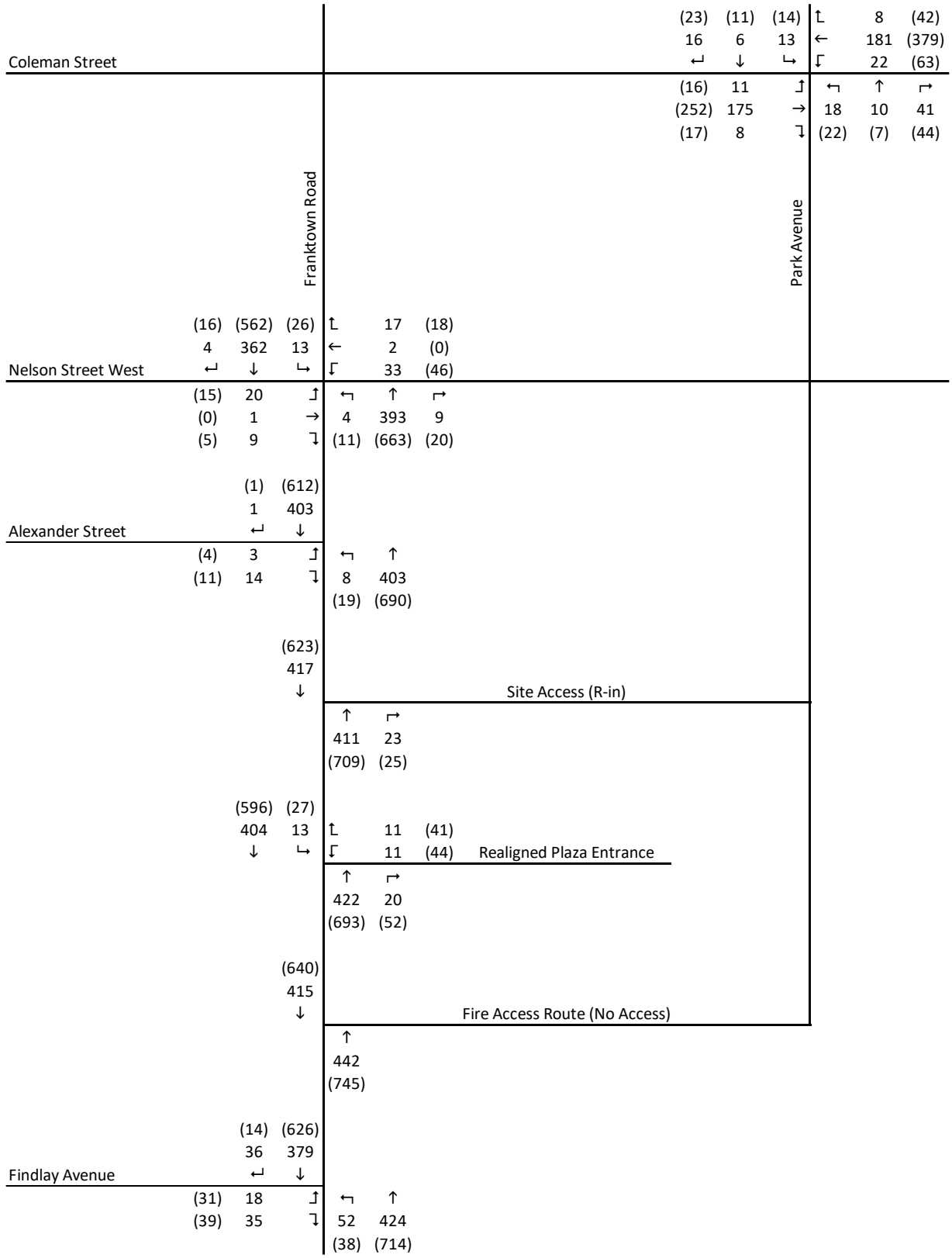


Figure 14: 2032 Scenario 3 Total Future AM (PM) Peak Hour Traffic

Table 10: 2032 Scenario 3 Total Traffic Operations

Intersection	Movement	AM Peak Hour V/C	AM Peak Hour Delay (s)	AM Peak Hour LOS	AM Peak Hour 95th Queue (m)	PM Peak Hour V/C	PM Peak Hour Delay (s)	PM Peak Hour LOS	PM Peak Hour 95th Queue (m)
Coleman Street at Park Avenue	EBL	0.01	7.7	A	0.2	0.02	8.3	A	0.4
	EBTR	0.12	0.0	A	0.0	0.17	0.0	A	0.0
	WBL	0.02	7.7	A	0.4	0.05	8.0	A	1.4
	WBTR	0.12	0.0	A	0.0	0.27	0.0	A	0.0
	SBLTR	0.07	11.9	B	1.7	0.16	17.8	C	4.4
	NBLTR	0.12	11.4	B	3.2	0.20	16.2	C	5.9
	Overall		**2.9**	**A**			**3.0**	**A**	
Franktown Road at Nelson Street	SBLTR	0.01	0.4	A	0.3	0.03	0.9	A	0.8
	NBLTR	0.0	0.1	A	0.1	0.01	0.3	A	0.3
	EBLTR	0.11	17.8	C	2.8	0.17	40.1	E	4.7
	WBLTR	0.17	18.4	C	4.9	0.52	57.3	F	19.8
	Overall		**2.0**	**A**			**3.8**	**A**	
Franktown Road at Alexander Street	SBTR	0.26	0.0	A	0.0	0.39	0.0	A	0.0
	NBTL	0.01	0.3	A	0.2	0.02	0.6	A	0.6
	EBLR	0.03	12.0	B	0.8	0.05	18.0	C	1.4
	Overall		**0.4**	**A**			**0.5**	**A**	
Franktown Road at Site Access (R-in)	SBT	0.27	0.0	A	0.0	0.40	0.0	A	0.0
	NBTR	0.28	0.0	A	0.0	0.47	0.0	A	0.0
	Overall		**0.0**	**A**			**0.0**	**A**	
Franktown Road at Realigned Commercial Plaza	SBL	0.01	8.4	A	0.3	0.04	9.6	A	0.9
	SBT	0.26	0.0	A	0.0	0.38	0.0	A	0.0
	NBTR	0.28	0.0	A	0.0	0.48	0.0	A	0.0
	WBLR	0.06	14.8	B	1.6	0.48	39.4	E	18.6
	Overall		**0.5**	**A**			**2.5**	**A**	
Franktown Road at Findlay Avenue	SBTR	0.27	0.0	A	0.0	0.41	0.0	A	0.0
	NBLT	0.05	1.5	A	1.3	0.05	1.2	A	1.1
	EBLR	0.14	15.1	C	3.9	0.38	33.2	D	13.1
	Overall		**1.6**	**A**			**2.2**	**A**	

5. SITE CIRCULATION AND ACCESS REVIEW

5.1. Scenario 1 (Phase 1 of Development)

For Phase 1 of the development the site access is located on Franktown Road approximately 125 m south of Alexander Street. A right-in access is located at 347 Franktown Road. During Phases 2 to 4 of construction, the south access would be closed to vehicular traffic and would become an emergency access route.

This site access would be located across the south limits of the commercial plaza located at 355 Franktown Road. The plaza entrance would be realigned to the north limits of the commercial plaza site. A secondary access to the plaza would be provided off of the site access road.

5.2. Scenario 2

The site access in this scenario would be located on Franktown Road approximately 20 m south of Alexander Street. Two secondary accesses are provided to/from a planned municipal street at the east limits of the site. The site access is located in close proximity to the residential properties at 347 Franktown Road and 349 Franktown Road. The Town of Carlton Place's initial reaction was not supportive of this access scenario.

Vehicular traffic and emergency vehicles could access the development from the main entrance on Franktown Road as well as the secondary access via the north-south Municipal Street connecting to adjacent developments. A 7 m east-west fire access lane from the Franktown Road site access to the Municipal Street could suitably accommodate access for emergency vehicles.

5.3. Scenario 3

The site access in this scenario would be provided via a planned Municipal Street at the east limits of the site. A right-in access at 347 Franktown Road would also be provided. A 7 m east-west fire access lane would be provided via the interim access described in Scenario 2. This lane can suitably accommodate access for emergency vehicles.

To minimize cut-through traffic through the development, traffic calming measures are recommended to slow traffic and deter motorists on Franktown Road from utilizing the development's internal roads. This may include the provision of raised crosswalks at the 3 pedestrian walkways crossing the main east/west fire route through the site.

5.4. Parking

On-site parking is proposed to consist of a total of 209 parking spaces as follows:

- Phase 1 – 52 parking spaces (38 spaces for residents, 14 spaces for staff)
- Phase 2 – 107 parking spaces (89 spaces for residents. 18 spaces for visitors)

- Phase 3 – 50 parking spaces

Additional parking is provided for each of the proposed townhouse units, identified as Phase 4, individually. The townhouse units would front onto the planned Municipal Street to be located on the east side of the site. The proposed 209 parking spaces supplied for Phases 1 – 3 will exceed zoning bylaw requirements.

6. CONCLUSIONS AND RECOMMENDATIONS

The proposed development at 347 Franktown Road will consist of a retirement care home, senior's apartment building, medical offices and a townhouse development. Construction completion of Phase 1 could potentially be in 2023 and Phases 2-4 by 2027. The transportation impact assessment included the evaluation of existing (2021) traffic and projected (2028 and 2032) traffic conditions for the AM and PM peak hours as the planning horizon for Phase 1 and full buildout of the development.

Three scenarios were evaluated for total traffic conditions including:

- Scenario 1 (Phase 1 of Development): Site access via: right-in access at 347 Franktown Road and a temporary full-movement access south of the commercial plaza. This Scenario only evaluated to buildout of Phase 1 of the development.
- Scenario 2: Principal site access provided via full-movement access at 347 Franktown Road and secondary access on the east side via a planned north-south Municipal Street.
- Scenario 3: Principal site access provided on the east side via a planned north-south Municipal Street connecting to Nelson Street and a secondary right-in access at 347 Franktown Road.

Under all scenarios, the proposed development was found to have no significant impacts on the existing road network, with relatively minor delays for left-turning vehicles at the stop approaches. These delays are mainly a result of background growth within the Town and are reflected in both the Background and Total Traffic scenarios.

It is recommended that Access Scenario 1 be accepted to provide access to Phase 1 of the planned development. To address the concerns expressed by the Town of Carleton Place regarding Access Scenario 2, it is further recommended that prior to development of Phase 2, Access Scenario 3 should be implemented with the Phase 1 access to Franktown Road (south of the commercial plaza) controlled to limit its use to emergency vehicles only. The measures to control that access would be subject to MTO approval.

For the Access Scenario (Phase 1 development), it is recommended that the existing pavement markings on Franktown Road be revised to extend the current left-turn lane to provide access to both the relocated plaza entrance and the access to be located on the south side of the commercial plaza.

As part of the overall area development, consideration should be given to revising the existing pavement markings on Franktown Road at Nelson Street to delineate a north/south left-turn lane. It is recommended that the Transportation Master Plan currently being developed for the Town of Carleton Place consider the extension of the planned north-south Municipal Street

south to the proposed extension of Findlay Avenue. This would accommodate a more balanced distribution of all area development traffic.

Within the proposed site, consideration could be given to the provision of raised crosswalks at 3 locations within the site, crossing the main access which also serves as the east/west fire access lane. This would assist in controlling traffic speeds within the site and would help to discourage external traffic from cutting through the site. Pedestrian access from Franktown Road must be accommodated upon completion of the first phase of development and ultimately also be provided from the local municipal road network at the east end of the site.

Report prepared by:

Stephen Brook, P.Eng.
Sr. Transportation Engineer
BT Engineering Inc.

SERVICING AND STORMWATER MANAGEMENT REPORT
347 FRANKTOWN ROAD

Project No.: CCO-22-0025

Prepared for:

Dr. Neel Chadha
727 Bunchberry Way,
Ottawa, ON, K1T 0J8

Prepared by:

McIntosh Perry Consulting Engineers Ltd. | Egis Canada Ltd.
115 Walgreen Road
Carp, ON K0A 1L0

June 03, 2024 Rev 3

McINTOSH PERRY
egis GROUP

TABLE OF CONTENTS

LIST OF TABLES

APPENDICES

1.0 PROJECT DESCRIPTION

1.1 Purpose

McIntosh Perry (MP) has been retained by Dr. Neel Chadha to prepare this Servicing and Stormwater Management Report in support of the Draft Plan of Subdivision for the proposed development at 347 Franktown Road within the Town of Carleton Place.

The main purpose of this report is to demonstrate that the proposed development has access to sufficient public services in accordance with the recommendations and guidelines provided by the Town of Carleton Place (Town), the Mississippi Valley Conservation Authority (MVCA) and the Ministry of the Environment, Conservation and Parks (MECP). This report will address access to water, sanitary and storm servicing for the development, ensuring that existing and proposed services will adequately service the proposed development.

1.2 Site Description

The property is located at 347 Franktown Road in the Town of Carleton Place. The subject land covers approximately 3.0 ha and is located between the proposed second phase of Coleman Street Subdivision and Franktown Road.

The existing site is currently undeveloped, consisting of wooded and grassed areas. Adjacent lots to the north and south are also undeveloped. Coleman Street Subdivision Phase 2 flanks the eastern portion of the property and existing commercial and residential developments along Franktown Road are located to the west.

The Phase 1 development proposes a retirement home on the northwest portion of the property. A senior's apartment building is proposed in Phase 2. A medical clinic is proposed in Phase 3. A row of townhouses is proposed in Phase 4. Phases 1-3 will be separated from the Townhouse blocks (Phase 4) by a public ROW. The future ROW will connect the proposed development to the south and ultimately the Coleman subdivision.

Based on consultation with the Town of Carleton Place, separate Development Permit applications will be submitted for each phase of the proposed development. This report will provide a servicing and stormwater management strategy that supports the ultimate development.

2.0 PRE-CONSULTATION SUMMARY

A pre-consultation meeting was conducted with the Town regarding the proposed site on May 21st, 2021. The notes from this meeting can be found in Appendix 'B'. Background documents available under separate cover include:

- JLR Watermain Capacity – Future Development Final (Dated September 16, 2013, completed by J.L. Richards & Associates Ltd.)

3.0 WATERMAIN

3.1 Existing Watermain

The following subsections outline the existing water infrastructure within Franktown Road and Coleman Street Subdivision Phase 2.

3.1.1 *Franktown Road*

There is an existing 200 mm diameter watermain, that runs north along Franktown Road, ending in a stub located south of the subject site. Just before the stub there is a hydrant that services the existing commercial development adjacent to the subject site.

3.1.2 *Coleman Street Subdivision*

Although not yet constructed, the infrastructure within the proposed Coleman Street Subdivision Phase 2 is anticipated to be constructed prior to the proposed construction of the subject property. There is a proposed 200 mm diameter watermain that services the subdivision. The design of the Coleman Street Subdivision Phase 2 has taken the future development into account with stubs extending westward from the subdivision located both northeast and southeast of the subject site. Servicing for the site is contingent on adjacent developments completion of water construction up to the property line.

3.2 Proposed Watermain

The existing 200 mm watermain within Coleman Street Subdivision Phase 2 will be extended along the future municipal road to service the proposed development. The Phase 1 development will be serviced via a 150 mm water service lateral, as shown by C102. In accordance with the Watermain Capacity – Future Development provided by the Town of Carleton Place, the 200 mm watermain will be connected to the existing 200 mm watermain within Franktown Road. The existing municipal watermain within Franktown Road is proposed to be extended in order to connect with the proposed 200 mm watermain.

The Fire Underwriters Survey 2020 (FUS) method was utilized to estimate the required fire flow for the site. Fire flow requirements were calculated per City of Ottawa Technical Bulletin ISTB-2018-03. Due to the various phases of the development, all phases and buildings were evaluated for the worst-case scenario. It was determined that the proposed Phase 1 building was the worst case. Detailed water and fire calculations can be found in Appendix 'C' of this report.

The 'C' factor (type of construction) for the FUS calculation was determined to be 1 (ordinary construction). The total floor area ('A' value) for the FUS calculation was determined to be 11,691 m^2. The results of the calculations yielded a required fire flow of 13,000 L/min. The detailed calculations for the FUS can be found in Appendix 'C'.

The water demands for the proposed buildings have been calculated to adhere to the *Ottawa Design Guidelines – Water Distribution* manual and can be found in Appendix 'C'. *Table 1* and *Table 2*, below, summarizes the design criteria and calculated demands.

Table 1: Water Supply Design Criteria and Water Demands

Water Demand Rate (Residential)	280 L/c/day
Bachelor/1-Bedroom Apartment	1.4 Persons/unit
2-Bedroom Apartment	2.1 Persons/unit
Residential Peaking Factor (Day)	4.9 x avg. day
Residential Peaking Factor (Hour)	7.4 x max. day
Commercial Rate	28,000 L/ha/day
Commercial Peaking Factor (Day)	1.5 x avg. day
Commercial Peaking Factor (Hour)	1.8 x max. day

Table 2: Summary of Estimated Water Flow – Phase 1-4

	Phase 1	Phase 2	Phase 3	Phase 4
Average Day Demand (L/s)	0.74	0.35	0.04	0.16
Maximum Daily Demand (L/s)	3.50	1.68	0.06	0.78
Peak Hourly Demand (L/s)	5.30	2.54	0.10	1.18
FUS Fire Flow Requirement (L/s)	216.67	166.67	116.67	166.67

With reference to the Watermain Capacity – Future Development Pg. 18, pressures under peak demand were analyzed and a water model was completed using Bentley's WaterCAD based on those conditions. The results determined that the proposed 200 mm watermain can adequately service the proposed development and provide sufficient fire flow since the proposed Hydrant H-1 and H-2 produced available fire flows of 13,174.2 L/min and 14,482.8 L/min. Refer to drawing C101 for Hydrant locations. The results are available in Appendix 'C' of this report.

The normal operating pressure range is anticipated to be 63 psi to 72 psi and will not be less than 275 kPa (40 psi) or exceed 689 kPa (100 psi). The proposed watermain will meet the minimum required 20 psi (140 kPa) at the ground level under maximum day demand and fire flow conditions. *Table 3*, below, summarizes the water pressure at junctions per scenario.

Table 3: Water Pressure at Junctions per Scenario

Junction	Average Day (psi)	Peak Hourly (psi)	Max. Day + Fire Flow (psi)
J-17	66	65	268.42 L/s @ 20 psi
J-21	66	65	241.38 L/s @ 20 psi
J-22	66	65	166.23 L/s @ 20 psi
J-23	66	65	232.34 L/s @ 20 psi
J-24	66	65	218.24 L/s @ 20 psi
J-25	64	63	235.37 L/s @ 20 psi
J-26	66	65	219.57 L/s @ 20 psi
J-27	66	65	218.61 L/s @ 20 psi

In order to provide the required fire flow for the worst case but also for all other cases, two private hydrants have been proposed within the site. The proposed hydrants have been placed to ensure a maximum distance of 45 m to the proposed development. Location details are shown on the Site Servicing Plan included with the report. A hydrant summary can be seen in *Table 4*, below.

Table 4: Fire Protection Confirmation

Building	Fire Flow Demand (L/min.)	Fire Hydrant(s) within 75m	Fire Hydrant(s) within 150m	Combined Fire Flow (L/min.)
347 Franktown Road	13,000	2	2	>18,000

4.0 SANITARY DESIGN

4.1 Existing Sanitary Sewer

Although not yet constructed, Coleman Street Subdivision Phase 2 has a proposed 200 mm diameter sanitary sewer with stubs located to the northeast and southeast of the subject site. Based on coordination with Town staff, this infrastructure needs to be installed to be available for connection.

4.2 Proposed Sanitary Sewer – Ultimate

The proposed 200 mm sanitary sewer stub within the Coleman Street Subdivision is proposed to be extended along the future municipal road, through 355 Franktown Road, to service all four future phases within the subject site. Town staff have noted that updates to the Town infrastructure may be required to support the developments. Based on coordination, an updated analysis is being conducted by the Town.

The peak design flow was calculated for the proposed site using the Ottawa Sewer Design Guidelines (SDG). Design criteria used in the sanitary demand calculation can be seen in *Table 5*, below.

Table 5: Sanitary Design Criteria

Bachelor/1-Bedroom	1.4 persons/unit
2-Bedroom	2.1 persons/unit
Average Daily Demand	280 L/day/person
Residential Peaking Factor	3.51 – 3.65
Commercial Peaking Factor	1.5
Extraneous Flow Allowance	0.33 L/s/ha

Table 6, below, summarizes the estimated wastewater flow from the proposed development. Refer to Appendix 'D' for detailed calculations.

Table 6: Summary of Estimated Sanitary Flow – Phase 1-4

	Phase 1	Phase 2	Phase 3	Phase 4	Total
Average Dry Weather Flow	0.76 L/s	0.40 L/s	0.06 L/s	0.18 L/s	1.40 L/s
Peak Dry Weather Flow	2.53 L/s	1.28 L/s	0.08 L/s	0.60 L/s	4.49 L/s
Peak Wet Weather Flow	2.86 L/s	1.60 L/s	0.19 L/s	0.71 L/s	5.36 L/s

Sanitary sewers have been sized to accommodate the full-build out. Refer to sizing sheet and Sanitary Drainage Plan located in Appendix 'D'.

Further downstream of Coleman Street Subdivision Phase 2 a sanitary sewer upgrade is to take place as per *Section 4.3.2* of the *Servicing & Stormwater Management Report – Coleman Central Submission – Phase 2* included in Appendix 'D' for reference. Flows from the subject site were taken into consideration in the report for the full build-out of the development area.

4.3 Proposed Sanitary Sewer – Phase 1

A 200 mm diameter service lateral will be connected from the Phase 1 building to the proposed 200 mm diameter sanitary sewer extension from the Coleman Street subdivision up to the site.

Table 7, below, summarizes the estimated wastewater flow from the proposed Phase 1 development. Refer to Appendix 'D' for detailed calculations.

Table 7: Summary of Estimated Sanitary Flow

Average Dry Weather Flow	0.76 L/s
Peak Dry Weather Flow	2.53 L/s
Peak Wet Weather Flow	2.86 L/s

Based on the calculation provided in the Coleman Street Subdivision Phase 2 Servicing Report and the results shown in *Table 7*, above, it is anticipated that there will be no downstream capacity concerns within the Coleman subdivision.

Flow from the subject site has been accounted for in the Coleman Street Subdivision design, as demonstrated by the calculation sheet included in Appendix 'D'.

5.0 STORM DESIGN

5.1 Existing Storm Sewer

There is an existing storm sewer located within Franktown Road.

There is no existing storm infrastructure within the subject property. Stormwater runoff currently sheet drains to the southeast where it is collected by the existing channel, tributary to the Mississippi River.

5.2 Proposed Storm Sewer

The proposed development will be serviced by a new storm network that will outlet to the existing creek located to the southeast. This creek is being regraded in order to accommodate storm flows from Coleman Street Subdivision Phase 2. Flows from the subject site will also be considered. Unrestricted runoff will be directed off site and restricted flow within Phases 1-3 will be stored as required and released to the proposed storm sewer network at the allowable release rate. It is expected that a combination of roof storage, surface storage, and subsurface storage will be required to meet the SWM criteria provided by the Town of Carleton Place. Based on the findings of the hydraulic grade line analysis completed for the downstream storm sewer system, it is expected that sump pumps will be required to service the townhouse blocks. The need for sump pumps will be confirmed through modeling during the detailed design phase.

6.0 STORMWATER MANAGEMENT

6.1 Design Criteria and Methodology

Stormwater management for the proposed site will be maintained through positive drainage away from the buildings and towards the adjacent ROW's. The post-development 5 and 100-year flows will be restricted to the pre-development 5 and 100-year flows. External drainage will be collected and conveyed through the sites without flow attenuation. The quantitative and qualitative properties of the storm runoff for both the pre & post development flows are further detailed below.

6.2 Runoff Calculations

Runoff calculations presented in this report are derived using the Rational Method, given as:

$$Q = 2.78CIA \text{ (L/s)}$$

Where C = Runoff coefficient

I = Rainfall intensity in mm/hr (City of Ottawa IDF curves)

A = Drainage area in hectares

It is recognized that the Rational Method tends to overestimate runoff rates. As a result, the conservative calculation of runoff ensures that any stormwater management facility sized using this method is anticipated to function as intended.

The following coefficients were used to develop an average C for each area:

Roofs/Concrete/Asphalt	0.90
Gravel	0.60
Undeveloped and Grass	0.20

As per the *City of Ottawa - Sewer Design Guidelines*, the 5-year balanced 'C' value must be increased by 25% for a 100-year storm event to a maximum of 1.0.

The time of concentration (Tc) used for pre-development and post-development shall be calculated using a Tc of 10 minutes.

6.3 Pre-Development Drainage

The existing site drainage limits are demonstrated on the Pre-Development Drainage Area Plan. A summary of the Pre-Development Runoff Calculations can be found in *Table 8, below.*

Table 8: Pre- Development Runoff Summary

Drainage Area	Area (ha)	Runoff Coefficient (5-Year)	Runoff Coefficient (100-Year)	5-year Peak Flow (L/s)	100-year Peak Flow (L/s)
A1	2.73	0.20	0.25	158.19	338.87
A2	0.24	0.20	0.25	14.18	30.38
A3	0.29	0.20	0.25	16.55	35.44
A4	1.33	0.20	0.25	77.30	165.58
A5	0.42	0.20	0.25	24.48	52.43

Area A1 encompasses the site boundary and will be used to determine the allowable release rate for the site. Areas A2 and A3 consist of external drainage collected from the rear yards of 349 and 347 Franktown, respectively. Area A4 represents external drainage collected from northwest of the site, and Area A5 represents external drainage from Franktown Road which currently drains toward the existing outlet.

See CCO-22-0025 – *PRE* in Appendix 'E' and Appendix 'G' for calculations.

6.4 Post-Development Drainage

The proposed site drainage limits are demonstrated on the Post-Development Drainage Area Plan. See CCO-22-0025 – *POST* in Appendix 'F' of this report for more details. A summary of the Post-Development Runoff Calculations can be found in *Table 9*¸ below.

Table 9: Post Development Flow Rate

Drainage Area	Area (ha)	Runoff Coefficient (5-Year)	Runoff Coefficient (100-Year)	5-year Peak Flow (L/s)	100-year Peak Flow (L/s)
B101	0.27	0.90	1.00	69.76	132.84
B102	0.27	0.65	0.73	51.50	99.43
B103	0.32	0.50	0.57	46.76	91.55
B104	0.17	0.68	0.76	33.91	65.32
B105	0.23	0.81	0.91	54.84	104.84
B106	0.03	0.20	0.25	1.72	3.69
B201	0.36	0.78	0.87	80.64	154.39
B202	0.19	0.90	1.00	48.67	92.68
B301	0.37	0.74	0.83	80.02	153.55
B401	0.32	0.54	0.61	49.74	97.02
B402	0.19	0.70	0.78	38.87	74.79
Total (Site)	2.73	-	-	556.44	1070.10
B501	0.24	0.20	0.25	14.18	30.39
B502	0.29	0.20	0.25	16.54	35.44
B503	1.33	0.20	0.25	77.30	165.58
Total (Site + Collected External Drainage)	4.59	-	-	664.47	1301.51
B504	0.42	0.20	0.25	24.45	52.38
Total (Franktown)	0.42	0.20	0.25	24.45	52.38

See Appendix 'G' for calculations.

Runoff for area B101–B105, B201–B202, and B301 will be restricted before discharging to the existing channel located to the southeast. Runoff is anticipated to be controlled by flow restricted roof drains and inlet control devices.

Runoff from areas B401-B402 will be unrestricted and compensated for in areas with flow attenuation.

External drainage from areas B501–503 & drainage from area B106 will be collected and conveyed to the existing channel without restriction. Runoff from area B504 will be directed towards the existing storm sewer within Franktown Road.

Quantity and quality control will be further detailed in Sections 6.5 and 6.6.

6.5 Quantity Control

The total post-development runoff for this site has been restricted to match the 5-year and 100-year pre-development flow rates calculated with a combined C value. (See Appendix 'B' for pre-consultation notes). These values create the following allowable release rate and storage volumes for the development.

Table 10: Allowable Release Rate Summary

Drainage Area	Area (ha)	Runoff Coefficient 5-Year	Runoff Coefficient 100-Year	Required Restricted Flow 5-Year (L/s)	Required Restricted Flow 100-Year (L/s)
A1	2.73	0.20	0.25	158.19	338.87

See Appendix 'G' for calculations.

Reducing site flows will be achieved using a flow restriction and will create the need for onsite storage. Runoff from area B101-B105, B201-B202, and B301 will be restricted as shown in *Table 11*, below.

Table 11: Post-Development Restricted Runoff Summary

Drainage Area	Post Development Unrestricted Flow (L/s)		Post Development Restricted Flow (L/s)		
	5-Year	100-Year	5-Year	100-Year	
B101	69.76	132.84	3.84	3.84	Restricted – Roof Drains
B102	51.50	99.43	12.66	13.85	Restricted – ICD
B103	46.76	91.55			Restricted – ICD
B104	33.91	65.32			Restricted - ICD
B105	54.84	104.84	12.66	13.55	Restricted - ICD
B106	1.72	3.69	1.72	3.69	Unrestricted
B201	80.64	154.39	18.62	19.92	Restricted – Roof Drains
B202	48.67	92.68	1.60	1.60	Restricted - ICD
B301	80.02	153.55	18.47	19.77	Restricted - ICD
B401	49.74	97.02	49.74	97.02	Unrestricted
B402	38.87	74.79	38.87	74.79	Unrestricted
Total	556.44	1070.10	158.19	248.03	

See Appendix 'G' for calculations.

Runoff from area B101 will be controlled using flow restricted roof drains before discharging to the proposed storm sewer, downstream of *MH102*. Emergency roof scuppers will be installed to ensure ponding does not exceed the proposed ponding limit.

Runoff from areas B102-B104 will be restricted by an ICD located within the outlet of *MH4*. The restriction of runoff within *MH4* will cause runoff to backup towards the proposed LID SWM storage area northwest of the Phase 1 Building. The SWM area will pond to elevations of 134.16 and 134.47 for the 5-year and 100-year storms, respectively.

Runoff from areas B105 will be restricted by an ICD located within the outlet of *CB101-6*, resulting in shallow surface ponding within the Phase 1 drive aisle and parking lot during the 5- and 100-year events. Should the available surface storage volume determined during detailed design prove insufficient, subsurface storage will be required to restrict area B105 to the allowable release rate. It is expected that subsurface storage, if required, will be provided with underground storage chambers.

External drainage from area B106 will be collected by *DICB101-4* and directed to *MH102,* downstream of the restriction within *MH4.* Runoff from area B106 will be unrestricted and compensated for in areas for in areas with flow attenuation.

Runoff from areas B201 will be restricted by an ICD located within the outlet of *CBMH101-8*, resulting in shallow surface ponding within the Phase 2 drive aisle and parking lot during the 5- and 100-year events. Should the available surface storage volume determined during detailed design prove insufficient, subsurface storage will be required to restrict area B201 to the allowable release rate. It is expected that subsurface storage, if required, will be provided by underground storage chambers or a cistern incorporated into the design of the Phase 2 building.

Runoff from area B202 will be controlled using flow restricted roof drains before discharging to the proposed storm sewer, downstream of *MH103*. Emergency roof scuppers will be installed to ensure ponding does not exceed the proposed ponding limit.

Runoff from areas B301 will be restricted by an ICD located within the outlet of *CB101-13*, resulting in shallow surface ponding within the Phase 3 parking lot during the 5- and 100-year events. Should the available surface storage volume determined during detailed design prove insufficient, subsurface storage will be required to restrict area B301 to the allowable release rate. It is expected that subsurface storage, if required, will be provided with underground storage chambers.

Runoff from areas B401 & B402 will consist of unrestricted runoff from the townhouse blocks and future public road. Runoff will be collected by a series of catch basins and directed to the proposed 675-825 mm diameter storm sewer within the future public road without restriction.

External drainage from area B501 will be collected by *DICB101-4* and directed to *MH102,* downstream of the restriction within *MH4.* The proposed storm sewer network will be sized to accommodate this external

drainage area, however runoff from area B501 will not be restricted or counted towards the allowable release rate for the site.

External drainage from area B502 will be collected by *DICB101-1* and directed to *MH102,* downstream of the restriction within *MH4.* The proposed storm sewer network will be sized to accommodate this external drainage area, however runoff from area B502 will not be restricted or counted towards the allowable release rate for the site.

External drainage from area B503 will be collected by DICB101-9 and directed to *MH104* within the future public road. Runoff will be conveyed within the storm sewer network to the discharge point within the Coleman Subdivision.

A storage summary can be seen in *Table 12*, below.

Table 12: Storage Summary

Drainage Area	Storage Required (m^3)	Storage Available (m^3)	Storage Required (m^3)	Storage Available (m^3)
	5-Year		100-Year	
B101	67.08	70.25	150.61	160.56
B102	105.31	105.67	243.86	246.02
B103				
B104				
B105	29.18	*TBD*	73.38	*TBD*
B201	42.90	*TBD*	108.13	*TBD*
B202	54.40	59.40	119.67	124.74
B301	42.58	*TBD*	107.65	*TBD*

6.6 Quality Control

The development of this lot will employ Best Management Practices (BMP's) wherever possible. The intent of implementing stormwater BMP's is to ensure that water quality and quantity concerns are addressed at all stages of development. BMP's at this site will be implemented at the lot level. Lot level BMP's typically include temporary retention of the parking lot runoff, minimizing ground slopes and maximizing landscaped areas.

An LID SWM area is proposed within Phase 1, complete with grassed swales along the property boundary. The SWM area and grasses swales will provide an opportunity for infiltration, as well as filtration and sedimentation of suspended solids.

A quality treatment unit has been sized to provide a TSS removal rate of 80% as per the Mississippi Valley Conservation Authority (MVCA) requirements. The Oil and Grit Separator (OGS) will provide a water quality of

at least 80% TSS. The OGS Unit shall be placed downstream of the restriction unit to provide the required water quality treatment for the site runoff before discharging to the existing creek southeast of the site.

7.0 EROSION AND SEDIMENT CONTROL

7.1 Temporary Measures

Before construction begins, temporary silt fence, straw bale or rock flow check dams will be installed at all natural runoff outlets from the property. It is crucial that these controls be maintained throughout construction and inspection of sediment and erosion control will be facilitated by the Contractor or Contract Administration staff throughout the construction period.

Silt fences will be installed where shown on the final engineering plans, specifically along the downstream property limits. The Contractor, at their discretion or at the instruction of the City, Conservation Authority or the Contract Administrator shall increase the quantity of sediment and erosion controls on-site to ensure that the site is operating as intended and no additional sediment finds its way off site. The rock flow, straw bale & silt fence check dams and barriers shall be inspected weekly and after rainfall events. Care shall be taken to properly remove sediment from the fences and check dams as required. Fibre roll barriers are to be installed at all existing curb inlet catchbasins and filter fabric is to be placed under the grates of all existing catchbasins and manholes along the frontage of the site and any new structures immediately upon installation. The measures for the existing/proposed structures are to be removed only after all areas have been paved. Care shall be taken at the removal stage to ensure that any silt that has accumulated is properly handled and disposed of. Removal of silt fences without prior removal of the sediments shall not be permitted.

Although not anticipated, work through winter months shall be closely monitored for erosion along sloped areas. Should erosion be noted, the Contractor shall be alerted and shall take all necessary steps to rectify the situation. Should the Contractor's efforts fail at remediating the eroded areas, the Contractor shall contact the City and/or Conservation Authority to review the site conditions and determine the appropriate course of action. As the ground begins to thaw, the Contractor shall place silt fencing at all required locations as soon as ground conditions warrant. Please see the *Site Grading, Drainage and Sediment & Erosion Control Plan* for additional details regarding the temporary measures to be installed and their appropriate OPSD references.

7.2 Permanent Measures

It is expected that the Contractor will promptly ensure that all disturbed areas receive topsoil and seed/sod and that grass be established as soon as possible. Any areas of excess fill shall be removed or levelled as soon as possible and must be located a sufficient distance from any watercourse to ensure that no sediment is washed out into the watercourse. As the vegetation growth within the site provides a key component to the control of sediment for the site, it must be properly maintained once established. Once the construction is complete, it will be up to the landowner to maintain the vegetation and ensure that the vegetation is not overgrown or impeded by foreign objects.

8.0 SUMMARY

- A new retirement home, apartment building, medical clinic, and townhouse block are proposed to be constructed at 347 Franktown Road within the town of Carleton Place.
- A new 200mm watermain will be extended from the proposed Phase 2 of Coleman Subdivision to Franktown Road.
- The FUS method estimated fire flow indicated 13,000 L/min is required for the proposed development.
- Based on boundary conditions provided by the Town, the proposed 200 mm watermain and two private hydrants are capable of meeting daily and fire flow demands.
- A new 200mm sewer main will be installed and connected to the proposed stub at phase 2 of Coleman Subdivision
- The development is anticipated to have a peak wet weather flow of 5.36 L/s. A proposed 200 mm diameter sanitary main will collect and outlet flow to the proposed 200 mm diameter sanitary stub located within Phase 2 of Coleman Street Subdivision. Based on the sanitary analysis conducted in the Coleman Street Subdivision Phase 2 Servicing Report, the subdivisions sanitary network has sufficient capacity for the subject site's flow.
- A new storm system will be installed on-site to capture storm runoff and restrict flows to pre-development rates. The new storm system will discharge to the existing creek southeast of the site.
- It is expected that storage for the 5 and 100-year storm events will be provided via roof storage and surface storage. Subsurface storage may be required depending on the grading schemes developed during detailed design.

9.0 RECOMMENDATION

Based on the information presented in this report, we recommend that Town of Carleton Place approve this Servicing and Stormwater Management Report in support of the Draft Plan of Subdivision proposal for 347 Franktown Road.

This report is respectfully being submitted for approval.

Regards,

McIntosh Perry Consulting Engineers Ltd. | Egis Canada Ltd.

Alison Gosling, P.Eng.
Project Engineer, Land Development
T: 613.714.4629
E: a.gosling@mcintoshperry.com

Robert Freel, P.Eng.
Senior Project Manager, Land Development
T: 613.714.6174
E: r.freel@mcintoshperry.com

10.0 STATEMENT OF LIMITATIONS

This report was produced for the exclusive use of Dr. Neel Chadha. The purpose of the report is to assess the existing stormwater management system and provide recommendations and designs for the post-construction scenario that are in compliance with the guidelines and standards from the Ministry of the Environment, Parks and Climate Change, Town of Carleton Place and local approval agencies. Egis reviewed the site information and background documents listed in Section 2.0 of this report. While the previous data was reviewed by Egis and site visits were performed, no field verification/measures of any information were conducted.

Any use of this review by a third party, or any reliance on decisions made based on it, without a reliance report is the responsibility of such third parties. Egis accepts no responsibility for damages, if any, suffered by any third party as a result of decisions or actions made based on this review.

The findings, conclusions and/or recommendations of this report are only valid as of the date of this report. No assurance is made regarding any changes in conditions subsequent to this date. If additional information is discovered or becomes available at a future date, Egis should be requested to re-evaluate the conclusions presented in this report, and provide amendments, if required.

J.L.Richards
ENGINEERS · ARCHITECTS · PLANNERS

MEMO

Date: November 27, 2023

To: Mr. Mike Walker
Development Review Officer
Town of Carleton Place

From: Ivan Dzeparoski, P. Eng

CC: Mark Buchanan, P. Eng
J.L. Richards & Associates Ltd.

Subject: Sanitary Sewer Hydraulic Capacity Assessment

JLR No.: 28063-001

1.0 INTRODUCTION

J.L. Richards & Associates Limited (JLR) was retained by the Town of Carleton Place (Town) to complete a sanitary sewer hydraulic capacity analysis in the southeast quadrant of the town, for the area west of McNeely Avenue and north of Highway 7 in support of the future land development potential. It is understood that the proponent is using the new City of Ottawa design guideline values to show that the existing sewer crossing of McNeely at the Independent grocery store has sufficient capacity.

JLR has previously completed HGL and capacity analysis of the sewer network in the area. In 2018 JLR updated a trunk sanitary sewer model originally built by JLR in 2014. A PCSWMM model of the network in the McNeely Avenue / Highway 7 was set up to assess the capacity and surcharge conditions of the sewer reaches to the Highway 7 Pump Station. JLR will use this model as part of the proposed study.

In 2022 a PCSWMMM model of the trunk network was developed by Stantec as part of the Carleton Place Water and Wastewater Master Plan. However, the 2022 Master Plan model was limited to the trunk network and did not include the network upstream of the Highway 7 pump station. Therefore the 2022 Master Plan model was not used for analysis.

This Technical Memorandum describes the modeling methodology used to update the 2018 JLR PCSWMM wastewater model and scope of the project to provide the answers to the following concerns Town has:

- Updates of the sanitary sewer flows to reflect the City of Ottawa latest design guidelines and the latest development information to assess if the sewer crossing at McNeely/independent can support development of all the areas shown in the ‘Current Condition’s Drainage Areas’.

- Assess the sensitivity of using different design values (previously used by the Town) on the sewer capacity for the McNeely sewer crossing at the Independent grocery store.

- Compare the resulting hydraulic grade level to the sewer obvert elevation and ground elevation, particularly from MH 100a to MH 301, that cross McNeely Avenue.

2.0 WASTEWATER MODELLING METHODOLOGY

The PCSWMM software was used for the hydraulic assessment of the sewer system in 2018. This Hydrologic/Hydraulic modelling software provides a Graphical User Interface (GUI) and Geographical Information System (GIS) supported by the Environmental Protection Agency Storm Water Management Model (EPA SWMM) engine, which solves 1D simulations with the dynamic Saint-Venant equations.

2.1 Modelling Parameters and Peak Flow Calculation

The capacity of the sanitary sewer system was analyzed based on the peak flow routing using the Dynamic Wave Routing option in PCSWMM. This form of routing allows for analysis of pressurized flows in the pipes (i.e., when the flow exceeds the full normal flow value), and it accounts for pipe and maintenance hole (MH) storage, backwater and entrance/exit losses in the system.

For sensitivity analysis mentioned in Section 1.0, the sanitary peak flow calculations were carried out using design criteria traditionally used as an industry standard for sanitary sewer design, which were previously applied by JLR in the 2018 hydraulic assessment and set out in the City of Ottawa Sewer Design Guidelines, (October 2012) (OSDG) until they were updated by the City of Ottawa's Technical Bulletin ISTB-2018-01.

Key design parameters have been summarized in **Table 1** below:

Table 1: Design Parameters

Design Parameter	OSDG Current Design Value	Traditional Design Value
Residential average flow	280 L/cap/day	350 L/cap/day
Residential peaking factor	Harmon Formula x 0.8	Harmon Formula x 0.8
Institutional / Commercial average flow	28,000 L/gross ha/day	28,000 L/gross ha/day
Industrial average flow	35,000 L/gross ha/day	35,000 L/gross ha/day
ICI peaking factor	1.5 if ICI contribution >20%, 1.0 otherwise	2.7
Total Infiltration	0.33 L/s/ha	0.28 L/s/ha
Minimum velocity	0.6 m/s	0.6 m/s
Maximum velocity	3.0 m/s	3.0 m/s
Manning Roughness Coefficient (for smooth wall pipes)	0.013	0.013
Minimum allowable slopes	Varies based on the pipe diameter	Varies based on the pipe diameter
Population Density	Single Family: 3.4 p/unit Townhouses: 2.7 p/unit Apartment: 1.8 p/unit	Single Family: 3.4 p/unit Townhouses: 2.7 p/unit Apartment: 1.8 p/unit

Based on the values presented in the above table, the key differences in design parameters are residential average flow, ICI peaking factor and total infiltration value. The traditional values used previously are higher, except the total infiltration parameter and as such it is expected that they will generate higher values for peak sanitary flows.

In recent Master Servicing Studies completed by JLR where flow monitoring has been carried out the dry weather flows have been in the range of 250 to 280 L/cap/day. The 280 L/cap/day is still within the range of residential loading criteria set by the MECP in their 2008 Guidelines for Sewage Works and it is within the current Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under Environmental Compliance Approval (MECP, 2022), which specifies that the average daily residential flows of 225 to 450 L/cap/day shall be used. Given that the lower residential loading value is within design criteria ranges and is representative of measured flows in similar communities, it is reasonable to maintain consistency with the latest City of Ottawa design criteria for this assessment of the existing sewer network. To gauge sensitivity of the values the two sets of criteria will be compared in the assessment.

The peak flows for the model routing were calculated for the current development and future build out scenario at each MH location that represents the outlet point for the particular sewershed area. The calculation of the sanitary peak flows accounted for residential population, commercial and institutional development. The information on development scenarios is received from the Town in the form of design sheet (completed by McIntosh Perry) and associated figures, which can be found in Attachment 1. The following Table 2 and Table 3 summarizes peak flow calculation for the sewershed areas and associated outlet locations (i.e., MHs) along the sanitary sewer network in accordance with the received information:

Table 2: Sanitary Sewer Peak Flow Calculation and Outlet Locations – Current Development

Sewershed Area ID	Outlet MH ID	Land Use	Area (ha)	Population	Current OSDG Peak Flow (L/s)	Traditional Peak Flow (L/s)
R2a	102	Residential	5.2	237	4.40	4.81
C3	102c	Commercial	3.9	n/a	3.18	4.50
R1a, R1b	101	Residential	9.3	876	21.90	27.72
C1, C2		Commercial	11.0	n/a		
C5		Commercial	0.7	n/a		
C4	100a	Commercial	2.6	n/a	2.12	3.00
C6	100c	Commercial	5.7	n/a	4.65	6.58
	Total PCSWMM Peak Flow (L/s)				36.26	46.62

Table 3: Sanitary Sewer Peak Flow Calculation and Outlet Locations – Build-Out Development

Sewershed Area ID	Outlet MH ID	Land Use	Area (ha)	Population	Current OSDG Peak Flow (L/s)	Traditional Peak Flow (L/s)
R2a, R2b, R2c, R2d, R2e, R2f	102	Residential	15.79	1,472	21.22	24.59
		Institutional	0.42	n/a		
		Commercial	0.79	n/a		
C3	102c	Commercial	3.9	n/a	3.18	4.50
R1a, R1b, R3	101	Residential	12.5	1,372	24.57	30.91
C1, C2		Commercial	7.8	n/a		
C5		Commercial	0.7	n/a		
C4	100a	Commercial	15.4	n/a	12.57	17.79
C6	100c	Commercial	5.7	n/a	4.65	6.58
				Total Peak Flow	66.76	84.37

As discussed above, the previously applied design parameters generate higher sanitary sewer loading to the system than current OSDG values.

The above calculated peak flows were used as plug-in flows in PCSWMM to perform flow routing and hydraulic analysis of the sanitary sewer network to assess network capacity under both development scenarios. For detailed sanitary sewer peak flow calculations refer to Attachment No. 2.

2.2 Sanitary Sewer Network

The sanitary sewer PCSWMM model from 2018 was developed based on the sanitary sewer network physical characteristics (pipe diameters, pipe lengths, slopes, etc.,) obtained from the available drawings provided by the Town. However, as per Town instructions the PCSWMM information was compared to the sanitary sewer design sheet completed by McIntosh Perry (refer to Attachment No. 1). In a case of any difference (pipe slopes, lengths, diameters) the Town advised to use sanitary sewer design sheet information.

2.3 Sanitary Sewer Outlet

Wastewater flow from residential, commercial and industrial areas is collected and conveyed via trunk sanitary sewers that ultimately discharge into the HWY 7 PS. This pump station was simulated in PCSWMM as an outfall node with a fixed water level of 123.7 m, which represents the high-water level alarm elevation in the wet well and is a conservative elevation for the downstream boundary condition.

3.0 SIMULATION RESULTS

The sewer capacity is evaluated from the results of the simulation based on the two criteria:

- Available theoretical pipe conveyance capacity required to convey calculated peak flow; and
- Flow depth and surcharge conditions in the pipe.

The theoretical sewer pipe conveyance capacity is presented in the form of a ‘Max/Full Flow’ relationship. Max/Full Flow values above 1, or close to 1, indicate that the simulated flow exceeds the theoretical conveyance capacity of the sewer section indicating surcharge operating condition (i.e., HGL above the sewer obvert). Similarly, the surcharge conditions in the pipes were evaluated based on the ‘Max/Full Depth’ relationship, which describes the maximum (peak) fraction of pipe full depth computed during the simulation. In this case, the value equal to 1 indicates the pipe is operating under surcharge conditions.

3.1 Current Development Conditions

The current development conditions and full-build out scenario were simulated for both current OSDG and traditional design parameters. The key simulation results are summarized in the **Table 4** and **Error! Reference source not found.** below for OSDG parameters and for traditionally used parameters. Detailed PCSWMM output table is presented in Attachment No. 3.

Table 4: Summary of the Simulation Results – Current Development Conditions (Current OSDG Parameters)

Pipe Name	Diameter (mm)	Slope (%)	Max Flow (L/s)	Max HGL (m)	Max/Full Flow	Max/Full Depth	Freeboard (m)
101b-100a	300	0.26	29.00	127.74	0.60	0.58	3.81
100a-100c	300	0.25	32.00	127.65	0.65	0.66	3.97
100c-100d	300	0.19	36.00	127.58	0.86	0.75	3.34
100d-100e	300	0.15	36.00	127.48	0.97	0.72	2.96

Pipe Name	Diameter (mm)	Slope (%)	Max Flow (L/s)	Max HGL (m)	Max/Full Flow	Max/Full Depth	Freeboard (m)
100e-100f	300	0.23	36.00	127.35	0.78	0.68	3.15
100f-301b	300	0.31	36.00	127.2	0.67	0.60	2.80

McNeely sewer crossing extends from MH structure 101b to MH structure 301b. Simulation results show that this section of sewer has sufficient capacity to maintain free flowing conditions as the 'Max/Full Flow' ratio and 'Max/Full Depth' ratio are below 1. The most critical sections of the sewer are '100c-100d' and '100d-100e' where the 'Max/Full Flow' ratios are 0.86 and 0.97, respectively while Max/Full Depth' ratios are 0.75 and 0.72 respectively. This is an indication that the system is nearing the conveyance capacity potential and as such represents a limiting factor for the future development of the area.

Based on the simulation results, the most critical pipe section '100d-100e' has residual capacity of approximately 1.1 L/s before the 'Max/Full Flow' indicator reaches value of 1. Using the City of Ottawa design values there is capacity in the sewer system for an additional residential development area of 0.6 ha and approximately 80 people (based on an average of 130 ppl/cap/ha) to maintain free flow conditions in the network ('Max/Full Flow' of 1 or less).

The simulation results for the traditional design parameters are summarized in the **Table 5** below.

Table 5: Summary of the Simulation Results – Current Development Conditions (Traditional Parameters)

Pipe Name	Diameter (mm)	Slope (%)	Max Flow (L/s)	Max HGL (m)	Max/Full Flow	Max/Full Depth	Freeboard (m)
101b-100a	300	0.26	37.00	127.79	0.75	0.80	3.76
100a-100c	300	0.25	40.00	127.73	0.83	0.94	3.89
100c-100d	300	0.19	47.00	127.67	1.11	0.99	3.25
100d-100e	300	0.15	47.00	127.54	1.24	0.90	2.90
100e-100f	300	0.23	47.00	127.4	1.00	0.84	3.10
100f-301b	300	0.31	47.00	127.24	0.87	0.70	2.76

Simulation results with the traditional design parameters indicates that the system at McNeely crossing does not have any residual capacity to maintain the free flow conditions under the current development condition scenario. The critical pipes in the system 100c-100d' and '100d-100e' have 'Max/Full Flow' ratios of 1.11 and 1.24, respectively, and 'Max/Full Depth' ratios close to 1, which is an indication of surcharged flowing conditions. Despite the surcharged conditions the freeboard in the sewer section is still within 60mm of the free-flow condition and the impact of the more conservative design criteria on the HGL in the system is therefore marginal.

3.2 Build-Out Development Condition

The simulation results for build-out conditions for current OSDG and traditional parameters under the current infrastructure layout shows that the system does not have sufficient capacity to provide a free-flowing condition to support future development. The 300 mm diameter pipes along the McNeely crossing are undersized to accept future sanitary loading. **Table 6** and **Table 7** below, provide summary results for this section of the sewer.

Table 6: Summary of the Simulation Results – Build-Out Condition (Current OSDG Parameters)

Pipe Name	Diameter (mm)	Slope (%)	Max Flow (L/s)	Max HGL (m)	Max/Full Flow	Max/Full Depth	Freeboard (m)
101b-100a	300	0.26	50.00	128.58	1.00	1.00	2.97
100a-100c	300	0.25	62.00	128.47	1.28	1.00	3.15
100c-100d	300	0.19	67.00	128.31	1.58	1.00	2.61
100d-100e	300	0.15	67.00	128.01	1.78	1.00	2.43
100e-100f	300	0.23	67.00	127.7	1.44	1.00	2.80
100f-301b	300	0.31	67.00	127.36	1.24	0.84	2.64

Table 7: Summary of the Simulation Results – Build-Out Condition (Traditional Parameters)

Pipe Name	Diameter (mm)	Slope (%)	Max Flow (L/s)	Max HGL (m)	Max/Full Flow	Max/Full Depth	Freeboard (m)
101b-100a	300	0.26	60.00	129.42	1.22	1.00	2.13
100a-100c	300	0.25	78.00	129.27	1.61	1.00	2.35
100c-100d	300	0.19	84.00	129.01	2.00	1.00	1.91
100d-100e	300	0.15	84.00	128.53	2.25	1.00	1.91
100e-100f	300	0.23	84.00	128.03	1.82	1.00	2.47
100f-301b	300	0.31	84.00	127.49	1.57	0.88	2.51

For both scenarios the ‘Max/Full Flow’ ratio and ‘Max/Full Depth’ ratio are equal to 1 or above 1, indicating the lack of flow conveyance capacity and surcharge conditions exist in the pipe system. To improve flowing conditions a pipe diameter was increased to a 375 mm. By increasing the pipe size flowing conditions were improved for the simulation with peak flows calculated using the OSDG parameters. As shown in the **Table 8** below the ‘Max/Full Flow’ ratios are below 1, with critical pipe ‘100d-100e’ having the ratio of 0.98. Flowing depths are also improved with the maximum value for ‘Max/Full Depth’ ratio of 0.75 for the pipe ‘100c-100d’.

Table 8: Summary of the Simulation Results – Build-Out Condition with 375 mm pipe size (Current OSDG Parameters)

Pipe Name	Diameter (mm)	Slope (%)	Max Flow (L/s)	Max HGL (m)	Max/Full Flow	Max/Full Depth	Freeboard (m)
101b-100a	375	0.26	50.00	127.77	0.56	0.59	3.78
100a-100c	375	0.251	62.00	127.71	0.71	0.69	3.91
100c-100d	375	0.19	67.00	127.64	0.87	0.75	3.28
100d-100e	375	0.151	67.00	127.54	0.98	0.72	2.90
100e-100f	375	0.23	67.00	127.4	0.79	0.70	3.10
100f-301b	375	0.31	67.00	127.26	0.68	0.61	2.74

Pipe size increases improved flow conditions for the sanitary peak flow option calculated using the traditional parameters. However, there are still some pipe sections with flowing conveyance capacity ‘Max/Full Flow’ ratio above 1. The results for this option are summarized in the **Table 9** below.

Table 9: Summary of the Simulation Results – Build-Out Condition with 375 mm pipe size (Traditional Parameters)

Pipe Name	Diameter (mm)	Slope (%)	Max Flow (L/s)	Max HGL (m)	Max/Full Flow	Max/Full Depth	Freeboard (m)
101b-100a	375	0.26	60.00	127.84	0.67	0.81	3.71
100a-100c	375	0.25	78.00	127.8	0.89	0.93	3.82
100c-100d	375	0.19	84.00	127.73	1.10	0.97	3.19
100d-100e	375	0.15	84.00	127.61	1.24	0.90	2.83
100e-100f	375	0.23	84.00	127.46	1.00	0.85	3.04
100f-301b	375	0.31	84.00	127.31	0.86	0.71	2.69

Flowing conveyance conditions for this scenario could be additionally improved if the following pipe sections are set to slope of 0.34%: ‘100c-100d’, ‘100d-100e’, ‘100e-100f’ and ‘100f-301b’. The following **Table 10** provides summary of the improved flowing conditions.

Table 10: Summary of the Simulation Results – Build-Out Condition with 375 mm pipe size with improved slope conditions (Traditional Parameters)

Pipe Name	Diameter (mm)	Slope (%)	Max Flow (L/s)	Max HGL (m)	Max/Full Flow	Max/Full Depth	Freeboard (m)
101b-100a	375	0.26	60.00	127.8	0.67	0.68	3.75
100a-100c	375	0.25	78.00	127.74	0.89	0.71	3.88

Pipe Name	Diameter (mm)	Slope (%)	Max Flow (L/s)	Max HGL (m)	Max/Full Flow	Max/Full Depth	Freeboard (m)
100c-100d	375	0.34	85.00	127.63	0.82	0.69	3.29
100d-100e	375	0.34	84.00	127.41	0.82	0.69	3.03
100e-100f	375	0.34	84.00	127.19	0.82	0.76	3.31
100f-301b	375	0.34	84.00	127	0.82	0.77	3.00

Increasing the pipe slope of the critical sections would improve the flowing capacity and surcharge pipe conditions along the McNeely crossing sewer system under higher design criteria values. Therefore, to satisfy the build-out condition scenario for the sanitary sewer loading calculated using more conservative traditional design parameters, the sewer section along McNeely crossing should be upsized to a 375 mm pipe diameter and slope along four (4) sections of the pipe should be set at 0.34%.

4.0 DISCUSSION

The latest City of Ottawa design criteria for sanitary loading assessment has values that remain consistent with the MECP guidelines, both from 2008 and the latest Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under Environmental Compliance Approval (MECP, 2022). It is therefore reasonable to use these loading values to assess the existing sewer network capacity.

Use of the latest City of Ottawa design criteria values shows that there is sufficient sewer capacity in the McNeely crossing to accommodate the proposed current level of development within the McIntosh Perry design sheets.

There is sufficient capacity using the latest City of Ottawa design criteria values for an additional flow of 1.1 L/s which is equivalent to 80 persons across 0.6 ha of residential development, accounting for residential flows and Infiltration.

Beyond development of approximately 80 persons, upgrading the pipe to a 375mm diameter is expected to provide sufficient capacity for the proposed ultimate build-out based on the latest City of Ottawa design criteria values. It is recommended that during the sanitary sewer upgrade the opportunity to refine the pipe grading to gain additional flow capacity is considered.

In addition, the Town should consider updating the master plan PCSWMM model to include the subject development area in the analysis. As part of the model update the Town could consider carrying out a flow monitoring program to determine dry weather flows and wet weather response within the system and use this data to calibrate the model. This will provide the Town an opportunity to have a fully dynamic sanitary sewer model that can be used in the analysis of any future development within the Town boundaries.

J.L. RICHARDS & ASSOCIATES LIMITED

Prepared by:

Ivan Dzeparoski, P. Eng
Water Resources Engineer

Reviewed by:

Bobby Pettigrew, P. Eng
Senior Water Resources

TOWN OF
HALTON HILLS
Working Together Working for You!

1 Halton Hills Drive, Halton Hills, L7G 5G2
905-873-2600 | 1-877-712-2205
haltonhills.ca

October 10, 2024

Honourable Doug Ford, Premier of Ontario
Via Email

Re: Provincial Updates to the Municipal Elections Act

Please be advised that Council of the Town of Halton Hills at its meeting of Monday, October 7, 2024, adopted Resolution No. 2024-0168 regarding Provincial Updates to the Municipal Elections Act.

Attached for your information is a copy of Resolution No. 2024-0168.

Respectfully,

Melissa Lawr, AMP
Deputy Clerk – Legislation

cc. Minister of Municipal Affairs and Housing
Minister of Education
Minister of Public and Business Service Delivery
Minister of Finance
Halton MPPs
Association of Municipalities of Ontario (AMO)
Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)
All Ontario Municipalities

TOWN OF
HALTON HILLS

THE CORPORATION
OF
THE TOWN OF HALTON HILLS

Resolution No.: 2024-0168

Title: Provincial Updates to the Municipal Elections Act

Date: October 7, 2024

Moved by: **Councillor A. Hilson**

Seconded by: **Mayor A. Lawlor**

Item No. 12.1

WHEREAS elections rules need to be clear, supporting candidates and voters in their electoral participation and election administrators in running elections;

AND WHEREAS legislation needs to strike the right balance between providing clear rules and frameworks to ensure the integrity of the electoral process;

AND WHEREAS the legislation must also reduce administrative and operational burden for municipal staff ensuring that local election administrators can run elections in a way that responds to the unique circumstances of their local communities;

AND WHEREAS the Municipal Elections Act, 1996 (MEA) will be 30 years old by the next municipal and school board elections in 2026;

AND WHEREAS the MEA sets out the rules for local elections, the Assessment Act, 1990 and the Education Act, 1990 also contain provisions impacting local elections adding more places for voters, candidates, and administrators to look for the rules that bind the local democratic process in Ontario;

AND WHEREAS with rules across three pieces of legislation, and the MEA containing a patchwork of clauses, there are interpretation challenges, inconsistencies and gaps to fill;

AND WHEREAS the Act can pose difficulties for voters, candidates, contributors and third-party advertisers to read, to interpret, to comply with and for election administrators to enforce;

AND WHEREAS while local elections are run as efficiently and effectively as can be within the current legislative framework, modernization and continuous improvement is needed to ensure the Act is responsive to today's needs and tomorrow's challenges;

AND WHEREAS to keep public trust and improve safeguards the Act should be reviewed considering the ever-changing landscape which impacts elections administration including privacy, the threats of foreign interference, increased spread of mis-disinformation and the increased use of technologies like artificial intelligence and use of digital identities;

AND WHEREAS the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) reviewed the Act and has provided several recommendations including modernizing the legislation, harmonizing rules, and streamlining and simplifying administration;

AND WHEREAS AMCTO put forward recommendations for amendments ahead of the 2026 elections and longer-term recommendations for amendments ahead of the 2030 elections;

THEREFORE BE IT RESOLVED THAT Council for the Town of Halton Hills calls for the Province to update the MEA with priority amendments as outlined by AMCTO before Summer 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections;

AND FURTHER THAT this resolution be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Minister of Municipal Affairs and Housing, the Minister of Education, the Minister of Public Business Service Delivery, Ministry of Finance, the Premier of Ontario, Halton MPPs, AMO and AMCTO.

Mayor Ann Lawlor

2024 Third Quarter DWQMS Report to Council

The purpose of this report is to summarize for Town Council the activities relating to the Public Works – **Water Distribution System** for the period July 2024 through September 2024.

Operational Plan Revisions

The following revisions were made to the Operational Plan during this period.

Date	Revision #	Description of Revisions
Sept. 12, 2024	45	Procedures updated for accessibility Quarterly Calibration Form updated
Sept. 25, 2024	46	Essential Supplies and Services List Revision

Drinking Water Quality

To date in 2024 there has been 21 calls by residents concerning water quality. They are summarized as follows:

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

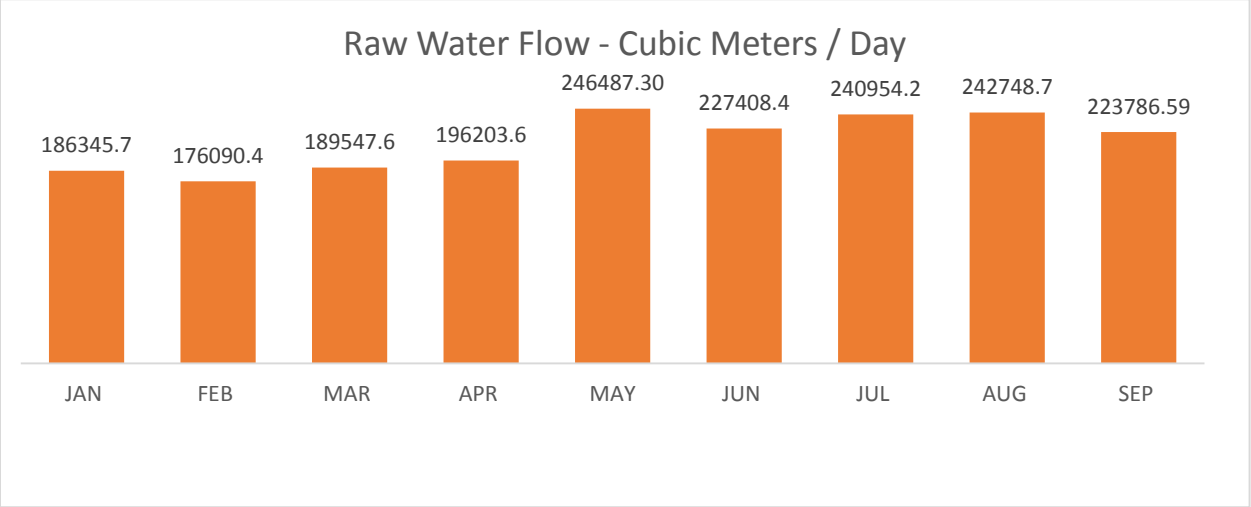
Operational Activities

Waterworks Staff completed the following activities between July and September:

- Staff provided ongoing oversight and assistance to Cavanagh Construction with the upsizing of the watermain and installation of the temporary water supply on Nelson Street.
- Continued with the annual flushing.
- Staff have been exercising valves.
- Staff undertook a repair on Johnston Street to address a leak at a standpost.
- Our summer students have now completed painting fire hydrants based on the fire flow ratings.
- In July, staff undertook repairs to an unknown service on Costello Drive
- Staff replaced a mainline valve on Arklan Street
- Staff participated in the commissioning and connection to the Lepine building at 277 Coleman Street.
- Staff purchased and supplied new water meters for several new commercial locations.
- A new Backflow Prevention By-law was approved by Council. Staff are currently drafting correspondence and identifying businesses that will be required to install backflow preventers.

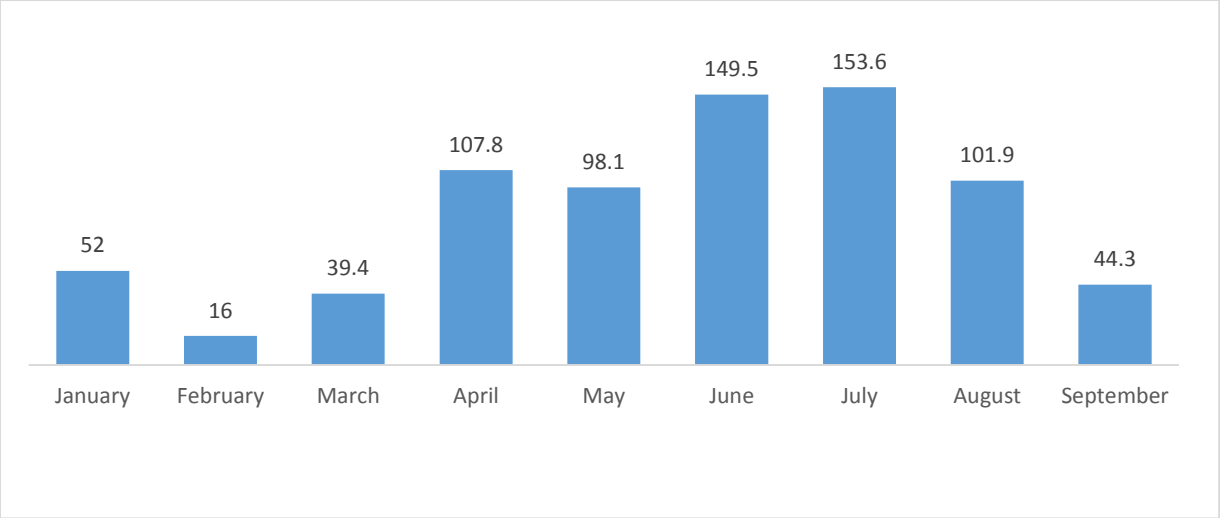
Consumption Statistics

Raw Water Flow (m^3/d)



Same Period in 2023: 1757180.9 m^3
Total for this period: 1929572.5 m^3
Difference: Increase of 9.81% over the same period in 2023

2024 Precipitation (mm)



Municipal Finance Officers Association of Ontario
VIA EMAIL:
general@mfoa.on.ca

Association of Municipalities of Ontario (AMO)
amo@amo.on.ca

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

October 10, 2024

MP Ryan Williams
Bay of Quinte
VIA EMAIL:
ryan.williams@parl.gc.ca

Finance Minister Chrystia Freeland
200-622 College Street
Toronto, Ontario
M6G 1B4
VIA EMAIL:
chrystia.freeland@parl.gc.ca

MP Michael Chong
Wellington-Halton Hills
VIA EMAIL:
michael.chong@parl.gc.ca

RE: City of Quinte West Council resolution regarding The Canada Community-Building Fund

Please be advised that Township of Puslinch Council, at its meeting held on September 3, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2024-271: Moved by Councillor Sepulis and Seconded by Councillor Goyda

That the Consent Agenda item 6.27 list on the September 3, 2024 agenda meeting be received for information; and

Whereas the Township of Puslinch Council supports the resolution from the City of Quinte West, that Council direct staff to send a support resolution accordingly and that MPP Michael Chong be copied on the correspondence.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Municipal Clerk

CC: All Ontario Municipalities

P.O. Box 490
7 Creswell Drive
Trenton, Ontario K8V 5R6
www.quintewest.ca

A Natural Attraction

Tel: 613-392-2841
Toll Free: 1-866-485-2841
virginial@quintewest.ca
clerk@quintewest.ca

Virginia LaTour, Deputy City Clerk

August 15, 2024

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2
Via Email - justin.trudeau@parl.gc.ca

RE: Notice of Motion – Councillor Stedall – The Canada Community-Building Fund

Dear Prime Minister:

This letter will serve to advise that at a meeting of City of Quinte West Council held on August 14, 2024 Council passed the following resolution:

> **Motion No 24-366 – Notice of Motion - Councillor Stedall - The Canada Community-Building Fund**
> Moved by Councillor Stedall
> Seconded by Councillor McCue
>
> Whereas the City of Quinte West is entering into an agreement to receive Canada Community-Building Funds, which is administered by the Association of Ontario Municipalities of Ontario (AMO) on behalf of the Federal government;
>
> And whereas the funding allocations are less that 2% year over year for the next 5 years;
>
> And whereas the amounts allocated in the past 5 years were less than 2% year over year;
>
> And whereas non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure projects without a corresponding growth in revenue;
>
> And whereas there is a requirement for municipalities to complete an asset management plan and a housing needs analysis;

And whereas both of these plans show the large funding gap between infrastructure and housing needs and funds available from property taxation;

And whereas The City of Quinte West has over $1.5 billion in core infrastructure assets and, like other municipalities, its infrastructure is aging and in need of upgrades and replacement;

And whereas The City's Asset Management Plan requires $37 million annually to maintain existing assets which, based on current available funding, is resulting in an annual infrastructure deficit of over $17.1 million;

And whereas municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end;

Now therefore be it resolved that the City of Quinte West calls on the Federal Government to provide a supplement to the allocations provided to municipalities under the AMO CBBF agreement for 2024 - 2028 for the same amount that was allocated, effectively doubling the allocation for those years;

And further that this resolution be forwarded to MFOA, AMO, MP Ryan Williams, and Federal Finance Minister Chrystia Freeland, and all Municipalities in Ontario. **Carried**

We trust that you will give favourable consideration to this request.

Yours Truly,

CITY OF QUINTE WEST

[redacted]

Virginia LaTour,
Deputy City Clerk

cc: Donna Herridge, Executive Director, MFOA
Colin Best, President, AMO
Ryan Williams, MP, Bay of Quinte
Hon. Chrystia Freeland, Deputy Prime Minister and Minister of Finance
All Municipalities of Ontario