# Committee of the Whole Agenda

Tuesday, November 26, 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 — 4

   **Suggested Motion:**
   THAT the Committee of the Whole Minutes dated November 12th, 14th and 21st, 2024 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

   a. Trisa McConkey, Treasurer - Presentation of 2025 Draft Budget

6. REPORTS

   a. Carleton Lifestyles Subdivision (347 Franktown Road) - Carleton Lifestyles Ltd. (09-T-22002) (Communication 135187) — 16

   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 November 26, 2024 and directs staff to forward the conditions of draft approval to the County of Lanark.

b. **355 Franktown Subdivision - Conditions of Draft Approval (Communication 135191)** 73

Niki Dwyer, Director of Development Services

**Suggested Motion:**
THAT Council accept the conditions of draft approval for the 355 Franktown Road Subdivision as identified in the Director of Development Services Report dated November 26, 2024 and directs staff to forward the conditions of draft approval to the County of Lanark.

c. **Status Update on Short-term priorities arising from the Parks, Recreation and Culture Master Plan** 158

Joanne Henderson, Manager of Recreation and Culture

**Suggested Motion:**
THAT Council receive as information the Manager of Recreation and Culture's report dated November 26, 2024, providing a progress update on the Parks, Recreation and Culture Master Plan.

## 7. NEW/OTHER BUSINESS

a. **Establish Delegation requests for the 2025 ROMA Conference** 177

**Suggested Motion:**
THAT Council supports the following delegation requests for the 2025 ROMA conference:

1. To the Ministry of Finance regarding changing the parameters for the Annual Repayment Limit.

2. To the Ministry of the Solicitor General regarding provisions to reduce the size of OPP Detachment Boards under the Community Safety and Policing Act.

## 8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES 178

**Suggested Motion:**
THAT the following minutes be received:

- Municipal Drug Strategy - August 1, 2024

## 9. INFORMATION LISTING 182

- MVCA Board Summary Report - October 21, 2024

**Suggested Motion:**
THAT the Information Listing dated November 26, 2024, be received.

## 10. NOTICE OF MOTIONS

## 11. ADJOURNMENT

**Suggested Motion:**
THAT the meeting be adjourned at _____ p.m.

# Committee of the Whole Minutes

**Tuesday, November 12, 2024**
**Immediately Following Council**

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

STAFF PRESENT: Diane Smithson, CAO, Blake Cram, IT/Business Analyst, Guy Bourgon, Director of Public Works, Dave Joy, Acting Director of Protective Services, Niki Dwyer, Director of Development Services, Mike Walker, Development Review Officer

OTHERS PRESENT: Pierre Wilder, Environmental Engineer, Stantec; Pascal Pitre, Managing Principal, Stantec.

## 1. CALL TO ORDER

Councillor Dena Comley called the meeting to order at 6:09 p.m.

## 2. APPROVAL OF AGENDA

**Moved by:** Jeff Atkinson
**Seconded by:** Toby Randell

THAT the agenda be accepted as presented.

**CARRIED**

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

Councillor Linda Seccaspina declared a conflict of interest with respect to the expansions of the Water and Wastewater Treatment Plants (items 5. b. and 7. a.) as her sons own property in Town.

## 4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

**Moved by:** Sarah Cavanagh
**Seconded by:** Mark Hinton

THAT the Committee of the Whole Minutes dated October 22, 2024 be accepted as presented.

**CARRIED**

## 5. DELEGATIONS/PRESENTATIONS

1. Blake Cram, IT/Business Analyst

   Blake Cram gave a presentation to Council on IT related projects the Town has been undertaking to improve staff efficiency as well as service to the Town's residents. In terms of services to the public, when adding a new electronic service, the public will be able to do so through a single-sign on (SSO) into the Town's portal. IT changes are generally implemented after business process analysis to find efficiencies and a cost-benefit analysis have been conducted. After all questions of the Committee were addressed, Blake was thanked for his presentation.

2. Pierre Wilder, Environmental Engineer, Stantec

   Pierre Wilder and Pascal Pitre from Stantec were in attendance to provide an update on the status of the 90% designs for the Town's Water and Wastewater Treatment Expansions. The presentation included information on the projects' background which commenced with the Environmental Assessment (EA) throughout 2021-2022, outlined the reasons why the projects were necessary, provided an explanation as to how the designs were approached by the consulting team and the resulting design solutions that have been incorporated into the expansion projects, included an explanation of the reasons why the projects have increased in cost since the initial EA was undertaken and lastly, outlined next steps including tendering the projects by the end of January with construction occurring over a three-year period, 2025-2028. Following the presentation, members of Council were provided the opportunity to ask questions of the consultants.

## 6. REPORTS

1. Carleton Place Fire Department and Municipal Law Enforcement 2024 3rd Quarter Activity Report (Communication 135188)

   **Moved by:** Andrew Tennant
   **Seconded by:** Linda Seccaspina

THAT the Acting Director of Protective Services' Report on the 3rd Quarter 2024 activities of the Carleton Place Fire Department (CPFD) and Municipal Law Enforcement be accepted as information.

**CARRIED, CONSENT**

2. Updated Emergency Plan (Communication 135189)

**Moved by:** Toby Randell
**Seconded by:** Jeff Atkinson

THAT Council approves the updated Emergency Plan for 2025 and instructs staff to forward this information to the Office of the Fire Marshal and Emergency Management Ontario as part of the Province's annual compliance process.

**CARRIED, BY LAW PREPARED**

3. Financial Report to October 31, 2024 (Communication 135190)

**Moved by:** Andrew Tennant
**Seconded by:** Mark Hinton

THAT Council receives the Financial Report from the Treasurer to October 31, 2024, as information.

**CARRIED, CONSENT**

## 7. NEW/OTHER BUSINESS

1. Growth and the need for Water and Wastewater Plant Expansions

THAT the discussion on Growth and the need for the Water and Wastewater Plant expansion be deferred.

Following the earlier presentation from Stantec regarding the Water and Wastewater expansion projects, the Committee had a lengthy discussion on expected growth in the community, the need for the plant expansions and the impacts that the projects will have on the community. Niki Dwyer, Director of Development Services, Trisa McConkey, Treasurer, Guy Bourgon, Director of Public Works and Diane Smithson, CAO were on hand to address questions or provide information related to planning densities and obligations under the Provincial Policy Statement, the need to undertake the plant expansions, how to control growth to extend the

time the plant expansions will be able to service the Town, and financing for the projects including impacts on Development Charges. Following a lengthy discussion, the following motion was presented:

**Moved by:** Jeff Atkinson
**Seconded by:** Sarah Cavanagh

THAT the discussion on Growth and the need for the Water and Wastewater Plant expansion be deferred.

**WITHDRAWN**

**Moved by:** Andrew Tennant
**Seconded by:** Mark Hinton

THAT the Water and Wastewater Plant expansions be added as capital projects in the 2025 Water and Sewer Budget; and

THAT the Treasurer be directed to seek long term debt financing for the expansion projects and report back to Council; and

THAT staff be authorized to proceed to tender the Water and Wastewater Plant expansions in January and report back on tender results.

**CARRIED, MOTION PREPARED**

## 8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

**Moved by:** Mark Hinton
**Seconded by:** Linda Seccaspina

THAT the following minutes be received:

- Municipal Drug Strategy Committee - May 2, 2024
- Library Board - September 23, 2024
- Urban Forest/River Corridor Committee - September 25, 2024
- Environmental Advisory Committee - October 7, 2024
- Parks and Recreation Committee - November 4, 2024

**CARRIED**

## 9. ADJOURNMENT

**Moved by:** Mark Hinton
**Seconded by:** Sarah Cavanagh

THAT the meeting be adjourned at 9:18 p.m.

**CARRIED**

Councillor Comley

Diane Smithson, CAO/Deputy Clerk

# Special Committee of the Whole Minutes

**Thursday, November 14, 2024**
**9:00 a.m.**

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

STAFF PRESENT: Diane Smithson, CAO, Trisa McConkey, Treasurer, Meriah Caswell, Library CEO, Guy Bourgon, Director of Public Works, Tracey Freill, Manager of Childcare Services, Dave Joy, Acting Director of Protective Services, Joanne Henderson, Manager of Recreation and Culture, Niki Dwyer, Director of Development Services, Ross Rankin, Property and Project Manager, Jessica Hansen, Community Development Coordinator, Amanda Charania, Communications Coordinator, Blake Cram, IT Manager/Business Analyst

OTHERS PRESENT: Jackie Kavanagh, General Manager, Carleton Place & District Chamber of Commerce; Rachael Heleniak, Tourism Coordinator

## 1. CALL TO ORDER

Councillor Dena Comley called the meeting to order at 9:01 a.m.

## 2. APPROVAL OF AGENDA

**Moved by:** Mark Hinton
**Seconded by:** Sarah Cavanagh

THAT the agenda be accepted as presented.

**CARRIED**

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

None.

## 4. DELEGATIONS/PRESENTATIONS

1. Jackie Kavanagh and Rachael Heleniak

A presentation was made by Jackie Kavanagh and Rachael Heleniak on the budget request for 2025 related to the Information Centre and tourism. Their presentation included information on key deliverables of the Town's Memorandum of Understanding with the Chamber and of the Destination Development Action Plan, numerous statistics, media efforts, results of funding applications and a summary of the budget request for 2025. A total of $98,919 is being requested for 2025, comprised of $54,919 for the Tourism Office, $24,000 for supplementary staffing and $20,000 for marketing activities.

Ms. Kavanagh was asked to provide a copy of the presentation to members of Council to review the information provided in more detail.

Following the presentation, members were afforded the opportunity to ask questions. After all questions had been addressed, Ms. Kavanagh and Ms. Heleniak were thanked for their presentation and they left the meeting.

2. Treasurer Trisa McConkey

The Treasurer provided an overview of the proposed 2025 budget and its recommended tax increase of 3% with an additional 4% to offset the OPP contract increase. The budget was developed using the Town's strategic plan, asset management plan and draft ten (10) year plan. A summary of significant factors that contributed to revenue decreases and expense increases was provided. Major operating changes were listed including but not limited to, staffing changes, changes to grant amounts received under both the OCIF and OMPF programs, and increases to insurance premiums.

Presentations were then made by the various Departmental Managers and other employees outlining major operating changes from the 2024 budget and providing information on capital items within the respective budget areas. The meeting recessed at 12:03 p.m. for a lunch break and resumed at 12:43 p.m.

Throughout the day various items were flagged in a 'parking lot list' for further discussion. Discussions on the draft 2025 budget will continue at the next Special Committee of the Whole meeting scheduled for Thursday, November 21, 2024 at 9:00 a.m.

## 5. CLOSED SESSION

**Moved by:** Sarah Cavanagh
**Seconded by:** Jeff Atkinson

THAT the Committee move into closed session at 4:07 p.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;

(d) labour relations or employee negotiations

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

- Diane Smithson, CAO
- Trisa McConkey, Treasurer

**CARRIED**

**Moved by:** Jeff Atkinson
**Seconded by:** Sarah Cavanagh

THAT the Committee return to regular session at 4:31 p.m.

**CARRIED**

## 6. RISE AND REPORT

The CAO reported that staff direction was provided to staff during the closed session for all items.

## 7. ADJOURNMENT

**Moved by:** Andrew Tennant
**Seconded by:** Sarah Cavanagh

THAT the meeting be adjourned at 4:34 p.m.

**CARRIED**

Councillor Comley

Diane Smithson, CAO/Deputy Clerk

# Special Committee of the Whole Minutes

**Thursday, November 21, 2024**
**9:00 a.m.**

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

STAFF PRESENT: Diane Smithson, CAO, Trisa McConkey, Joanne Henderson, Manager of Recreation and Culture, Niki Dwyer, Director of Development Services, Ross Rankin, Property and Project Manager

OTHERS PRESENT: None

## 1. CALL TO ORDER

Councillor Dena Comley called the meeting to order at 9:13 a.m.

## 2. APPROVAL OF AGENDA

**Moved by:** Sarah Cavanagh
**Seconded by:** Linda Seccaspina

THAT the agenda be accepted as presented.

**CARRIED**

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

None.

## 4. BUSINESS

a. Update by Trisa McConkey, Treasurer on budget status from the November 14, 2024 Budget Meeting

The Treasurer provided some opening remarks on the budget.

b. Discuss “parkling lot” Items

Council discussed the following parking lot items at great length and made the following decisions regarding these items:

- Recreation Department 50hp tractor – Staff are to provide further information to Council on whether the existing tractor can be repaired and at what cost or whether it does not make sense to fix the existing tractor. Once the information is presented and a decision made, it will be funded through year end surplus or strategic reserves.
- Electric vehicle for Recreation – Council agreed to lease a small hybrid truck which will be leased at an annual cost of approximately $10,000 and funded through Development Charges
- Carambeck Pathway – Council agreed the $15,000 for the pathway should remain in the budget.
- Tourism management/coordination of efforts – Council agreed to fund the Chamber at a total amount of $93,400 for 2025 which includes funding at the same level as 2024 ($91,850) plus the cost of living increase of $1,509. It was noted that a plan will be developed over 2025 which may change the funding level for 2026.
- Town Hall Renovations

  **Moved by:** Jeff Atkinson
  **Seconded by:** Sarah Cavanagh

  THAT Council supports proceeding with the renovations to the Town Hall at a cost of $298,000 which will be funded from the funding for the Building Automation System for the Arena ($150,000), $45,000 carried over from 2024 for the second floor painting/flooring and $103,000 from reserves.

  **CARRIED, CONSENT**

- Building Department Renovation – Council agreed to keep the $50,000 in the budget for this project which will be funded from the Building Department reserve
- Museum Request – Council agreed to fund the Museum at $40,000 for 2025 and to wait to make a decision on the additional $20,800 request until we know what level Beckwith Township will be funding the Museum at as they are also be asked for additional funding for 2025.
- Cornerstone Landing Request – Council decided not to include the $10,000 requested in the 2025 budget.

c. Other Items

The Committee discussed the following other items:

- A discussion is to take place with the Canoe Club about assisting with the funding of capital works in the facility that specifically benefit the Canoe Club
- The Accessibility Committee will discuss the beach mat and “in water” apparatus required at the beach to determine what is required. Once this is known, staff can look for a grant application that will assist with paying for the requested items.

d. Next Steps

**Moved by:** Toby Randell
**Seconded by:** Jeff Atkinson

THAT Council supports a total 8% tax increase for 2025 comprised of 4% to offset the OPP increase and 4% for Town purposes.

**CARRIED, CONSENT**

**Moved by:** Toby Randell
**Seconded by:** Mark Hinton

THAT Council supports retaining the approved 4% OPP increase and 4% Town purposes tax increase should funding be provided by the Province of Ontario to offset the cost of the OPP increase for 2025; and

THAT should Provincial funding be received, it be placed into reserves.

**CARRIED, CONSENT**

**Moved by:** Sarah Cavanagh
**Seconded by:** Mark Hinton

THAT Council directs the Treasurer to present to the public for comment at the November 26, 2024 Committee of the Whole meeting the Draft 2025 Budget based on a 4% increase to offset the OPP increase and 4% for Town purposes.

**CARRIED, CONSENT**

## 5. ADJOURNMENT

**Moved by:** Toby Randell
**Seconded by:** Jeff Atkinson

THAT the meeting be adjourned at 12:17 p.m.

**CARRIED**

| | |
|---|---|
| Councillor Comley | Diane Smithson, CAO/Deputy Clerk |

**COMMUNICATION 135187**

| | |
|---|---|
| **Received From:** | **Niki Dwyer, MCIP RPP, Director of Development Services** |
| **Addressed To:** | **Committee of the Whole** |
| **Date:** | **November 26, 2024** |
| **Topic:** | **Carleton Lifestyles Subdivision (Franktown Road)**<br>**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.

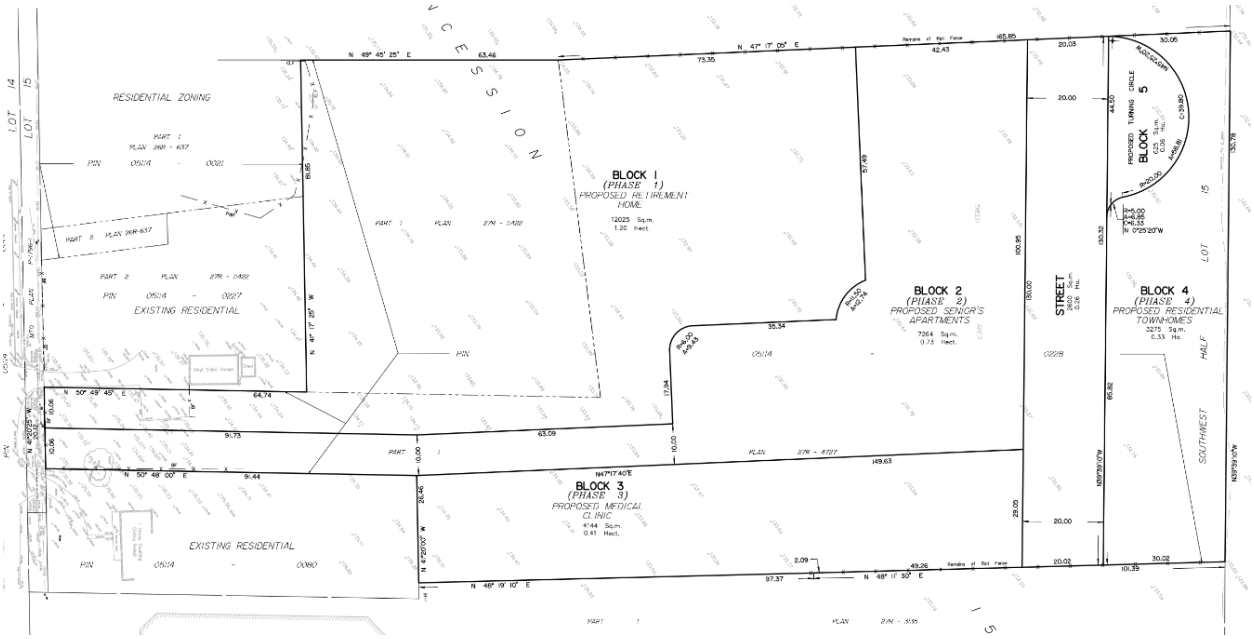
The purpose of this report is to evaluate and analyze the merits of the proposed subdivision and outline conditions of draft approval (appended as Attachment 1) for consideration and adoption by Council. It is the role of Council to direct staff to provide specific conditions to the County of Lanark ("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.

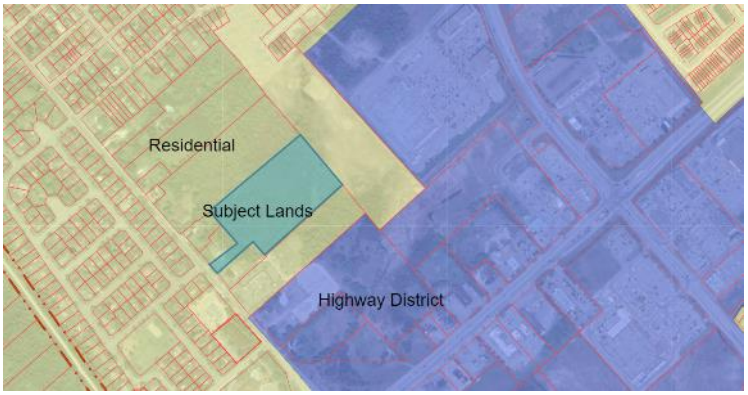
As the subject land is located in an area of under-development, it is intended that the lands will be infilled with intensified uses which complement the existing low-density neighbourhoods. The site's location on Franktown Road can become a central hub for complementary services with linkages into the 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<br>Site suitability<br>Servicing availability<br>Road Access<br>Off-street parking<br>Demonstrated conformity with Community Design policies |
| High | >35 units per net hectare | Apartments | Scale compatibility<br>Site suitability<br>Servicing availability<br>Road Access<br>Off-street parking<br>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.

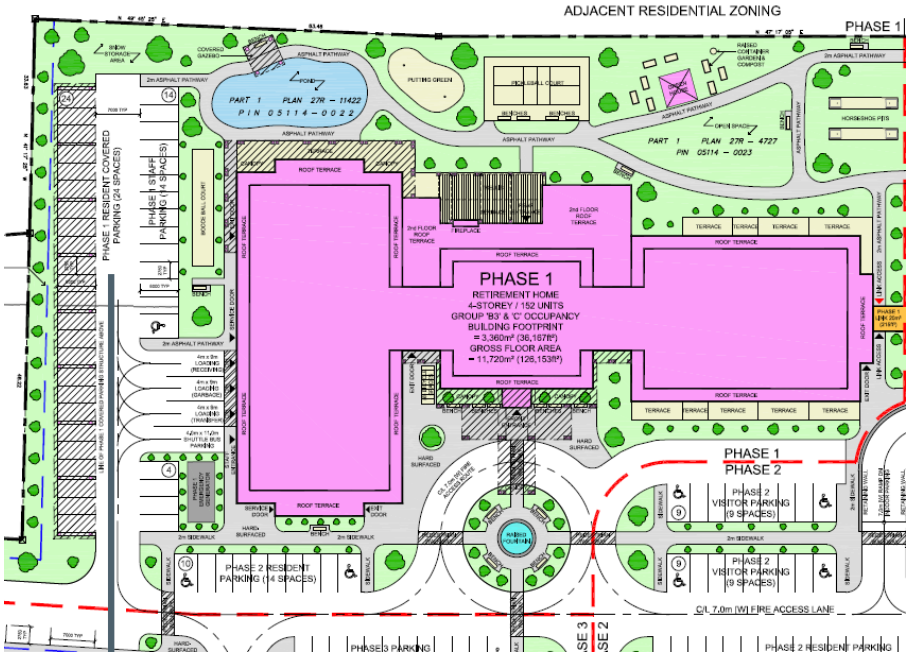
*Figure 6 – Retirement Home Conceptual Elevations (Mansfield Architects)*

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.

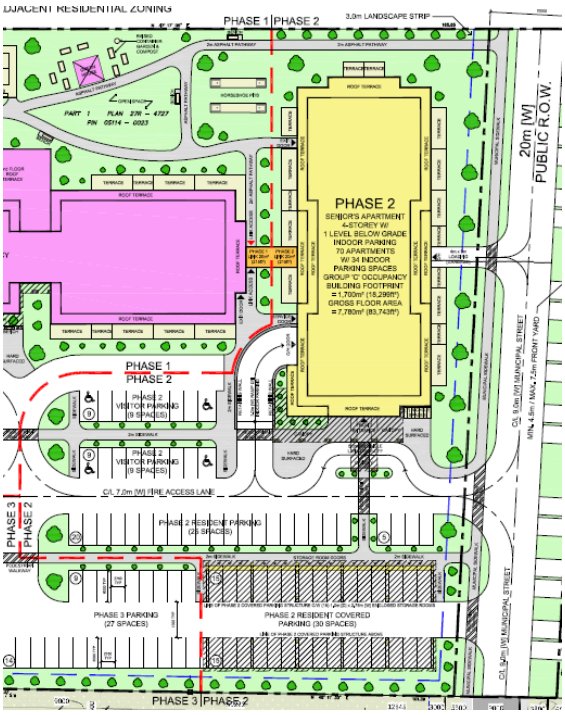
***Block 2 - Apartment Dwelling:***

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:

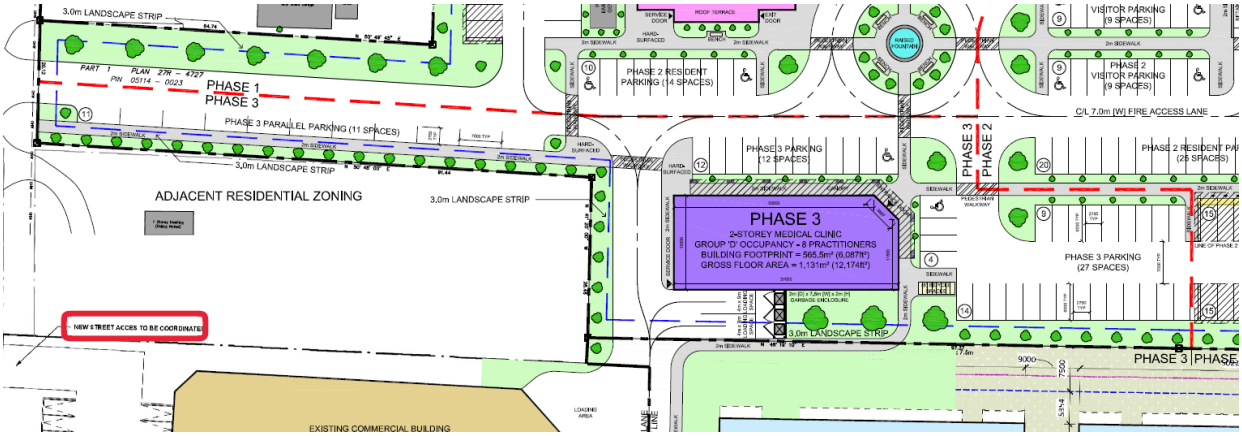
- They are compatible and complementary to the residential use;
- They are provided with adequate landscaping, buffering, off-street parking, and access;
- They will be grouped together and serve as a focal point for residential neighbourhoods; and
- They are encouraged to integrate parking, landscaping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




***<u>Green Infrastructure Policies</u>***

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***

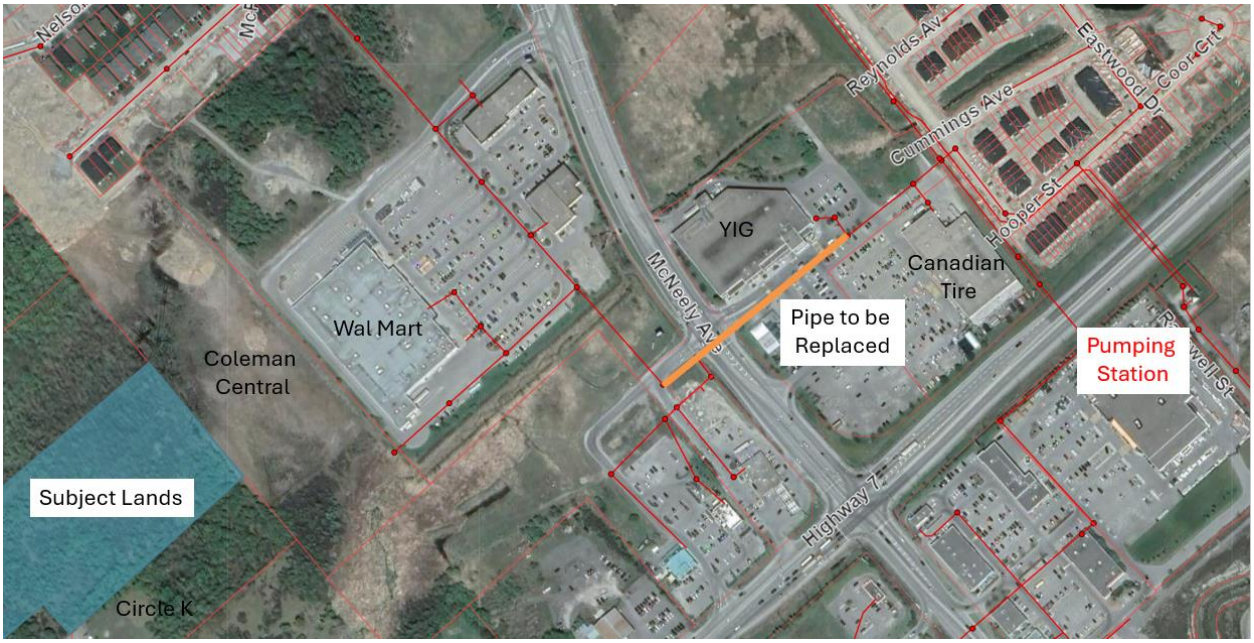
In the review of the infrastructure proposal for the subdivision, staff examined the development for conformity with the Town's Water and Wastewater Master Plan, and Transportation Master Plan (Policy 4.3.2). As has been noted previously in this report, the site is reliant on the approval and installation 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***

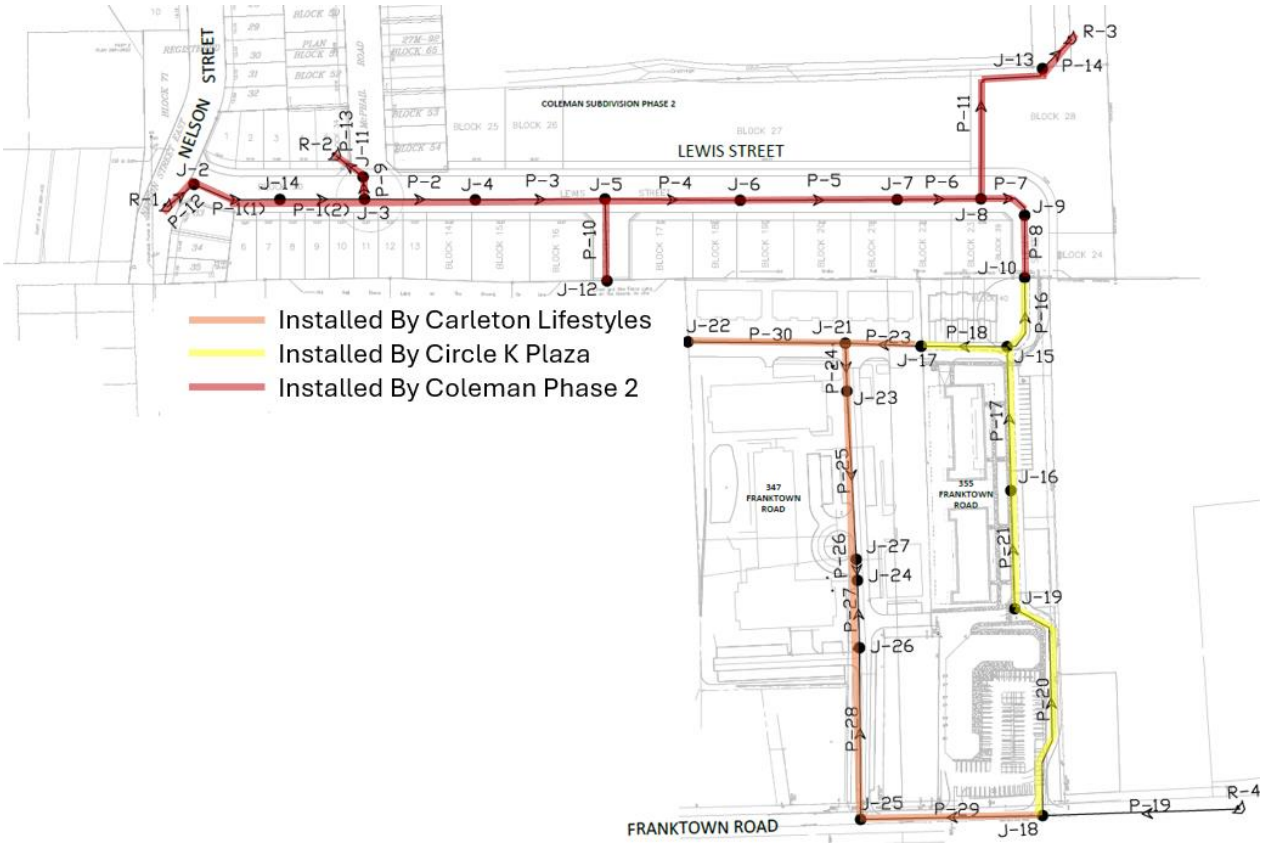
- A new 200mm sewer main will be installed and connected to the proposed stub at phase 2 of the Coleman Central Subdivision through the Circle K Plaza.
- The development is anticipated to have a peak wet weather flow of 5.36 L/s. A proposed 200mm diameter sanitary main will collect and outlet flow to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

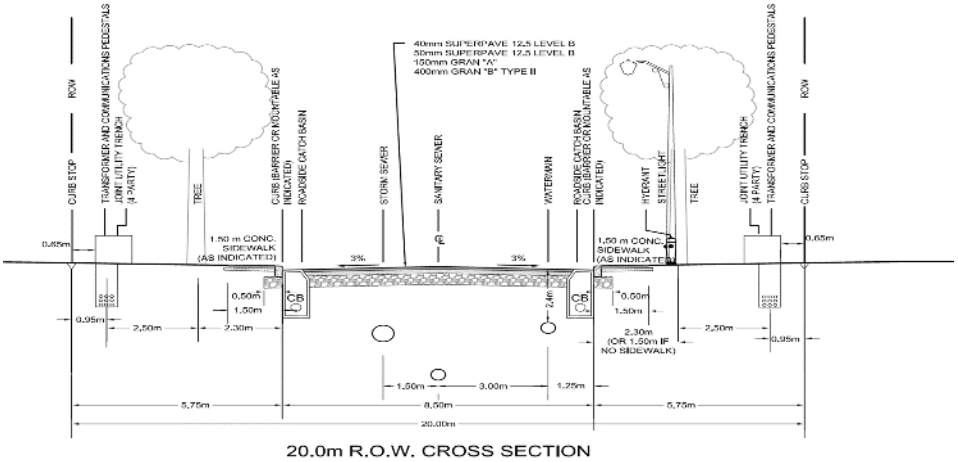
### *Roads*

### *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*



20.0m R.O.W. 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.

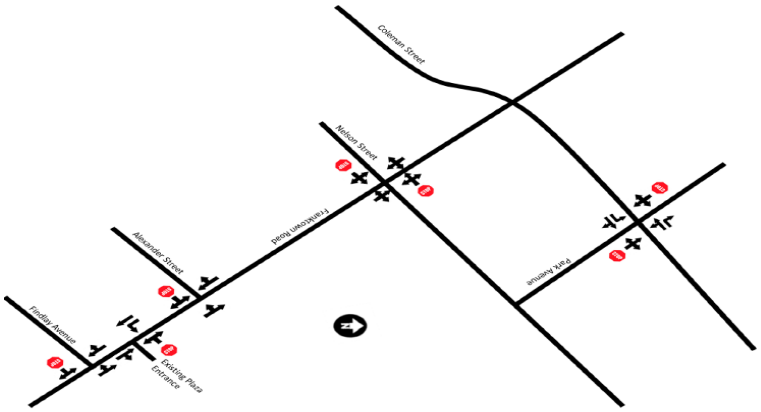
Having reviewed the risks associated with the private driveways across the commercial and institutional properties, staff are satisfied that a joint use and maintenance agreement will adequately provide for the long-term replacement of infrastructure and assign sufficient liability to the private parties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

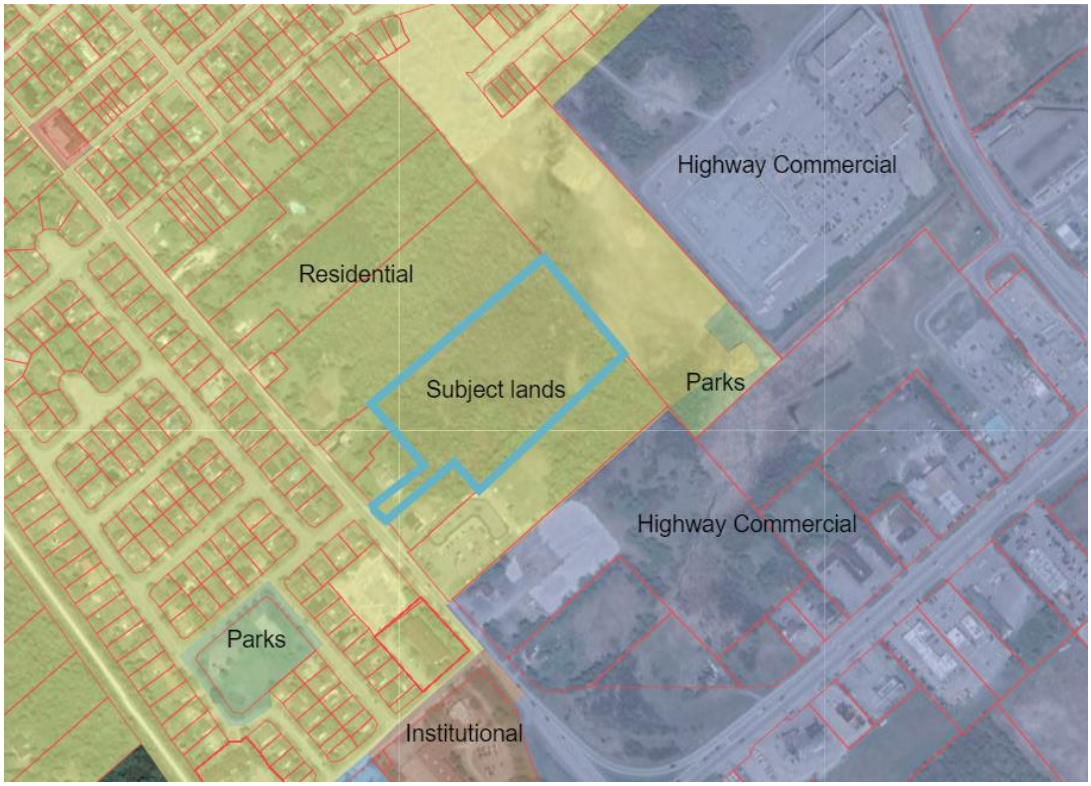
*In considering the merits of the Subdivision application, staff conclude that the proposal is consistent with and has regard for the Town of Carleton Place Official Plan.*

***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

# 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
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June 03, 2024 Rev 3

McINTOSH PERRY
egis GROUP

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## 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.


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# 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.

**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.<br>*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 |

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| | 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. |

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| 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. |

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| 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:<br>- Servicing and Stormwater Management Report (Rev 3 06.2024)<br>- Environmental Impact Statement (08.13.2021)<br>- Tree Preservation Report (07.22.2021)<br>- Traffic Impact Study (Rev 1 11.04.2021)<br>  o BTE Technical Memorandum (02.15.2024)<br>- Planning Justification Report (03.21.2024)<br>- 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:<br>- Servicing and Stormwater Management Report<br>- Detailed design of all roadways<br>- Certificate of clearance of the final grading plans from a Geotechnical Engineer<br>- Detailed grading and drainage plans for the subdivision<br>- Detailed sediment and erosion control plan<br>- Stormwater Management Site Plan<br>- Tree Inventory Report<br>- Landscape Plans<br>- On-street Parking Plans<br>- Traffic Impact Statement (following Phase 1 occupancy and prior to registration of Phase 2)<br>- 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:<br>Block 1, 2, 4 and 5 – 5% of the value of the land<br>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 |

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| | 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:<br>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. |

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<br>Townhouses: 2.7 p/unit<br>Apartment: 1.8 p/unit | Single Family: 3.4 p/unit<br>Townhouses: 2.7 p/unit<br>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

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**COMMUNICATION 135191**

| | |
|---|---|
| **Received From:** | **Niki Dwyer, MCIP RPP, Director of Development Services** |
| **Addressed To:** | **Committee of the Whole** |
| **Date:** | **November 26, 2024** |
| **Topic:** | **355 Franktown Road (residential infill)**<br>**11309455 Canada Inc (09-T-23001)** |

## BACKGROUND

An application for subdivision has been filed for a parcel of land on Franktown Road owned by 11309455 Canada Inc ("the Owner"). The purpose of the application is to subdivide the site into three (3) independent properties and one (1) municipal road to facilitate the servicing and construction of a residential infill development.

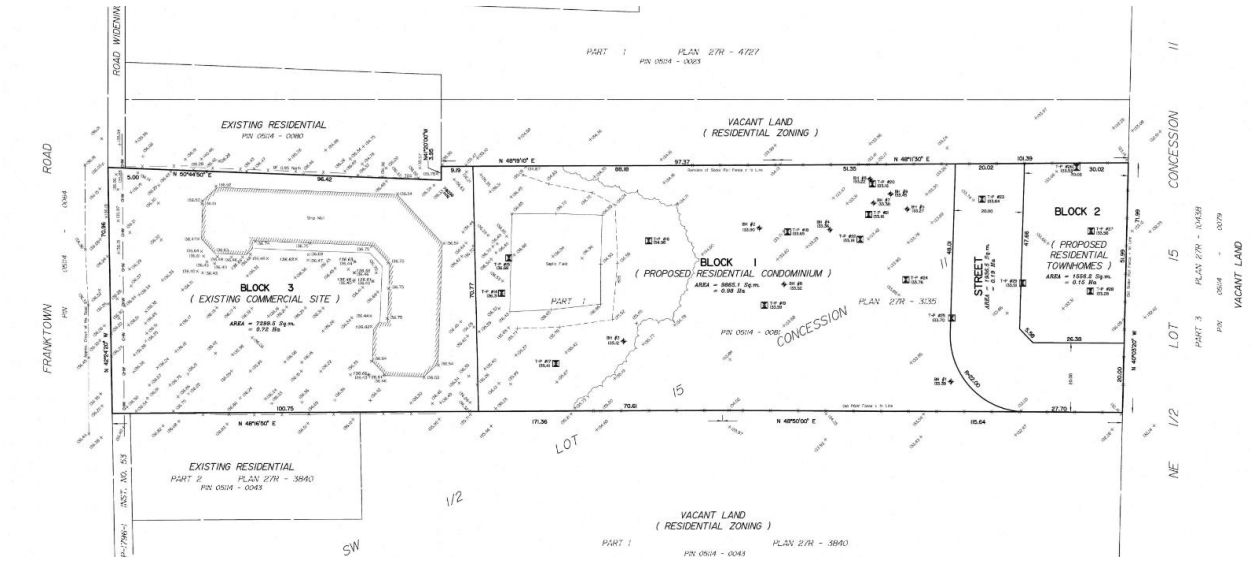
The purpose of this report is to evaluate and analyze the merits of the proposed subdivision and outline conditions of draft approval (appended as Attachment 1) for consideration and adoption by Council. It is the role of Council to direct staff to provide specific conditions to the County of Lanark ("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 three (3) parcels of private land and one (1) municipal road allowance. Block 1 is intended to be developed as a 96 unit, two-building apartment complex (with connected underground parking) with frontage on the new proposed street, Block 2 will be constructed as a row of six (6) townhomes fronting on the new proposed street, and Block 3 will be composed of the existing "Circle K" Plaza on Franktown Road.

*Figure 2 – Draft M-Plan:*




## ***Description of the Subject Lands***

The subject lands are presently occupied by the "Circle K" commercial plaza. The existing plaza is divided into 12 commercial spaces of various retail and personal service operations. A chip-truck has also been located in the southwestern corner of the parking lot since at least 2009.

The parcel is approximately 2.07 hectares in area with approximately 70m of frontage on Franktown Road.

The site is located on the east side of Franktown Road and is boarded by a commercial storage operation to the south, the Coleman Central Subdivision to the east, and low-density residential lands to the north and west. The property immediately to the north of the subject lands is also subject to a subdivision application (09-T-22001) for the development of a retirement community marketed as "Carleton Lifestyles".

**The subject property is reliant on the approval and construction of the road and service infrastructure of the Coleman Central Subdivision to the east of the property.**

The subject land is presently partially serviced. The commercial plaza has access to water services via Franktown Road and a municipal hydrant is located immediately in front of the property. Franktown Road is also serviced by stormwater infrastructure and a catch basin is located adjacent to the municipal fire hydrant. The property is presently serviced by a septic system located behind the building.

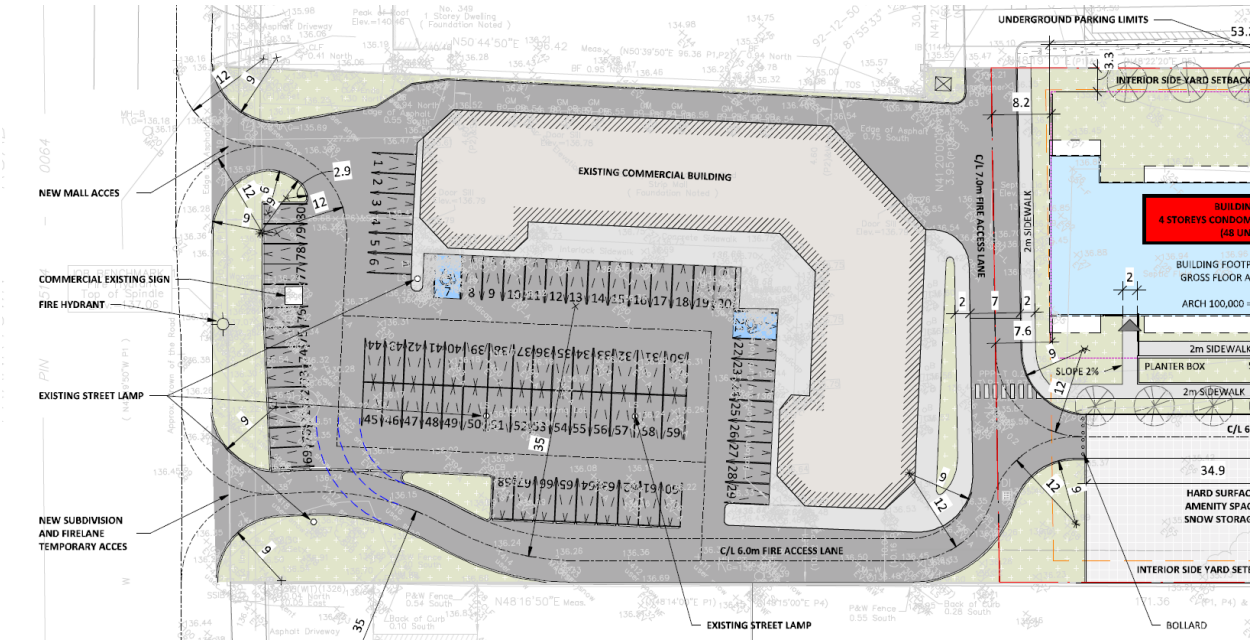
New municipal water, sanitary and storm sewers are proposed to be installed on the property via a connection through the Coleman Central Subdivision located east of the property. **The septic system and an existing well are to be removed as a condition of draft approval.** A stormwater management pond located in the Coleman Central Subdivision is proposed to be upsized to accommodate the drainage areas of the subject lands. The off-site sanitary main between Coleman Central and the Pumping Station

South of Highway 7 is also required to be upsized before development on the subject lands can be connected to the system.

Road access to the residential infill development (Blocks 1 and 2) of the subject lands is proposed to be via the new municipal street which will connect to Lewis Street (in Coleman Central). A fire lane across Blocks 1 and 3 will provide connection between Lewis Street and Franktown Road. **Easements across Block 3 in favour of Block 1 will be required as a condition of approval.**

**It is proposed that the current driveway into the Circle K Plaza will be used for temporary access during the Phase 1 development of Carleton Lifestyles, but will be removed and replaced with a new free-flowing access located further north on Franktown Road (as described in Figure 3).**

*Figure 3 – Franktown Road Access (CGH Transportation)*




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 (2024)***

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, comments, submissions and advice shall be consistent with the PPS.

The proposed development demonstrates consistency with the PPS through the creation of complete communities by accommodating a range and mix of land uses including housing and commercial uses to meet long-term needs of the forecasted population and employment growth of the community (Policy 2.1.6).

The PPS defines “Complete communities” as:

> *“places such as mixed-use neighbourhoods or other areas within cities, towns, and settlement areas that offer and support opportunities for equitable access to many necessities for daily living for people of all ages and abilities, including an appropriate mix of jobs, a full range of housing, transportation options, public service facilities, local stores and services. Complete communities are inclusive and may take different shapes and forms appropriate to their contexts to meet the diverse needs of their populations.”*

Within settlement areas, growth should be focused within strategic growth areas including nodes and corridors where higher densities and mixed-use developments in a compact form can be supported (Policy 2.3.1.1). Land use patterns should be based on densities which efficiently use land and resources, maximize use of existing infrastructure and public facilities and support active transportation in an effort to establish complete communities.

When focusing growth within strategic growth areas, municipalities are encouraged to permit intensification which provides for a significant population and employment base with focal areas for commercial, recreational and cultural uses while providing affordable, accessible and equitable housing opportunities (Policy 2.4.1.2).

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 property was developed as a low-density community commercial plaza with an underutilized rear portion of the site. Land fragmentation and difficult servicing has left this parcel and its neighbours 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 rear portion of the subject lands remain as the incomplete “puzzle piece” of development within the settlement area. 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 2.3.6) In order to implement this policy, **conditions of draft approval respecting the sequencing of registration and the coordinated design and installation of servicing for the adjacent properties are recommended.**

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 3.1 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 3.1.1).

Policy 3.1.2 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 3.6 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". A fulsome analysis of the stormwater management strategy is included in the Official Plan policy review below.

Finally, in considering Policy 2.9 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).

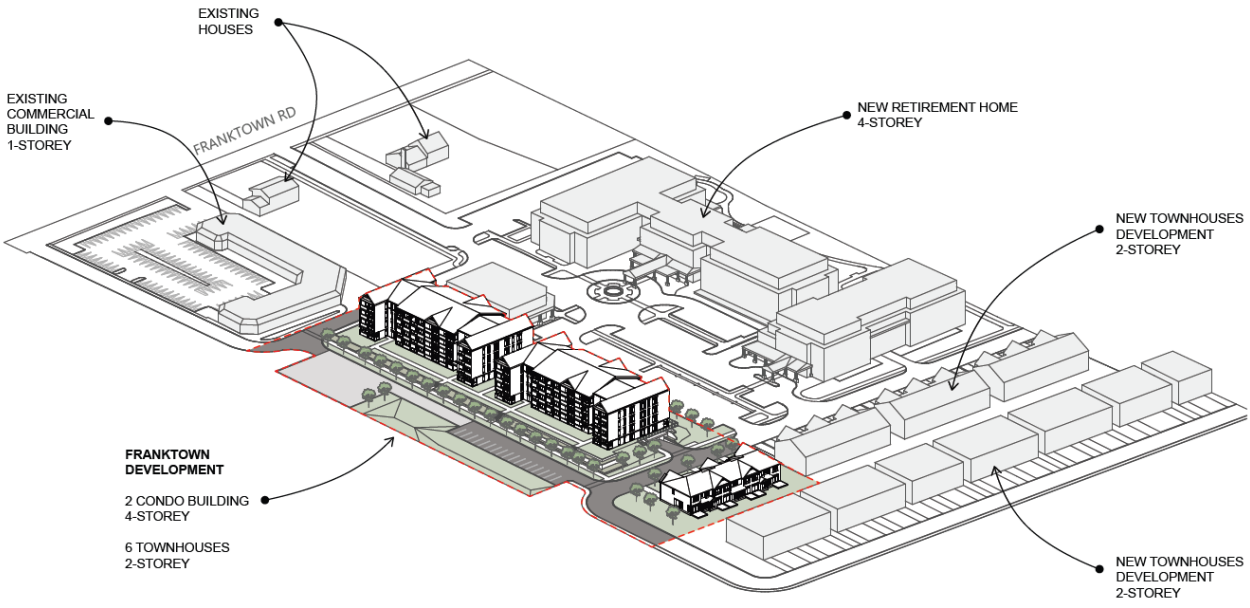
More particularly, new developments are required to enhance the image of the Town in the following ways:

- *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.*

The development proposal is located on the Franktown Road thoroughfare, with the existing commercial development located close to the street frontage. Moderate changes are proposed to the frontage of the commercial development including the closure of an existing entrance and construction of a new entrance. **A condition of draft approval has been included to require the approval of a Development Permit respecting the driveway changes and to require modest landscape upgrades to the frontage of the site.**

The proposed four-storey massing of the building on the site will make it highly visible from the approach along Franktown Road. 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 façades which will have the impact of establishing a new landmark in the neighbourhood.

Figure 4 – Proposed Development Massing Model (FoTenn)



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 commercial services with linkages into the adjacent neighbourhoods. The proposed large buildings have been located closest to the arterial roads with lower-density street townhomes providing a buffer to the adjacent Coleman Central Subdivision.

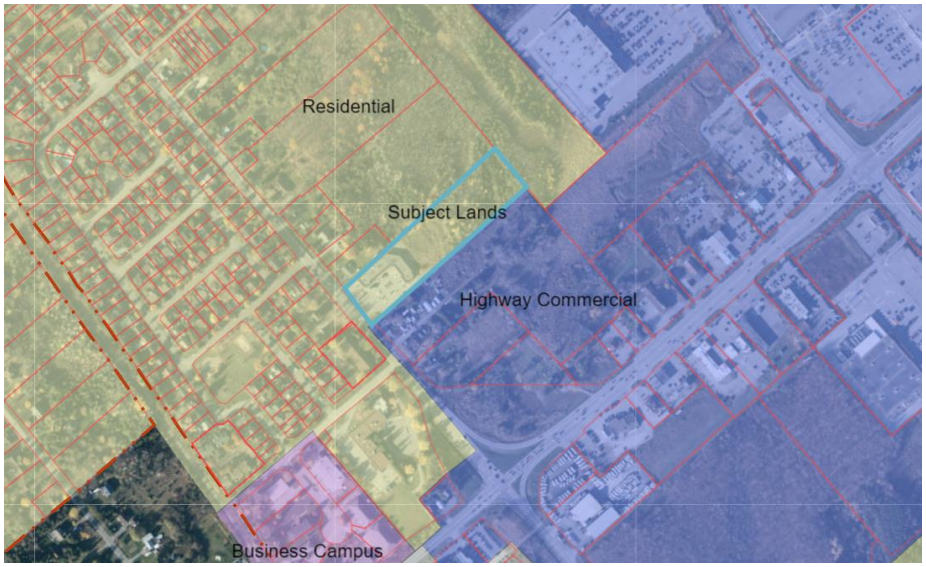
The evaluation of the proposal's design compatibility including its massing, height, architectural character, volume and building areas will be evaluated through future development applications however, the proposed lot creation establishes lot sizes and road orientations which are consistent with the modified grid layout seen elsewhere in Town. While only one (1) 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.

**As a condition of Draft approval, the applicant will require the approval of a Development Permit for the proposed apartment dwelling blocks.**

***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 5 – 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)[1] (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 6 – 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<br>Site suitability<br>Servicing availability<br>Road Access<br>Off-street parking<br>Demonstrated conformity with Community Design policies |
| High | >35 units per net hectare | Apartments | Scale compatibility<br>Site suitability<br>Servicing availability<br>Road Access<br>Off-street parking<br>Demonstrated conformity with Community Design policies |

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:

1 "*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)

*Figure 7 – Site-by-Site Density*

| Block | Proposed Use | Area (Ha) | Unit Count | Density (units/ha) |
|---|---|---|---|---|
| 1 | Apartments | 0.98 | 96 | 98 |
| 2 | Townhomes | 0.15 | 6 | 40 |
| 3 | Commercial | 0.72 | - | - |
| Total Net Area | - | 1.85 | 102 | 55.1 |

By the classifications described in Section 3.5.4 of the Official Plan, both the apartment and townhome blocks are considered “high-density” as they exceed 35 upnh. As Section 3.5.4.2 permits that increased densities “*may*” be considered 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 – Apartment Dwelling:***

The Apartment dwellings proposed on Block 1 are intended to feature a total of 96 residential dwellings in two (2) four-story buildings. The buildings are proposed to be oriented to face the internal private road with main pedestrian entrances fronting on the southern façade of the building. The primary vehicular entrance to the underground parking garage will be located on the public municipal road. Additionally, landscaping and the proposed visitor parking area act to set back the residential uses from the adjacent “Highway Commercial” lands located to the south of the subject site.

Parking will be provided in two (2) locations. Residents will be provided parking spaces in the underground parking garage which will connect the two (2) buildings, while visitor parking will be located in a surface lot to the south of the building. A total of 148 parking spaces are proposed, where 144 are required.

*Figure 8 – Apartment Dwelling Conceptual Site Plan (FoTenn)*

Access to the site will be provided through a single driveway on the new municipal street connecting to Lewis Street. The private lane which the building fronts on is a required Fire Line and will provide a connection to the rear of the commercial plaza property. **An easement will be required as a condition of Draft approval to provide a connection for the fire route through the commercial plaza property** (Block 3). The fire route will also be subject to detailed design review in the Development Permit process to ensure that it does not become a cut-through for non-emergency vehicles.

While the urban design of the buildings themselves will occur during the Development Permit process, the apartment dwellings conceptual plans illustrate buildings which are thoughtfully designed on all façades as the building will be visible from all approaches to the site as well as from the Franktown Road thoroughfare.

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

***Block 2 – Street Townhomes:***

While the proposed townhomes exceed 35 upnh and are considered a high-density use, 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 an adequate front yard setback to accommodate one (1) driveway parking space and one (1) parking space in the garage. The massing of the townhomes provides a buffer between the larger apartment 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 (FoTenn)*

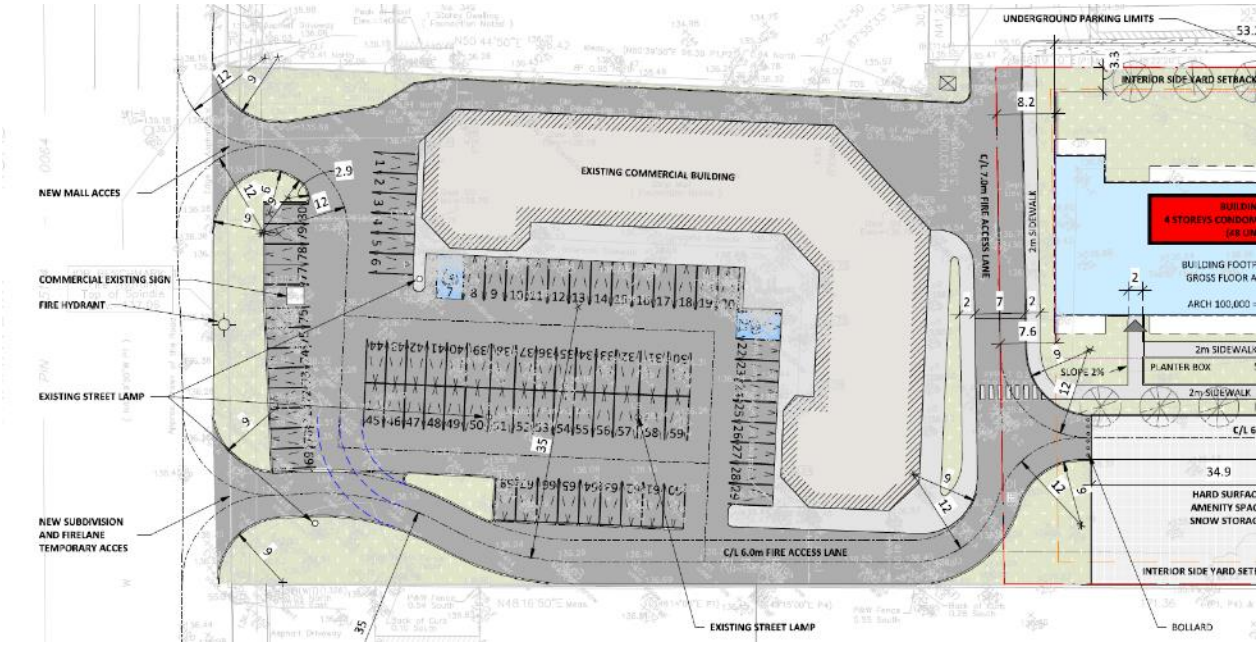
***Block 3 – Commercial Plaza***

Block 3 is proposed to continue to be occupied by the existing commercial plaza. With the exception of modifications to the front of the site to move the existing driveway entrance to a location further north on the site, no changes are proposed to the plaza.

The site will notably provide emergency access easements to Block 1 well as the adjacent Carleton Lifestyles site. While currently serviced by well and septic, the site is proposed to connect to new municipal services installed at the time of development.

**The re-design of the entrances will be administered through a Development Permit and identified as a condition of draft approval.**

*Figure 10 – Commercial Plaza Site Plan (FoTenn)*




## ***Green Infrastructure Policies***

The subject lands are not identified as “Natural Heritage” within Schedule B of the Official Plan. However, the Environmental Impact Statement (EIS) identified approximately 0.06 ha of unevaluated wetland on the property. The proposal will include the removal of approximately 3% of the overall wetland area and the removal of the area is being reviewed by the Mississippi Conservation Authority. Conditions associated with compensation and mitigative measures will be levied by the MVCA through draft conditions and permits.

The EIS did not note the presence of any Species at Risk on the property and mitigative measures associated with the timing of vegetation removal from the site for nesting seasons have been recommended to be employed in the site development as conditions of the Subdivision Agreement.

A supplemental Tree Inventory and Compensation analysis was prepared and submitted. The report found that a total of 56 trees in-excess of 200mm diameter at breast height were found within the site, of which 3 were hackberry trees. As a result, a compensation plan will need to be submitted for the placement of 154 trees on the site. **The submission of a landscape plan showing the placement of the trees will be required as a condition of draft approval.**

*Figure 11 – Environmental Impact Statement (Bowfin)*


## ***Parkland and Open Space Policies***

**The development proposal includes a cash-in-lieu of parkland contribution.** 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 subject land is McNeely Park (150m). The proximity to existing parkland and the size and small area of the development lands led staff to conclude that cash-in-lieu of land was the preferable dedication method in this case.

*Figure 12 – Public Greenspace Adjacent to the Property:*

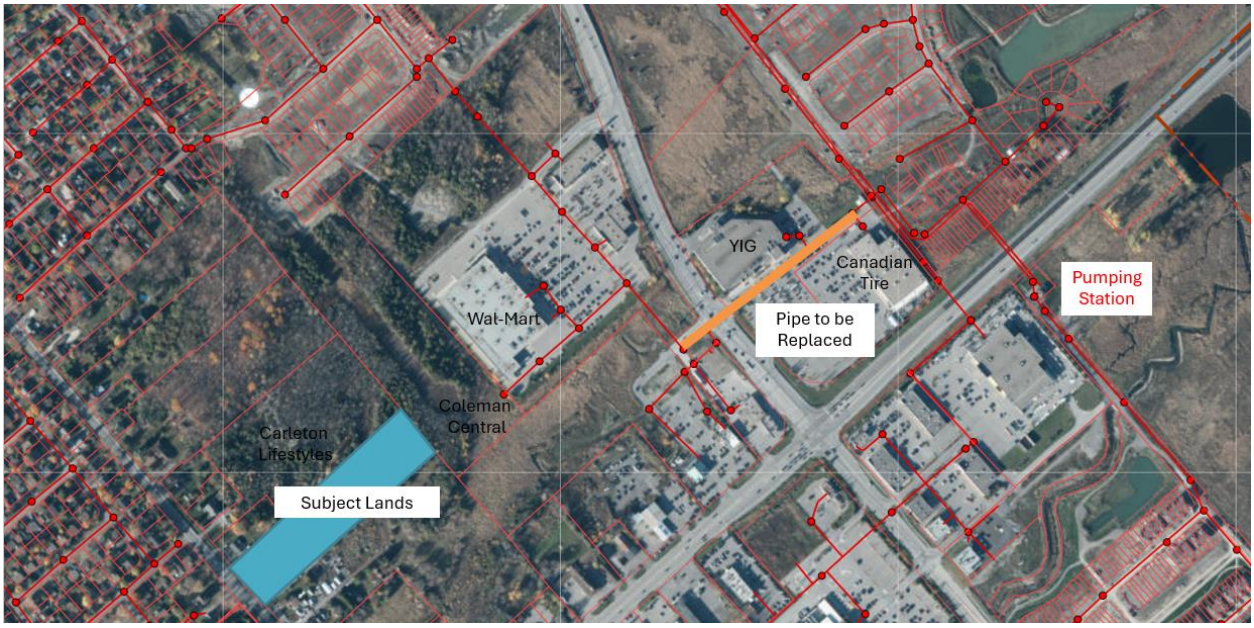

***Built Infrastructure Policies***

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 to service the site. **Conditions of draft approval have been included which specify that registration of any phase of the subdivision plan cannot occur until easements or public right-of-ways 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***

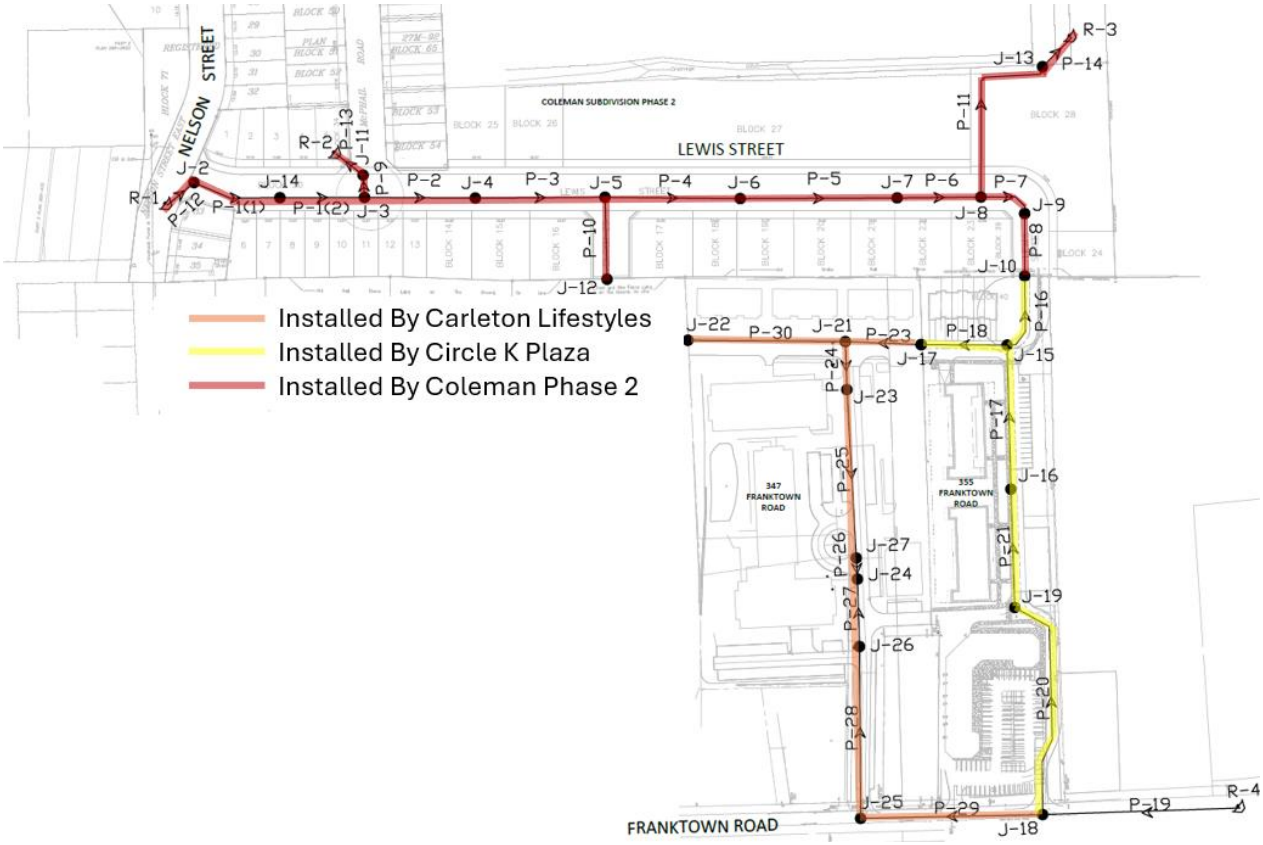
- A new 200mm sewer main will be installed and connected to the proposed stub at Phase 2 of the Coleman Central Subdivision.
- The development is anticipated to have a peak wet weather flow of 3.24 L/s. A proposed 200mm diameter sanitary main will collect and outlet flow to the proposed 200mm diameter sanitary stub located within Phase 2 of the Coleman Central Subdivision. A 135mm service will service the block of townhomes
- 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 11,000 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 onsite to capture storm runoff and restrict flows to predevelopment rates. The new storm system will discharge to the existing creek southeast of the site.
- Storage for the 5 and 100-year storm events will be provided via surface storage.

**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

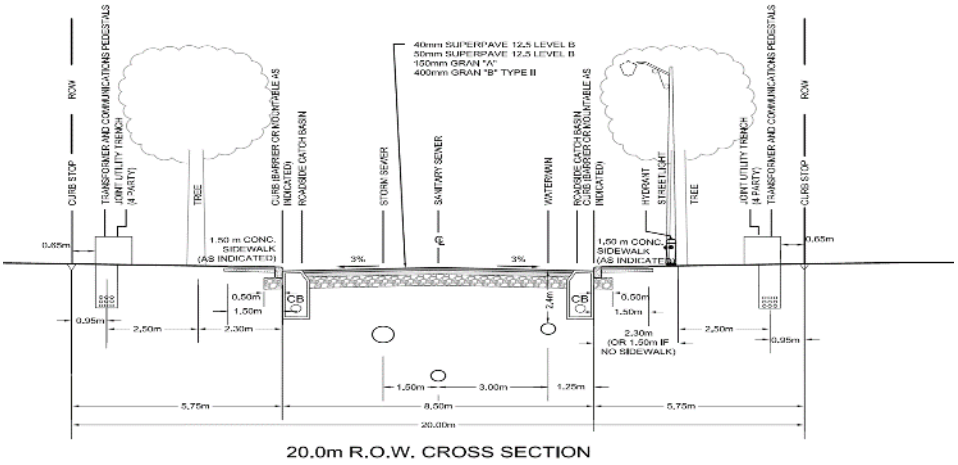
### *Roads*

### *Local Streets and Design*

The subdivision proposes to create one (1) public road which will connect to Lewis Street. Access to Blocks 1 and 2 will be provided via the new public road, while Block 3 will continue to be accessed by Franktown Road.

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.** The proposal does not include a turning circle at the end of the road allowance as it is intended that the road will continue onto the adjacent Carleton Lifestyles property. Should Carleton Lifestyles not proceed to registration and construction, Block 2 will need to be altered prior to registration to include a turning circle. **A condition of draft approval respecting the sequencing and registration of the road allowance has been included.**

*Figure 15 – Standard Urban Cross Section*



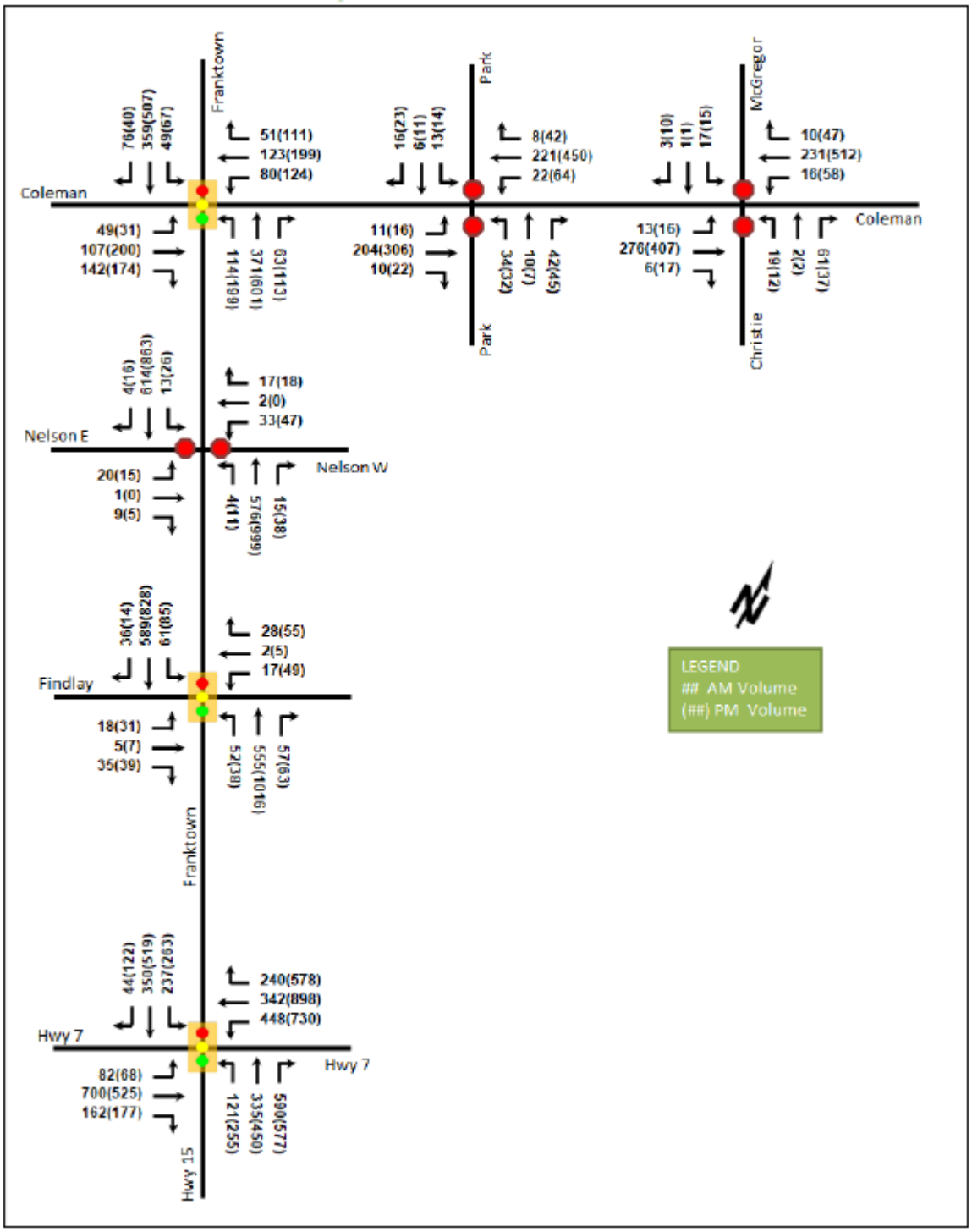

20.0m R.O.W. CROSS SECTION

**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 as necessary.**

### *Off-site Traffic Movement*

The proponent has provided a Transportation Impact Study (CGH Transportation) 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 – 2034 Future Traffic Volumes (CGH Transportation)*




The study concluded the following:

- General increases in background traffic along Franktown Road will result in left-turn movements from the side roads being subject to increased delays as a result of unavailability of gaps in the bi-directional traffic on Franktown Road.

- Signalization of intersections along Franktown Road (i.e. Nelson Street) may address the issue.
- While it is recommended that the Town investigate strategic signalization of the Franktown corridor, the study notes that signalization is not required to support the subject development.
- Spillback from the intersection of Findlay and Franktown to the Highway 7/15 intersection was also noted as an area where signalized timing could improve efficiencies in traffic movement.

***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, and 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:

- 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;
- Planting trees in excess of the minimum requirements;
- 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.

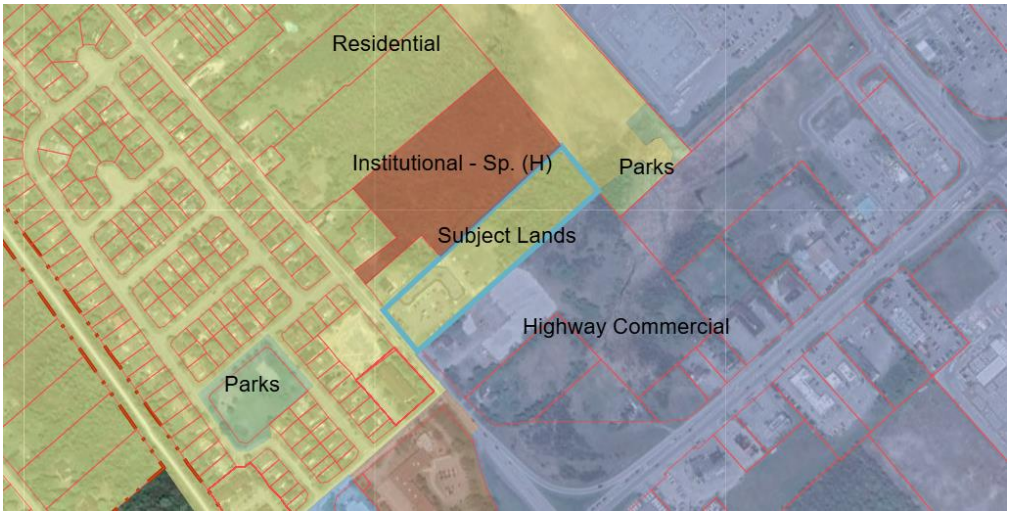
The proponent has noted that affordable housing units which meet the Canadian Mortgage and Housing Corporation thresholds may be included if the project receives financing from CMHC. If financing is secured through other sources, no affordable units will be provided.

*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 subject property is designated "Residential" in the Development Permit By-law. The purpose of the designation is to provide an array of residential uses ranging from single detached dwellings to four-storey apartment dwellings.

*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 "Residential" 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 for continued alignment.

### *Financial Considerations*

The subject property is identified as a contributing party to 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 "Parcel 12". The parcel benefits from Projects 7, 10 and 26[2]. At the time of the adoption of the By-law, the total value of contributions owed by the developer was $198,839.64. 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.

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 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 this proposal.

Comments from the Mississippi Valley Conservation Authority will be 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,

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

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 355 Franktown Road Subdivision as identified in the Director of Development Services Report dated November 26, 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 355 Franktown Road 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 355 Franktown Road Subdivision as identified in the Director of Development Services Report dated November 26, 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

# 355 Franktown Road

# Transportation Impact Study

Prepared for:

McIntosh Perry
115 Walgreen Road
Carp, ON K2E 6L5

Prepared by:

6 Plaza Court
Ottawa, ON K2H 7W1

June 2023

PN: 2022-033

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# Executive Summary

The following summarizes the analysis and results presented in this TIA report:

**Study Area**

- The subject site is greenfield, and the surrounding area is developing
- Highway 7 and Highway 15 are provincially owned freeways, McNeely Avenue is a county arterial, Franktown Road is a town arterial, and Coleman Street and Park Avenue are town collectors in the study area
- Sidewalks are provided along both sides of Franktown Road north of Alexander Street, and on Coleman Street west of Franktown Road and along one side of Franktown Road between Alexander Street and Findlay Avenue, on Coleman Street between Christie Street and McNeely Avenue, on Park Avenue, Findlay Avenue, McGregor Street, and Christie Street
- Asphalt pathways are located on one side of Coleman Street east of Franktown Road, and on McNeely Avenue north of Coleman Street, gravel pathways are located on both sides of McNeely Avenue south of Coleman Street, and a cycletrack is located on the north side of Coleman Street west of Franktown Road.
- Typically, commuter bus service between Carleton Place and Ottawa/Gatineau during AM and PM weekday peak periods comprising the OC Transpo rural partner route #538 is provided by Classic Alliance Motorcoach
- A TESR was completed for Highway 7 and Highway 15 within the study area, including new intersection geometry and active connections at these two highways and a new east-west arterial connection between Franktown Road (at Findlay Avenue) and McNeely Avenue
- Two developments are within the study area that will contribute traffic to the future conditions, being the Coleman Subdivision and the 347 Franktown Road development
- The TESR includes volumes from other developments outside of the study area that will be considered within the subject report

**Site Plan Review**

- The proposed development consists of a residential subdivision with six townhouses and two condominium buildings of 48 units each, for a total of 102 dwelling units
- An extension of two planned public roads is proposed as part of the development forming a connection between each adjacent property and to the wider transportation network via Nelson Street East
- This new extension of the adjacent planned public roads is proposed as having a 20-metre right of way with a sidewalk along both sides of the road
- Vehicle access to the townhouses is proposed via private driveways to each accessing proposed public road extension
- Vehicle access for the condominium residents is proposed via a driveway to the proposed public road on the north side of the site to underground parking, and for condominium visitors via a driveway to the proposed public road on south the south end of the site to a surface lot
- All site accesses are proposed as having minor stop control an each meets the minimum widths from The Town of Carleton Place Development Permit By-Law
- Garbage collection for the condominium units is proposed as taking place on the new public roadway at the proposed underground garage access and garbage collection for the townhomes is proposed via residential collection

- A temporary emergency access route is to be provided from south and east of the adjacent retail plaza on Franktown Road with a permanent fire access lane connecting to a hard surface amenity area and the visitor parking lot
- No concerns were noted for car or truck access to the site driveways or for emergency vehicle access to the fire access lane
- A 2.0-metre-wide sidewalk with boulevard is located along both sides of the new public road's north-south alignment, and along the east-west alignment, a 2.0-metre-wide sidewalk with boulevard is located on the north side and a 1.5-metre-wide sidewalk abutting the roadway is located on the south side of the road
- A walkway is proposed from each main building entrance to the sidewalk where the three easterly walkways include stairs, and the westerly walkway includes a ramped connection with a 2% grade
- A fully accessible building entrance is provided on the east side of the east condominium building
- Condominium resident parking is proposed as 130 vehicle spaces below ground, and condominium visitor parking is proposed as 18 vehicle spaces within a surface lot
- Bicycle parking for the condominium units is proposed as comprising 54 spaces with 15 exterior spaces via surface racks, and the remaining 39 spaces in the underground parking garage
- Resident vehicle and bicycle parking rates meet minimum values from the Development Permit by-law, but visitor vehicle parking is under the minimum value by six spaces, all barrier-free vehicle parking spaces required are proposed as being provided

**Study Area and Development Traffic**

- The anticipated build-out year is 2024 and the study horizons will be 2024, 2029, and 2034, where the AM and PM peak hours will be examined
- Traffic volumes were collected from the adjacent development traffic studies and from the Highway 7 and Highway 15 Intersection Improvements TESR
- The improvements recommended within the TESR were included at the 2029 horizon, and the new east-west arterial road was included at the 2034 horizon
- Growth rates identified in the Highway 7 and Highway 15 Intersection Improvements TESR were applied and the volumes from the two study area developments and from the TESR background developments were included to obtain background volumes at the future horizons
- Consistent with area traffic studies, ITE Trip Generation Manual vehicle trip rates were used to forecast development traffic
- The development is anticipated to generate 48 new AM and 58 new PM peak hour two-way vehicle trips, and 25% of site traffic is anticipated to travel to/from the north, 10% to/from the south, 45% to/from the east and 20% to/from the west

**Traffic Impacts**

- Synchro Version 11 was used to model traffic conditions and analyze operations and HCM 6$^{th}$ Edition methodology was used to calculate level of service and delay for individual movements and the overall intersections
- The study area intersections operate well in the existing conditions with the exception of the intersection of Franktown Road/Highway 15 at Highway 7 during the PM peak hour where the westbound left experiences capacity and delay issues, and extended queueing is generally noted at this intersection during both peak hours

- The study area intersections at the 2024 background horizon operate similarly to the existing conditions
- The study area intersections at the 2029 background horizon with the planned geometric changes at the intersection of Franktown Road/Highway 15 at Highway 7 and with proposed signal timing for the new geometry generally operate satisfactorily
- At this horizon, the minor approaches at the intersection of Franktown Road at Nelson Street West/Nelson Street East are forecasted to experience high delays during the PM peak hour with increasing mainline volumes on Franktown Road
- The study area intersections at the 2034 background horizon operate similarly to the 2029 future background conditions, with the exception of the intersection of Franktown Road at Findlay Avenue with the proposed arterial east leg of the intersection, where queuing on the northbound approach may spill back to the intersection of Franktown Road/Highway 15 at Highway 7
- The study area intersections for all three future total horizons operate similarly to the background horizons, with the additional through volumes from site traffic at the intersection of Franktown Road at Findlay Avenue increasing delay on the eastbound approach during the PM peak hour by approximately 3.2 seconds, scoring the movement a LOS F at the 2029 future total horizon
- At the 2034 future total horizon, similarly to in the background conditions, potential for queuing on the northbound approach spilling back to the intersection of Franktown Road/Highway 15 at Highway 7 may be possible
- While it is noted that the growth scenario employed in the TESR and this report are conservative, the trend of delay increasing on minor stop-controlled side streets intersecting Franktown Road as mainline arterial volumes increase into the future has been identified and signalization may be a potential strategy employed by the Town to mitigate these effects if desired
- Performing a SimTraffic analysis, the potential spillback reported previously on the northbound approach is not present when examined using this alternative methodology, and furthermore, signal timing optimization to reduce queues may be employed should this potential remain a concern

**Conclusion and Recommendations**

- The proposed development is anticipated to produce negligible transportation impacts
- It is recommended that the Town of Carleton Place monitor the future volumes along Franktown Road to assess intersection operations and queuing along Franktown Road
- From a transportation perspective, the proposed development is recommended to proceed

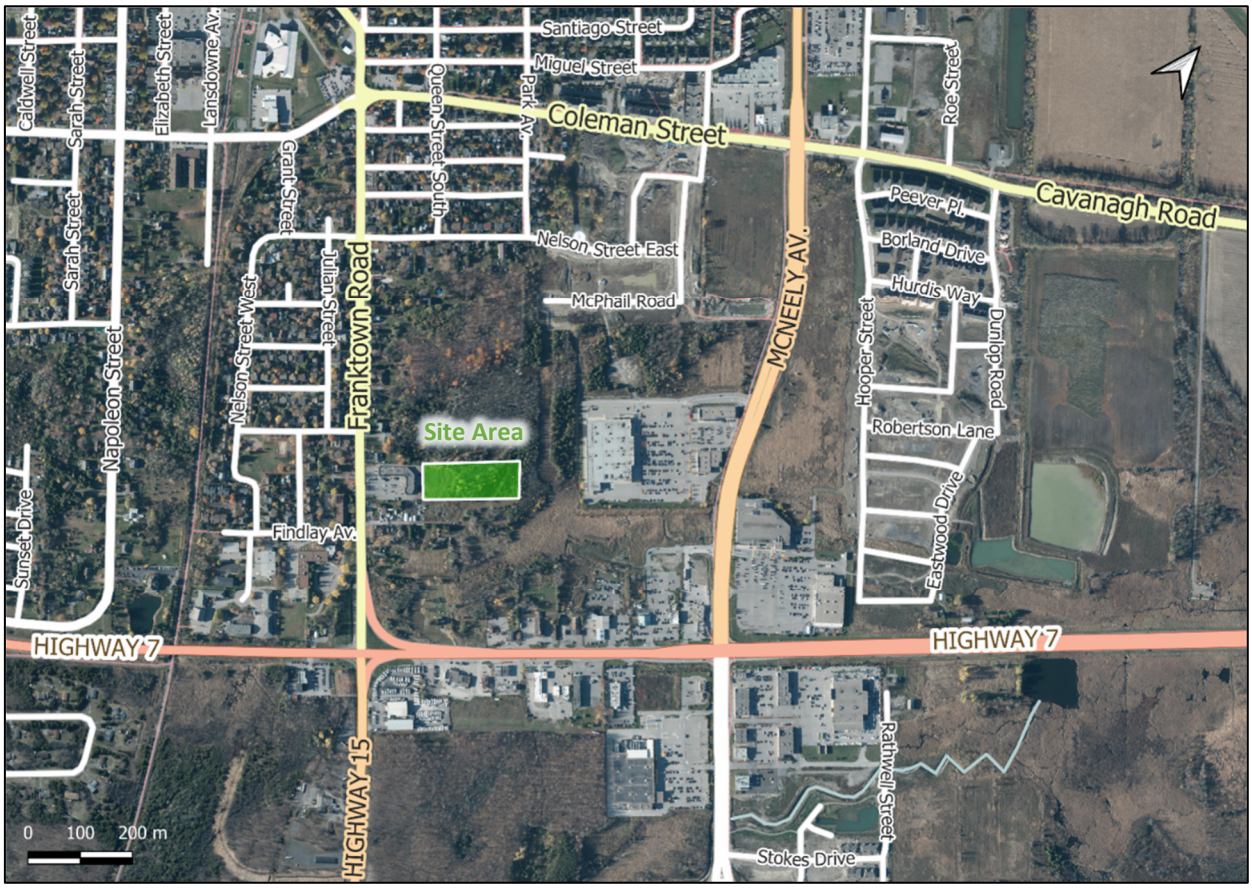
# 1 Introduction

This study has been prepared for a residential subdivision comprising 96 condominium units across two low-rise buildings and six freehold townhomes served by the extension of two previously planned local roads. As part of subdivision approval requirements this report will be submitted to the Town of Carleton Place and circulated to Lanark County and the Ministry of Transportation of Ontario. The format and methodologies applied within this report are responding to the General Guidelines for the Preparation of Traffic Impact Studies Ministry of Transportation (MTO, 2021). This study will include a description of the proposed development, a forecast of the vehicular traffic generated by the development, an operation assessment of the study area intersections, and a discussion on the site impacts and any mitigations required to support it.

# 2 Study Area

The site lies to the east of an existing retail plaza on Franktown Road and approximately 290 metres north of Highway 7. The parcel is a greenfield site, surrounded on all but the west side by other greenfield development areas. The planned land use of the parcel to the north is mixed retirement care, seniors' apartments, and residential dwellings, and a planned residential subdivision borders the site to the east. Figure 1 illustrates the study area context.

*Figure 1: Area Context Plan*




Source: https://www.openstreetmap.org/ Accessed: April 8, 2022

## 2.1 Existing Area Road Network

*Highway 7*: Highway 7 is an Ontario Ministry of Transportation freeway with an undivided cross-section within the study area. To the east of Franktown Road, it has a five-lane urban cross-section including a two-way left-turn lane, and it has a two-lane rural cross-section to the west. The posted speed limit is 60 km/h and the right-of-way varies throughout the study area.

*Highway 15*: Highway 15 7 is an Ontario Ministry of Transportation freeway with a two-lane undivided rural cross-section. The posted speed limit is 50 km/h for 300 m south of Highway 7 and 70 km/h to the south, and the right-of-way varies throughout the study area.

*McNeely Avenue*: McNeely Avenue is a Lanark County arterial road with a two-lane rural cross-section including gravel shoulders and an asphalt pathway on the east side of the road to the north of Coleman Street and a four-lane urban cross-section to the south including gravel paths on both sides of the road. The posted speed limit is 60 km/h and the measured right-of-way is 37 metres.

*Franktown Road*: Franktown Road is a Town of Carleton Place arterial road with a two-lane cross-section. The cross-section is fully urban north of Alexander Street and includes sidewalks on both sides of the road. Between Alexander Street and Findlay Avenue, the cross-section is semi-urban, curbed with a sidewalk on the west side of the road and with a gravel shoulder on the east side of the road. South of Findlay Avenue, the cross-section is curbed on the east side of the road and has a gravel shoulder on the west side of the road. The posted speed limit is 50 km/h and the right-of-way varies between 13 metres, 18 metres, 23 metres, and 27.5 metres within the study area.

*Coleman Street*: Coleman Steet is a Town of Carleton Place collector road with a two-lane urban cross-section. West of Franktown Road sidewalks are included on both sided of the road and a cycletrack is provided on the north side of the road. Between Franktown Road and Christie Street an asphalt pathway is present on the north side of the road, and east of Christie Street, a sidewalk is present on the south side of the road and an asphalt pathway is provided on the north side of the road. The posted speed limit is 50 km/h and the measured right-of-way varies from 18.0 metres 40.0 metres within the study area.

*Park Avenue*: Park Avenue is a Town of Carleton Place collector road with a two-lane urban cross-section including a sidewalk on the west side of the road. The unposted speed limit is assumed to be 50 km/h and the measured right-of-way is 12 metres.

*Nelson Street*: Nelson Street is a Town of Carleton Place local road with a two-lane urban cross-section. The unposted speed limit is assumed to be 50 km/h and the measured right-of-way is 20 metres to the west of Franktown Road and 12 metres to the east.

*Findlay Avenue*: Findlay Avenue is a Town of Carleton Place local road with a two-lane urban cross-section including a sidewalk on the south side of the road. The unposted speed limit is assumed to be 50 km/h and the measured right-of-way is 20 metres.

*McGregor Street*: McGregor Street is a Town of Carleton Place local road with a two-lane urban cross-section including a sidewalk on the west side of the road. The unposted speed limit is assumed to be 50 km/h and the measured right-of-way is 20 metres

*Christie Street*: Christie Street is a Town of Carleton Place local road with a two-lane urban cross-section including a sidewalk on the west/north side of the road. The unposted speed limit is assumed to be 50 km/h and the measured right-of-way is 24 metres north of its 90-degree bend, and 20 metres to the west of the bend.

## 2.2 Existing Intersections

The key existing area intersections as arrived at through consultation with the Town, County, and Province have been summarized below:

| | |
|---|---|
| Franktown Road at Coleman Street | The intersection of Franktown Road at Coleman Street is a signalized intersection. The northbound approach consists of an auxiliary left-turn lane and a shred through/channelized right-turn lane, and the southbound approach consists of an auxiliary left-turn lane, a through lane, and an auxiliary right-turn lane. The eastbound and westbound approaches each consist of a shared left-turn/through lane and an auxiliary channelized right-turn lane. No turn restrictions were noted. |
| Franktown Road at Nelson Street West / Nelson Street East | The intersection of Franktown Road at Nelson Street West/Nelson Street East is an unsignalized intersection stop-controlled on the minor approaches of Nelson Street West and Nelson Street East. All approaches consist of shared all-movements lanes. No turn restrictions were noted. |
| Franktown Road at Findlay Avenue | The intersection of Franktown Road at Findlay Avenue is an unsignalized T-intersection stop-controlled on the minor approach of Findlay Avenue. The northbound approach consists of a shared left-turn/through lane and the southbound approach consists of a shared through/right-turn lane. The eastbound approach consists of a shared left-turn/right-turn lane. No turn restrictions were noted. |
| Franktown Road / Highway 15 at Highway 7 | The intersection of Franktown Road/Highway 15 at Highway 7 is a signalized intersection. The northbound approach consists of an auxiliary left-turn lane and a shared through/channelized right-turn lane and the southbound approach consists of an auxiliary left-turn lane, a through lane, and an auxiliary right-turn lane. The eastbound approach consists of an auxiliary left-turn lane, a through lane, and an auxiliary right-turn lane, and the westbound approach consists of an auxiliary left-turn lane, a through lane, and a channelized right-turn lane. No turn restrictions were noted. |
| Park Avenue at Coleman Street | The intersection of Franktown Road at Nelson Street West/Nelson Street East is an unsignalized intersection stop-controlled on the minor approaches of Park Avenue. The northbound and southbound approaches each consist of a shared all-movements lane. The eastbound and westbound approaches each consist of an auxiliary left-turn lane and a shared through/right-turn lane. No turn restrictions were noted. |
| McGregor Street / Christie Street at Coleman Street | The intersection of McGregor Street/Christie Street at Coleman Street East is an unsignalized intersection stop-controlled on the minor approaches of McGregor Street and Christie Street. The northbound and southbound approaches each consist of a shared all-movements lane. The eastbound approach consists of a shared left-turn/through lane and a shared through/right-turn lane, and the westbound |

approach consists of a shared left-turn/through lane and a right-turn lane. No turn restrictions were noted.

## 2.3 Cycling and Pedestrian Facilities

Sidewalks are provided along both sides of Franktown Road north of Alexander Street, and on Coleman Street west of Franktown Road. Sidewalks are provided along one side of Franktown Road between Alexander Street and Findlay Avenue, on Coleman Street between Christie Street and McNeely Avenue, on Park Avenue, Findlay Avenue, McGregor Street, and Christie Street.

Asphalt pathways are located on one side of Coleman Street east of Franktown Road, and on McNeely Avenue north of Coleman Street. Gravel pathways are located on both sides of McNeely Avenue south of Coleman Street. A cycletrack is located on the north side of Coleman Street west of Franktown Road.

## 2.4 Existing Transit

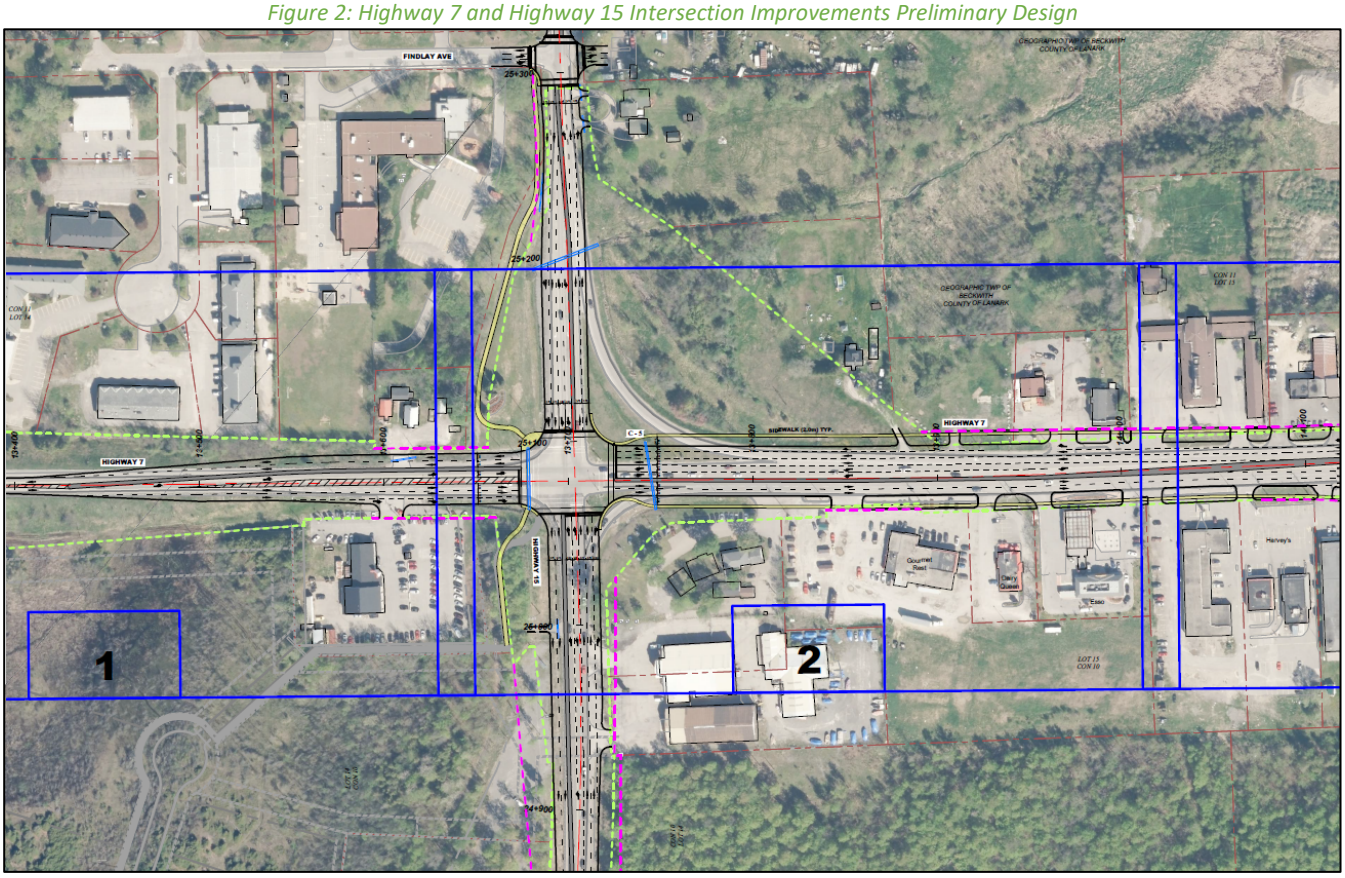
Typically, commuter bus service between Carleton Place and Ottawa/Gatineau during AM and PM weekday peak periods comprising the OC Transpo rural partner route #538 is provided by Classic Alliance Motorcoach.

## 2.5 Future Changes to the Area Transportation Network

*Highway 7 and Highway 15 Intersection Improvements*

The Ministry of Transportation retained WSP to complete a Preliminary Design and Class Environmental Assessment Study for improvements to the intersection of Highway 7 and Highway 15. As part of this study approach lane configurations and active mode facilities at the intersection were investigated. Also investigated within the Highway 7 and Highway 15 Intersection Improvements Transportation Environmental Study Report (TESR) was a new road connection between Franktown Road and McNeely Avenue. This connection would form the east leg of the Franktown Road at Findlay Avenue intersection, which would be signalized. Figure 2 illustrates the preliminary design of the intersection from Appendix L of the Highway 7 and Highway 15 Intersection Improvements TESR.

*Figure 2: Highway 7 and Highway 15 Intersection Improvements Preliminary Design*




Source: https://hwy7-15ea.ca/ Accessed: April 8, 2022

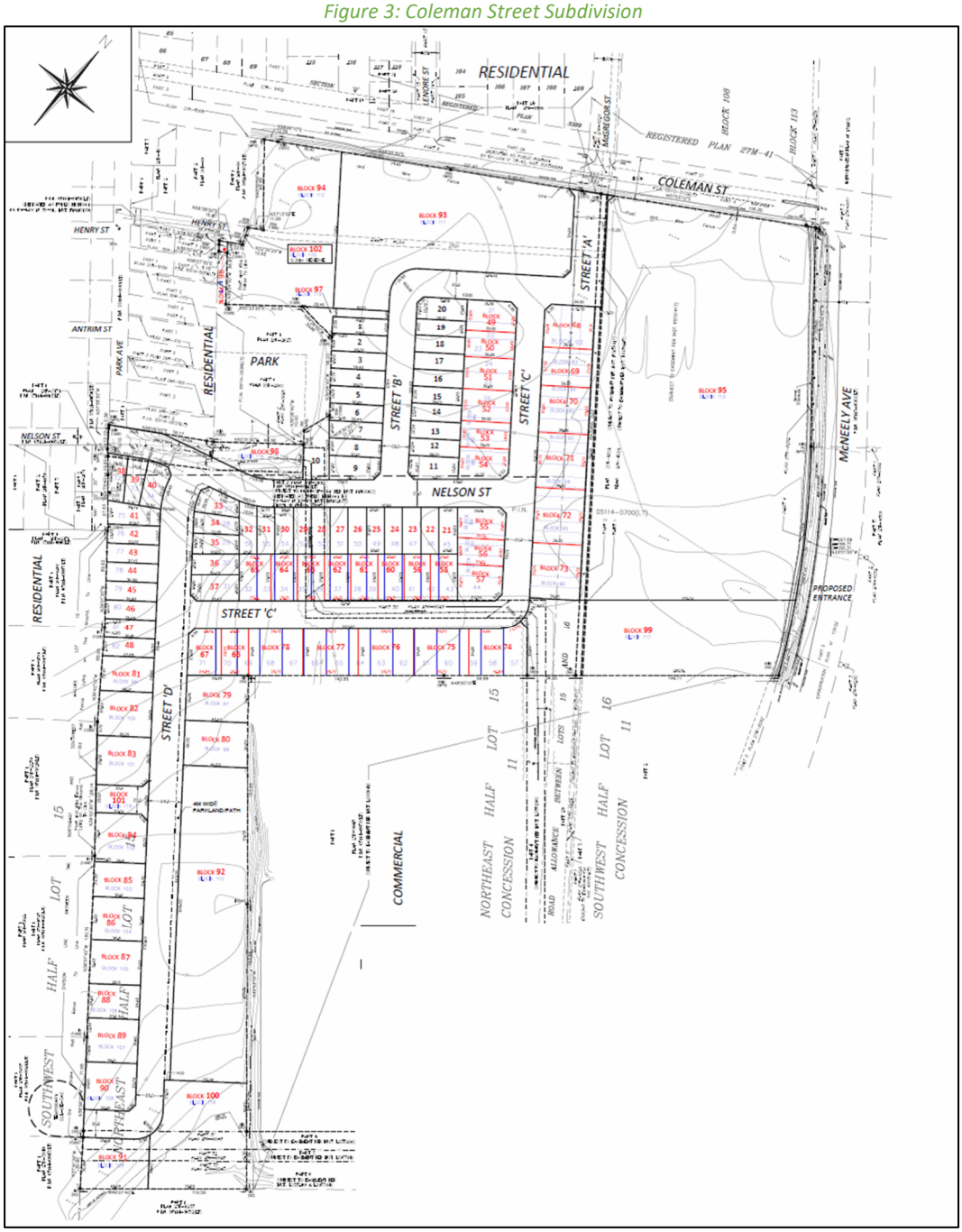
## 2.6 Other Study Area Developments

As confirmed by the Town of Carleton Place, the two studies that will explicitly be accounted for in the background traffic and road network conditions are:

*Coleman Subdivision*

The proposed development plan consists of 48 single detached dwellings, 262 townhouse and/or low-rise dwellings, and one commercial block. The development is anticipated to be built-out by 2024 and to generate 163 new two-way AM and 206 new two-way PM peak hour auto trips. Figure 3 illustrates the planned development to the east, to which the subjected development is proposed to connect at the terminus of Street 'D'. (McIntosh Perry, 2019)

*Figure 3: Coleman Street Subdivision*




*347 Franktown Road*

The proposed development plan consists of a retirement care home, a senior's apartment building, a commercial plaza and a townhouse development. The first phase of development is anticipated to be built-out by 2023 and the full development by 2027, and the full build-out is forecasted to generate 77 new two-way AM and 114 new two-way PM peak hour auto trips. (BT Engineering, 2021)

In addition to these two developments, traffic from other developments outside of the study area will be assigned to the road network as provided within the Highway 7 and Highway 15 Intersection Improvements TESR. These TESR background development volumes are provided for the horizons of 2025 and 2029. Linear extrapolation will

be used to estimate the volumes at horizons outside of these years, and linear interpolation will be used to estimate the volumes horizons between these years. It is noted that volumes from the Coleman Street Subdivision are included in these volumes, and thus were discounted from the two horizons' volumes.

The background development volumes within the study area have been provided in Appendix A.

# 3 Site Plan Review

## 3.1 Proposed Development

The proposed development is a residential subdivision comprising six townhouses, and two condominium buildings of 48 units each, for a total of 102 dwelling units along an extension of two planned public roads within the adjacent developments. Figure 4 illustrates the proposed concept plan.

### 3.1.1 New Streets

The proposed development includes a new extension of a planned north-south public road on the east side of the 347 Franktown Road development as illustrated in Figure 4. This public road extension is also to include a 90-degree bend and is to connect to a road terminus in the Coleman Street Subdivision, labelled "Street 'D'" in Figure 3. These connections will facilitate access to Nelson Street East and the intersecting local roads accessing Coleman Street.

The new public road proposed as part of the subject development includes a 20-metre right-of-way with a 9.0-metre roadway on the north-south alignment, and an 8.5-metre roadway on the east-west alignment. Sidewalks are proposed along both sides of the new road through the development area.

### 3.1.2 Circulation and Access

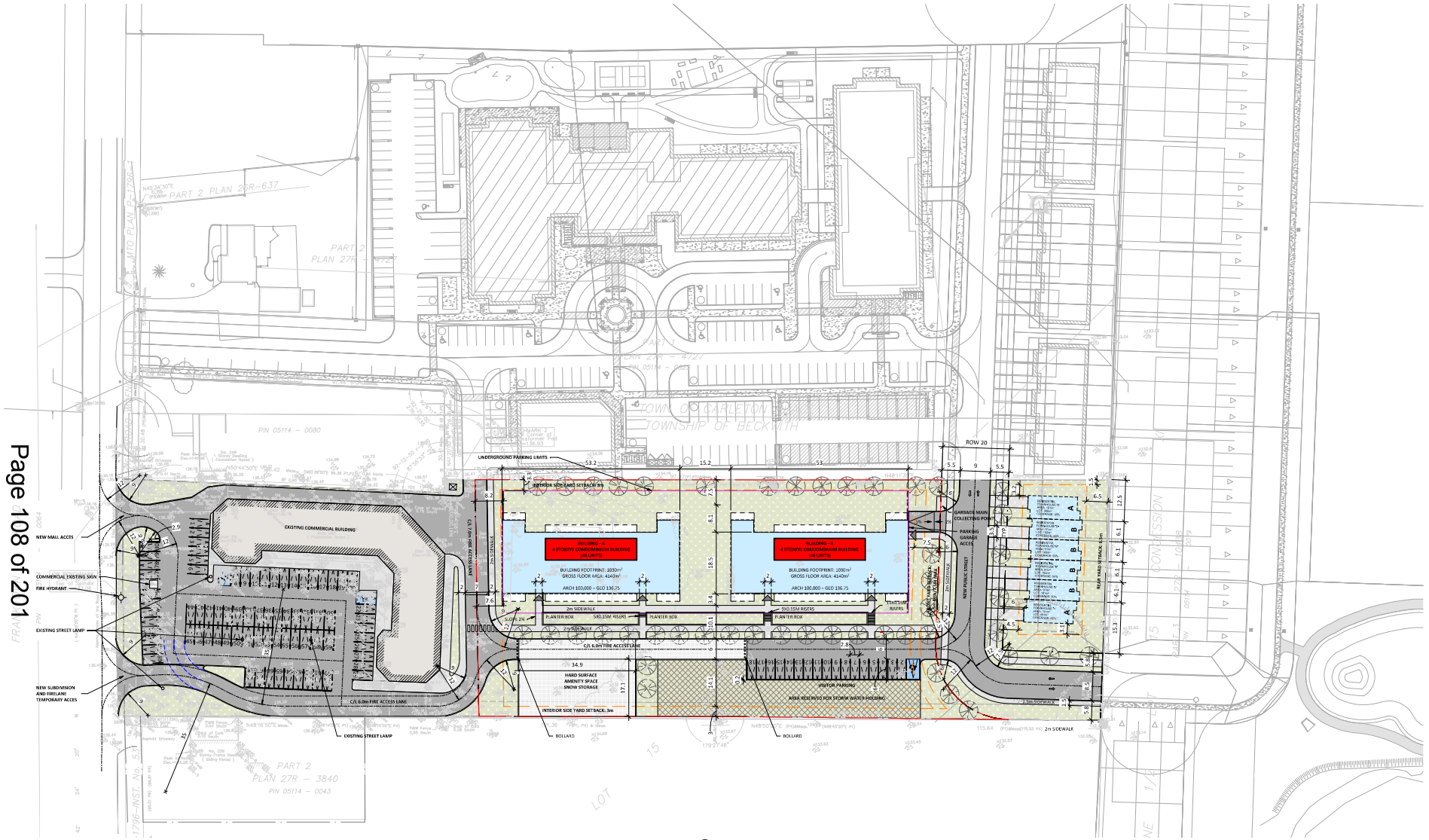
Vehicle access to the townhouse units is proposed via private driveways to each unit on the east side of the new public road. Access for residents of the condominium units is to be provided via a 6.0-metre-wide ramp to underground parking and for visitors of the condominium units via a surface lot comprising eighteen spaces. The surface lot is proposed to access the new public road via a 6.0-metre-wide driveway north of the 90-degree bend.

The driveway to the underground parking and the driveway to the surface visitor parking lot are proposed to be stop controlled on the minor access approaches and meet the minimum widths from The Town of Carleton Place Development Permit By-Law. No turn lanes are proposed to the driveways.

Garbage collection for the condominium units is proposed as taking place on the new public roadway at the proposed underground garage access. Garbage collection for the townhomes is proposed via residential collection.

A temporary emergency access route is to be provided from the south (east of the adjacent retail plaza parcel on Franktown Road) via a fire access lane as part of the 347 Franktown Road development. An on-site fire access lane is designated through the visitor parking lot's drive aisle and the adjacent hard surface amenity and snow storage area. While this east-west emergency access route will connect to the temporary north-south emergency access route, a change in materiality will delineate the uses and knockdown bollards will prevent cut-through traffic in the interim conditions before the connection is severed.

No concerns were noted for car or truck access to the site driveways, or for emergency vehicle access to the fire access lane.




1 SITE PLAN
1 : 400

355 FRANKTOWN RD - FRANKTWON DEVELOPMENT

96 CONDOMINIUMS UNITS
6 FREEHOLD TOWNHOUSES

102 UNITS TOTAL

PARKINGS

RESIDENTIAL COMPLEX
RESIDENTIAL: 116 (RATIO 1.21)
VISITOR: 24 (RATIO .25)
BIKE: 48 (RATIO .5)

COMMERCAL PLAZA
COMMERCIAL: 80

North

**SITE PLAN LEGEND**

- LOT LINE
- BUILDING SETBACK
- SERVITUDE
- 0000 GEO — ELEVATION GEODÉSIQUE
- NEW TREE
- DEMOLISHED BUILDING
- EXISTING BUILDING
- LANDSCAPED AREA
- PAVER
- SIDEWALK
- ASPHALT

PROJECT
FRANKTOWN DEVELOPMENT
355 Franktown Rd.
Carleton Place, ON K7C 4N6

OWNER

ARCHITECT
PMA ARCHITECTES

PLANNER
FOTENN Planning + Design
396 Cooper Street, Suite 300, Ottawa ON K2P 2Y7
613.730.5709
www.fotenn.com

CIVIL
McINTOSH PERRY
115 WALGREEN ROAD, R.R. 3 CARP, OTTAWA, ON K0A 1L0

LANDSCAPE
JAMES B. LENNOX & ASSOCIATES INC.
LANDSCAPE ARCHITECTS

MECHANICAL

STRUCTURAL

KEY PLAN

ARCHITECT SEAL

REVISIONS

| NO | DESCRIPTION | DATE |
|---|---|---|
| 1 | FOR CONDOMINIUM | 2023-09-28 |

NOTE
IT IS THE RESPONSIBILITY OF THE APPROPRIATE CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS ON THE SITE AND TO REPORT ALL ERRORS AND/OR OMISSIONS TO THE ARCHITECT. ALL CONTRACTORS MUST COMPLY WITH ALL PERTINENT CODES AND BY-LAWS. DO NOT SCALE DRAWINGS.



DO NOT USE FOR CONSTRUCTION

DATE 2023-09-28
DESIGNED P.POWERLEAU
DRAWN P.POWERLEAU
PROJECT No 21006
CHECKED F.MARTIN

SHEET TITLE
SITE PLAN

SHEET No
A101

### 3.1.3 Design for Active Modes

A 2.0-metre-wide sidewalk with boulevard is proposed along both sides of the new road on the north-south alignment, where on the east-west alignment this configuration continues on the north side and the south side consists of a 1.5-metre-wide sidewalk abutting the roadway. Sidewalks connect the condominium building entrances, including stairs on the three easterly main entrances due to the site grades, and the westerly connection is accessible via a 2% slope. An east-west walkway is proposed at grade with the building entrances, between each entrance connection permitting accessible access from the west of the site.

A fully accessible building entrance is provided on the east side of the east condominium building adjacent to the garage entrance, with a walkway connection to the sidewalk on the east side of the property.

### 3.1.4 Parking

Parking for residents of the condominiums is proposed via an underground parking garage comprising 130 spaces of which two spaces are designated barrier-free. Parking for the townhomes is proposed via the private driveways and private garages within the units. The proposed plan meets the Town's Development Permit By-Law requires Parking (1.25 parking spaces per condominium dwelling unit or 120 spaces).

Eighteen vehicle parking spaces for visitors are proposed for the condominium in a surface lot, of which one space is designated barrier-free. The Town's Development Permit By-law requires 0.25 visitor parking spaces per condominium dwelling unit, equating to 24 spaces, therefore the site will require an exemption for the visitor parking, but is meeting the barrier-free visitor vehicle parking space requirement.

Bicycle parking for the condominium units is proposed as comprising 54 spaces with 15 exterior spaces via surface racks, and the remaining 39 spaces in the underground parking garage. Bicycle parking for the townhome units is assumed to be within each of the dwellings. The bike parking meets the Town's Development Permit By-Law requirements (0.5 spaces per condominium dwelling unit plus six spaces for developments of 20 or more dwelling units for the condominium component, or a total of 54 spaces).

# 4 Study Area and Development Traffic

## 4.1 Study Horizons

The anticipated build-out year is 2024. As a result, the full build-out plus five years horizon year is 2029, and the build-out plus ten-year horizon is 2034.

## 4.2 Time Periods

As the proposed development is composed entirely of residential units, the weekday AM and PM peak hours will be examined.

## 4.3 Existing Peak Hour Travel Demand

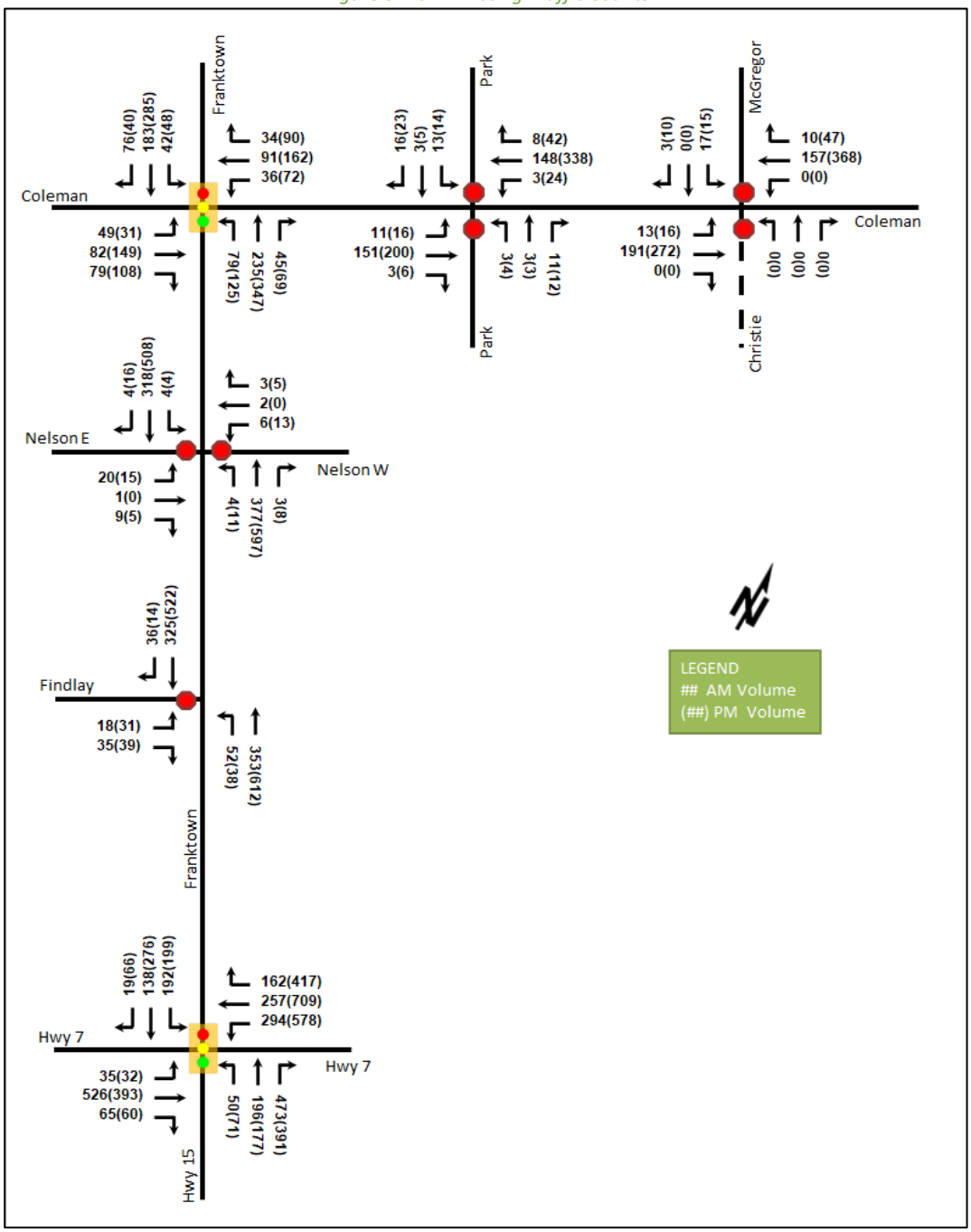
Existing turning movement volumes for the study area intersections were collected from area Transportation Impact Studies and the Highway 7 and Highway 15 Intersection Improvement TESR (WSP, 2020). Table 1 summarizes the data sources by intersection and Figure 5 illustrates these existing traffic volumes grown to the 2022 horizon. Volumes on Christie Street will be provided in the future conditions based upon the findings of the Coleman Street Subdivision TIS (McIntosh Perry, 2019)

*Table 1: Traffic Volume Sources*

| Intersections | Data Source |
|---|---|
| **Park Avenue @ Coleman Street**<br>**Franktown Road @ Nelson Street** | 347 Franktown Road Transportation Impact Assessment Report, Revision 1 (BTE, 2021) |

| Intersections | Data Source |
|---|---|
| **Franktown Road @ Findlay Avenue** | |
| **Franktown Road/Highway 15 @ Highway 7** | Highway 7 and Highway 15 Intersection Improvements TESR (WSP, 2020) |
| **Franktown Road @ Coleman Street**<br>**McGregor Street @ Coleman Street** | Coleman Street Subdivision Traffic Impact Study – Addendum (McIntosh Perry, 2019) |

*Figure 5: 2022 Existing Traffic Counts*



## 4.4 Background Network Travel Demands

### 4.4.1 Transportation Network Plans

The transportation network plans were discussed in Section 2.5. The Highway 7 and Highway 15 improvements are assumed to be in place for the buildout plus five-year horizon of 2029, and the signalization of the intersection of Franktown Road and Findlay Avenue including the new east leg have been included within the buildout plus ten-year horizon conditions.

### 4.4.2 Background Growth

Based upon the Highway 7 and Highway 15 Intersection Improvements TESR, the historical growth within the study area has been calculated as 1.5%. The methodology employed within the TESR included this historical growth rate as a background rate for forecasting future volumes, and explicitly considered all development planned at the time that would impact the corridor. While considered to be conservative, this methodology will be used within the subject study.

A background growth rate of 1.5% will be bi-directionally applied to the mainline volumes on Franktown Road and Coleman Street, and to all movements at the intersection of Franktown Road/Highway 15 at Highway 7.

### 4.4.3 Future Background Traffic Volumes

The future background volumes were obtained by applying the background growth to the existing volumes and superimposing the background development volumes described in Section 2.6. Future background volumes for the 2024 horizon are illustrated in Figure 6, for the 2029 horizon are illustrated in Figure 7, and for the 2034 horizon are illustrated in Figure 8.

*Figure 6: 2024 Future Background Volumes*

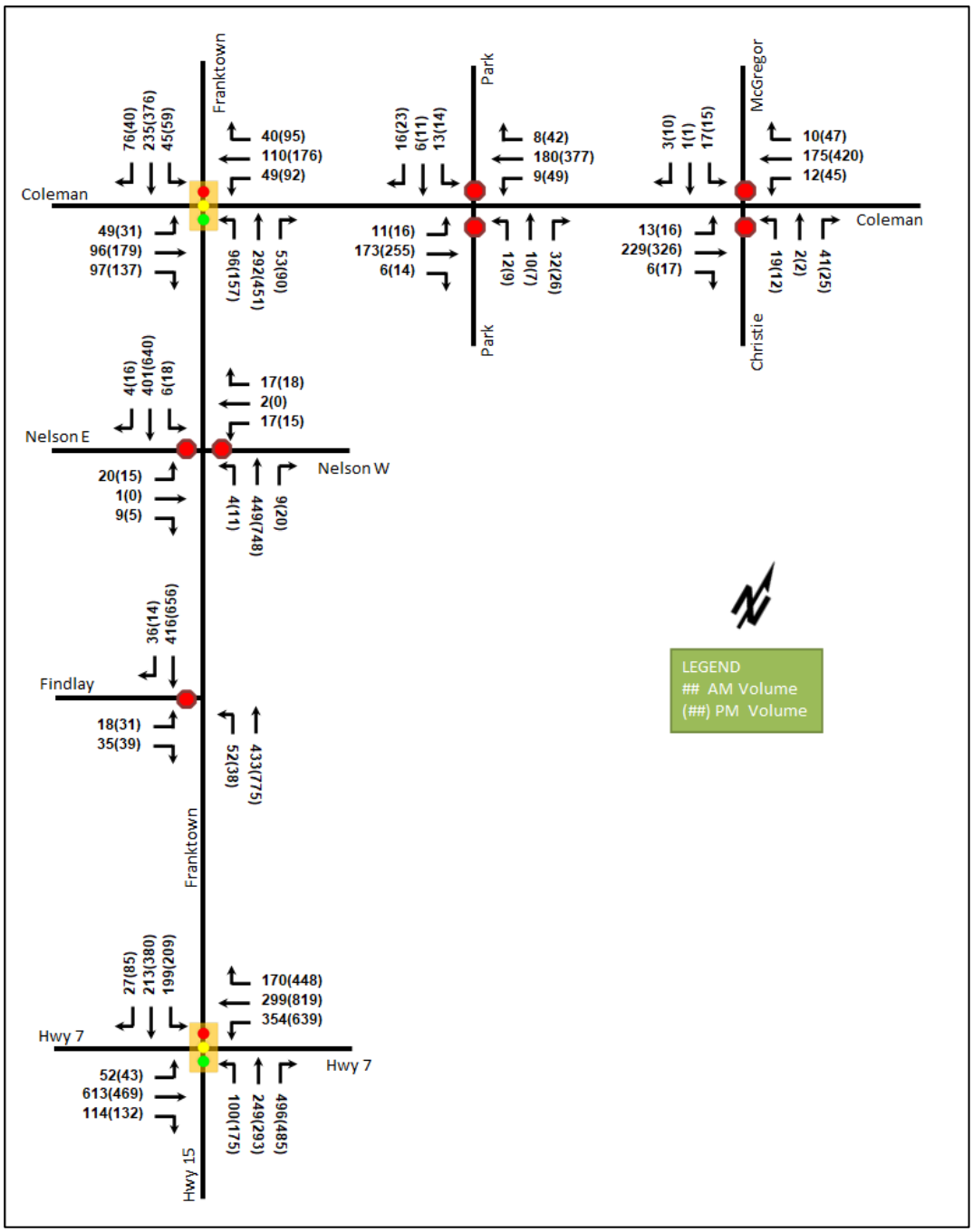


*Figure 7: 2029 Future Background Volumes*

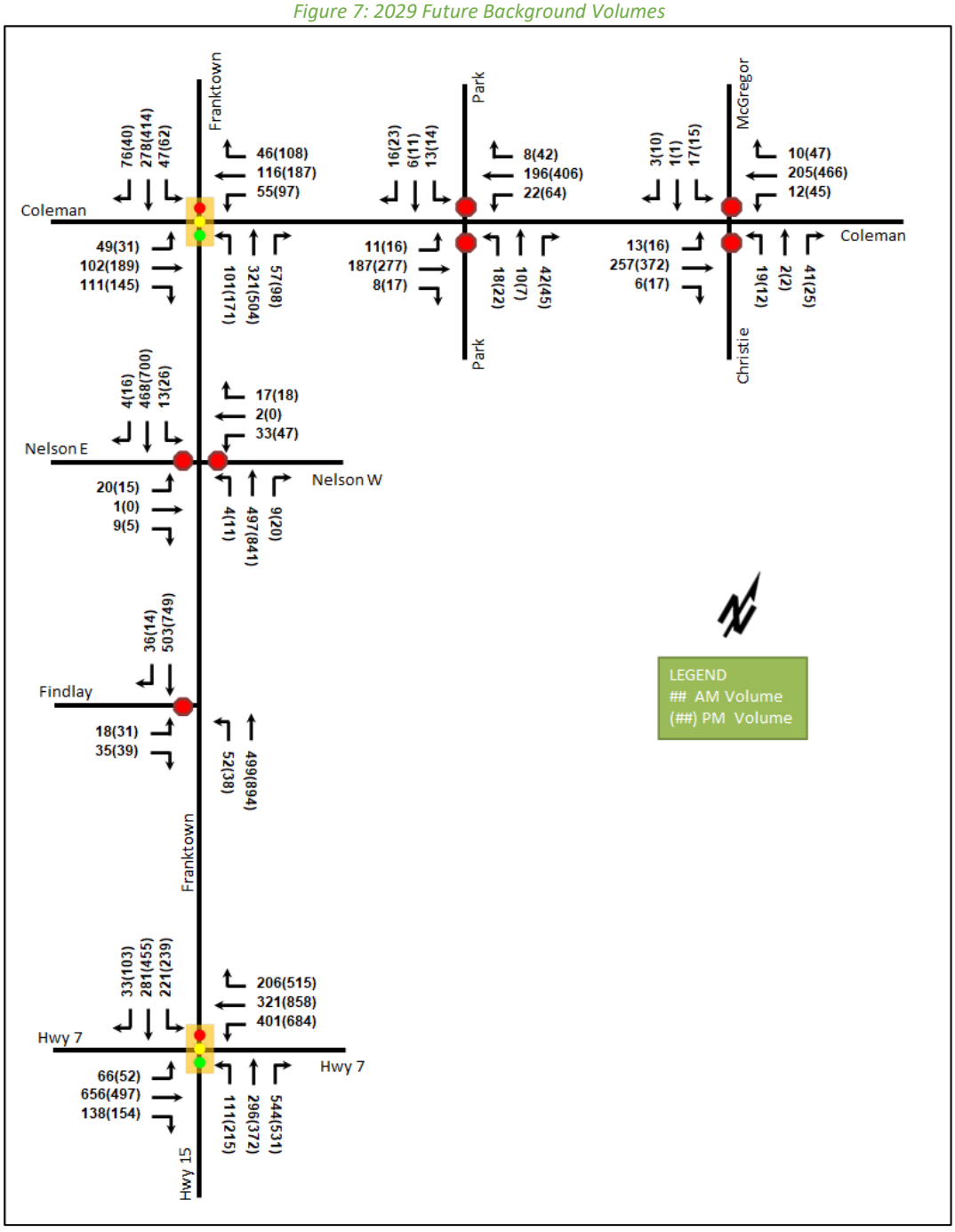
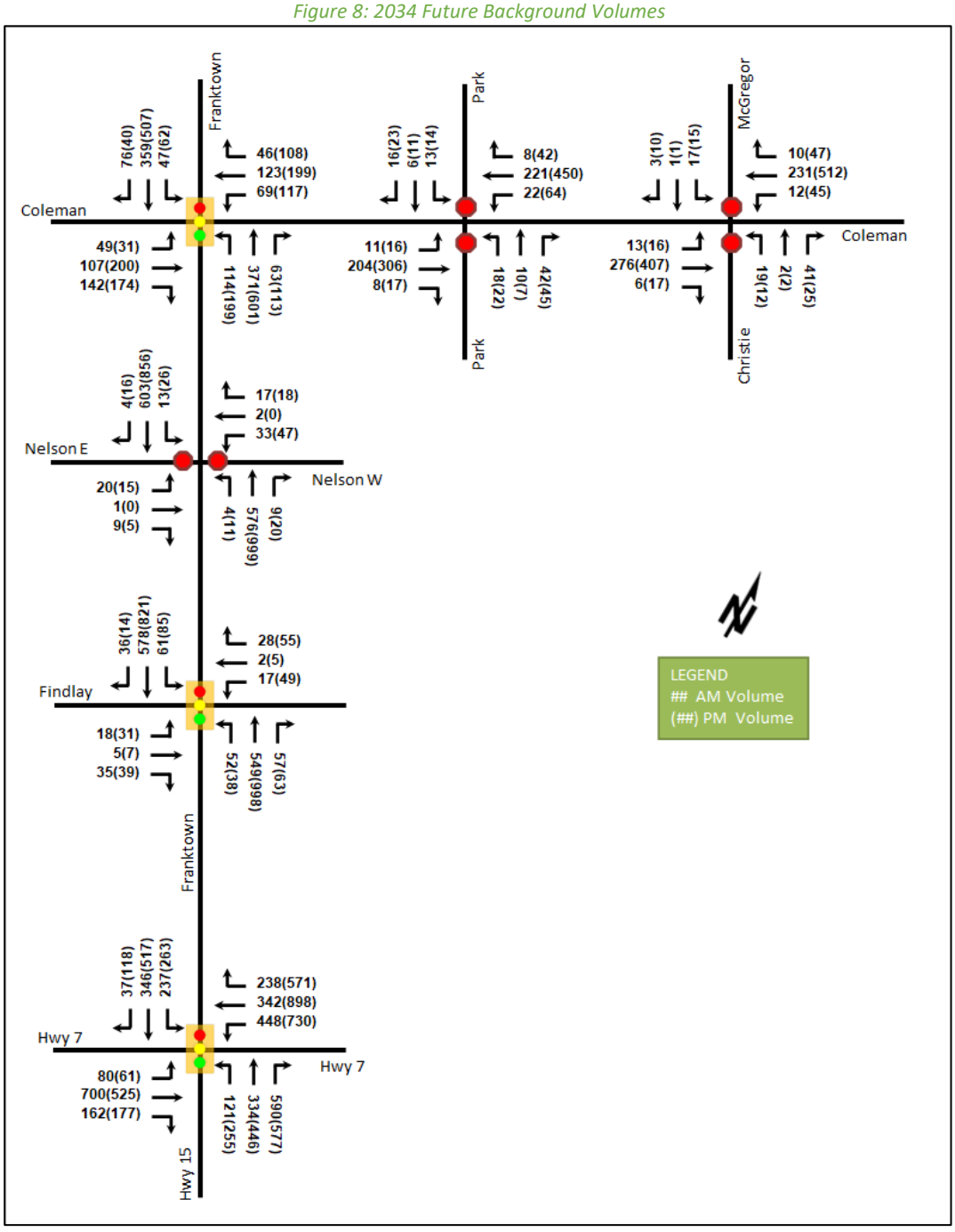


*Figure 8: 2034 Future Background Volumes*



## 4.5 Development-Generated Travel Demand

### 4.5.1 Trip Generation and Mode Shares

Traffic generation for the proposed development has been prepared using the vehicle trip rates both the townhomes and condominium units using the average rates from the ITE Trip Generation Manual 11th Edition (2021). Table 2 summarizes the vehicle trip rates for the proposed land use.

*Table 2: Trip Generation Vehicle Trip Rates*

| Dwelling Type | ITE Land Use Code | Peak Hour | Vehicle Trip Rate |
|---|---|---|---|
| **Multi-Family Low Rise** | 220 | AM | 0.47 |
| | | PM | 0.57 |

Using the above vehicle trip rates, the total vehicle trip generation has been estimated. Table 3 below illustrates the total vehicle trip generation for both the townhomes and condominium units.

*Table 3: Total Vehicle Trip Generation – Scenario 1*

| Land Use | Units / GFA | AM Peak Hour | | | PM Peak Hour | | |
|---|---|---|---|---|---|---|---|
| | | In | Out | Total | In | Out | Total |
| **Multi-Family Low Rise** | **102** | 12 | 36 | 48 | 36 | 22 | 58 |

As shown above, 48 AM and 58 PM new peak hour two-way vehicle trips are projected as a result of the proposed development.

### 4.5.2 Trip Distribution

The trip distributions from the adjacent traffic studies were based upon existing travel patterns observed within the study area. The distributions from these studies were analyzed and confirmed based upon the area directional distributions, turning movement splits, and a general knowledge of the traffic patterns withing the Town of Carleton Place. Table 4 below summarizes the distributions.

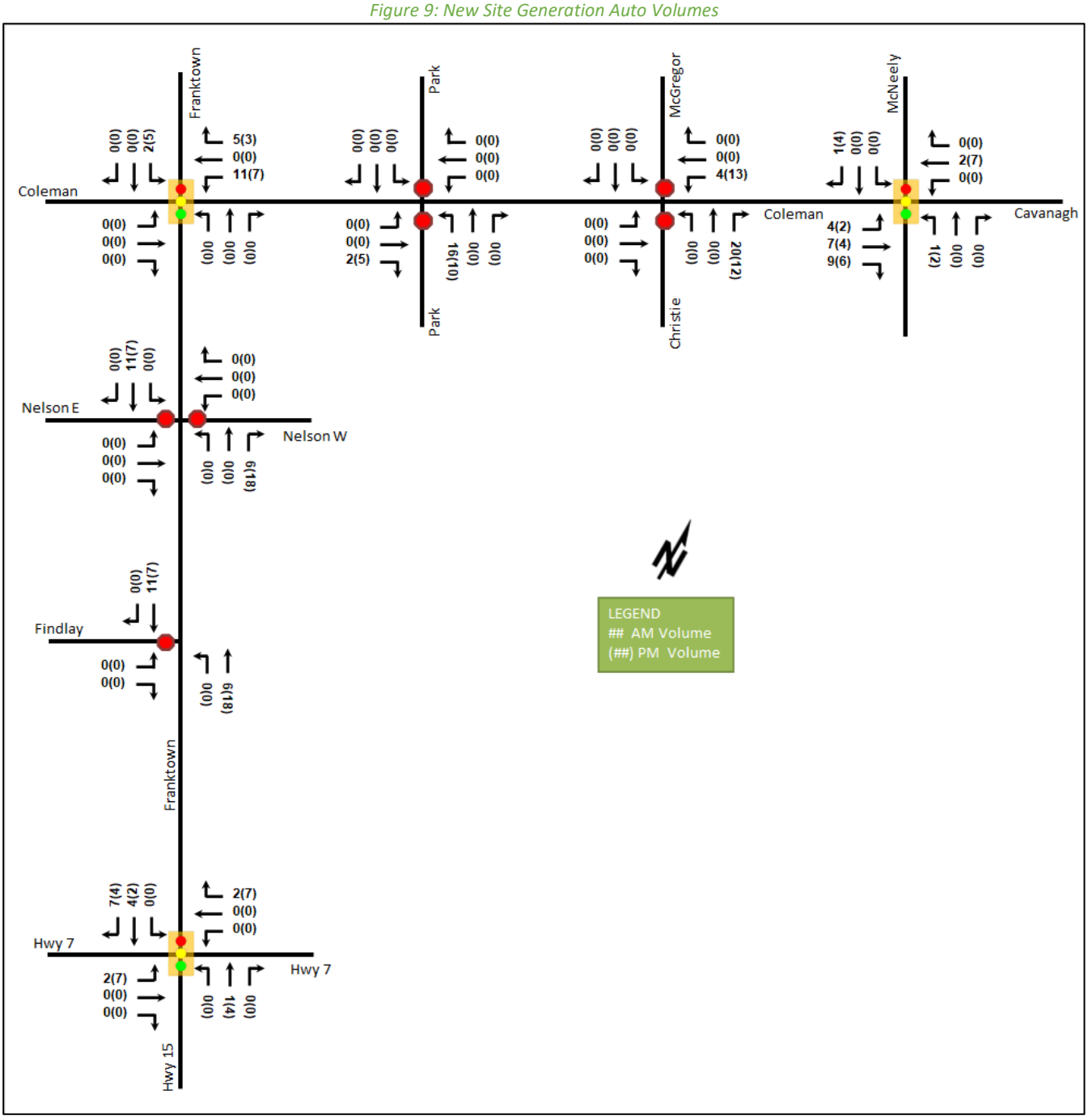
*Table 4: Trip Distribution*

| To/From | Percent of Trips | Via |
|---|---|---|
| **North** | 25% | 15% Franktown Rd,10% McNeely Ave |
| **South** | 10% | 10% Hwy 15 |
| **East** | 45% | 20% Cavanagh Rd,25% Hwy 7 |
| **West** | 20% | 20% Hwy 7 |
| **Total** | **100%** | **100%** |

### 4.5.3 Trip Assignment

Using the distribution outlined above, the trips generated by the site have been assigned to the site access intersections and study area road network. While not operationally analyzed within this report, at the request of Lanark County, the volumes assigned to the intersection of Coleman Street/Cavanagh Road at McNeely Avenue have been included for the purposes of understanding the future conditions of McNeely Avenue. Figure 9 illustrates the new site generated volumes.

*Figure 9: New Site Generation Auto Volumes*




### 4.5.4 Future Total Traffic Volumes

The future total volumes were obtained by superimposing the subject development volumes on the future background volumes at each horizon. Future background volumes for the 2024 horizon are illustrated in Figure 10, for the 2029 horizon are illustrated in Figure 11, and for the 2034 horizon are illustrated in Figure 12.

*Figure 10: 2024 Future Total Volumes*

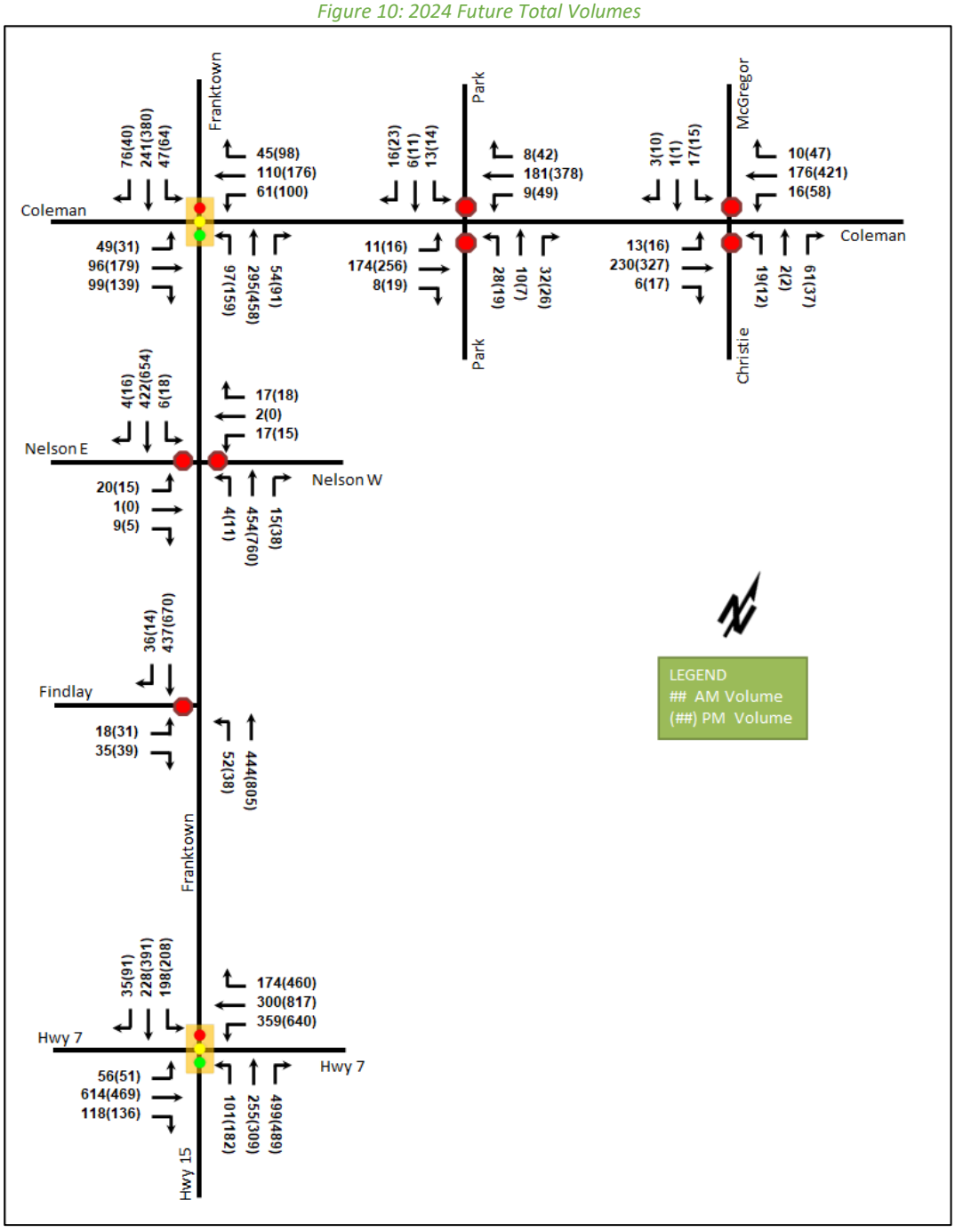


*Figure 11: 2029 Future Total Volumes*

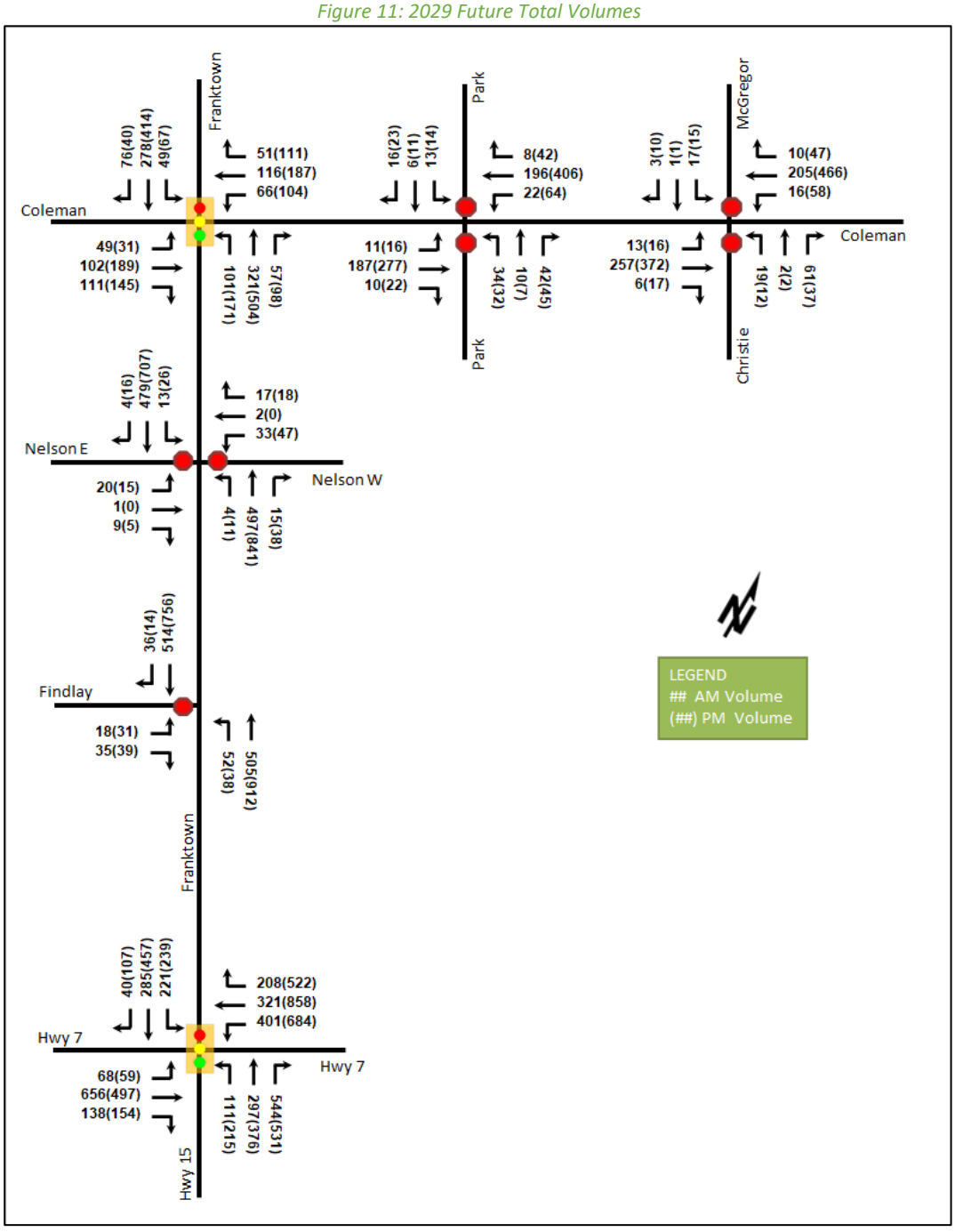
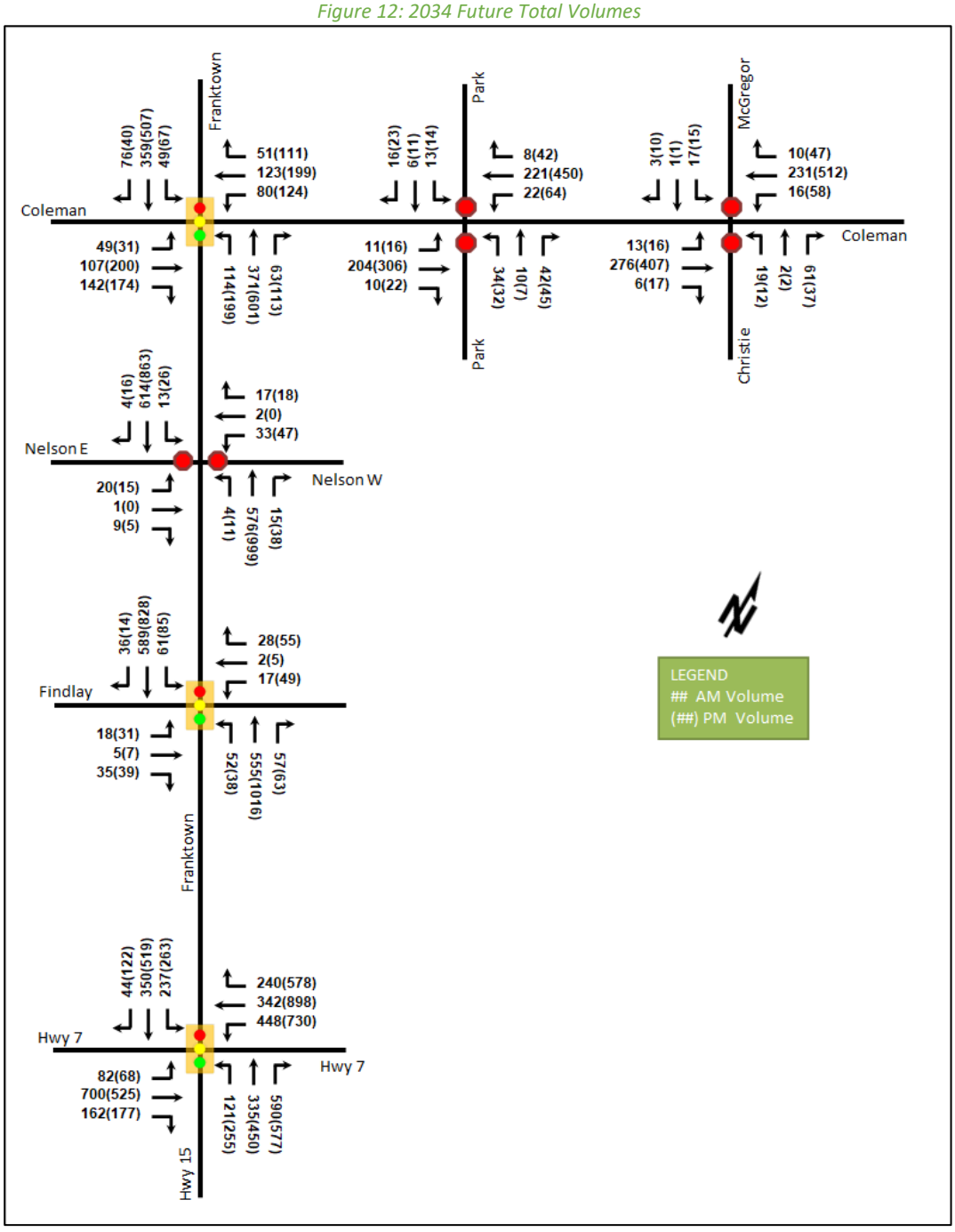


*Figure 12: 2034 Future Total Volumes*



# 5 Traffic Impacts

## 5.1 Operational Analysis

Synchro version 11 was used to model traffic conditions and analyze the operations for each the existing horizon, the future background horizons, and the future total horizons. The level of service for signalized intersections is based on HCM 6th Edition lane group delay for individual movements and average control delay for the overall intersection, and average control delay for unsignalized intersections.

### 5.1.1 Existing Operations

Table 5 summarizes the existing intersection operations. The Synchro worksheets are provided in Appendix B.

*Table 5: Existing Intersection Operations*

| Intersection | Lane | AM Peak Hour | | | | PM Peak Hour | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | LOS | V/C | Delay (s) | Q (95th) | LOS | V/C | Delay (s) | Q (95th) |
| **Franktown Rd at Coleman St *Signalized*** | EBL/T | B | 0.42 | 19.6 | 25.6 | B | 0.45 | 18.5 | 33.2 |
| | EBR | - | - | - | 4.6 | - | - | - | 8.4 |
| | WBL/T | B | 0.41 | 19.5 | 24.6 | B | 0.59 | 19.8 | 45.2 |
| | WBR | - | - | - | 0.0 | - | - | - | 5.8 |
| | NBL | A | 0.13 | 5.8 | 8.8 | A | 0.25 | 8.0 | 14.6 |
| | NBT/R | A | 0.31 | 8.5 | 41.1 | B | 0.50 | 12.7 | **#82.8** |
| | SBL | A | 0.07 | 6.1 | 5.5 | A | 0.11 | 8.3 | 6.7 |
| | SBT | A | 0.25 | 8.7 | 27.5 | B | 0.45 | 13.1 | 48.7 |
| | SBR | A | 0.12 | 7.8 | 3.3 | A | 0.07 | 9.6 | 0.0 |
| | **Overall** | **B** | - | **11.4** | - | **B** | - | **14.2** | - |
| **Franktown Rd at Nelson St W / Nelson St E *Unsignalized*** | EB | C | 0.09 | 15.9 | 2.3 | D | 0.13 | 29.2 | 3.0 |
| | WB | C | 0.04 | 15.6 | 0.8 | D | 0.12 | 28.5 | 3.0 |
| | NB | A | 0.00 | 8.0 | 0.0 | A | 0.01 | 8.7 | 0.0 |
| | SB | A | 0.00 | 8.2 | 0.0 | A | 0.01 | 8.9 | 0.0 |
| | **Overall** | **A** | - | **1.0** | - | **A** | - | **1.1** | - |
| **Franktown Rd at Findlay Ave *Unsignalized*** | EBL/R | B | 0.13 | 13.8 | 3.0 | D | 0.31 | 25.5 | 9.8 |
| | NBL/T | A | 0.05 | 8.3 | 1.5 | A | 0.04 | 8.8 | 0.8 |
| | SBT/R | - | - | - | - | - | - | - | - |
| | **Overall** | **A** | - | **1.4** | - | **A** | - | **1.7** | - |
| **Franktown Rd / Hwy 15 at Hwy 7 *Signalized*** | EBL | B | 0.07 | 18.3 | 15.8 | C | 0.13 | 30.5 | 17.9 |
| | EBT | C | 0.71 | 31.2 | **#230.9** | C | 0.64 | 34.4 | **#163.7** |
| | EBR | B | 0.10 | 18.6 | 1.4 | C | 0.12 | 24.0 | 0.4 |
| | WBL | C | 0.83 | 34.6 | **#144.7** | **F** | **1.20** | **129.0** | **#277.1** |
| | WBT | B | 0.26 | 10.9 | 65.0 | B | 0.72 | 19.5 | **#247.2** |
| | WBR | - | - | - | 12.4 | - | - | - | 32.5 |
| | NBL | D | 0.23 | 45.7 | 19.5 | D | 0.43 | 51.5 | 28.9 |
| | NBT/R | D | 0.81 | 54.8 | **#280.9** | D | 0.78 | 54.6 | **#246.7** |
| | SBL | E | 0.89 | 72.7 | **#88.9** | E | 0.86 | 65.5 | **#90.5** |
| | SBT | C | 0.31 | 34.6 | 34.8 | D | 0.63 | 39.3 | 76.6 |
| | SBR | C | 0.05 | 31.8 | 0.0 | C | 0.18 | 33.2 | 6.9 |
| | **Overall** | **D** | - | **35.9** | - | **E** | - | **56.1** | - |

| Intersection | Lane | AM Peak Hour | | | | PM Peak Hour | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | LOS | V/C | Delay (s) | Q (95th) | LOS | V/C | Delay (s) | Q (95th) |
| **Park Ave at Coleman St *Unsignalized*** | EBL | A | 0.01 | 7.6 | 0.0 | A | 0.02 | 8.2 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBL | A | 0.00 | 7.6 | 0.0 | A | 0.02 | 7.7 | 0.8 |
| | WBT/R | - | - | - | - | - | - | - | - |
| | NB | B | 0.03 | 10.1 | 0.8 | B | 0.04 | 12.2 | 0.8 |
| | SB | B | 0.05 | 10.5 | 1.5 | B | 0.10 | 13.9 | 2.3 |
| | **Overall** | **A** | **-** | **1.6** | **-** | **A** | **-** | **1.7** | **-** |
| **Christie St / McGregor St at Coleman St *Unsignalized*** | EBT/L | A | 0.01 | 7.6 | 0.0 | A | 0.02 | 8.3 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBT/L | A | - | 0.0 | 0.0 | A | - | 0.0 | 0.0 |
| | WBR | - | - | - | - | - | - | - | - |
| | NB | - | - | - | - | - | - | - | - |
| | SB | B | 0.03 | 10.7 | 0.8 | B | 0.06 | 13.2 | 1.5 |
| | **Overall** | **A** | **-** | **0.8** | **-** | **A** | **-** | **0.7** | **-** |

Notes: Saturation flow rate of 1800 veh/h/lane
Queue is measured in metres
Peak Hour Factor = 0.90
m = metered queue
# = volume for the 95th %ile cycle exceeds capacity
V/C = volume-to-capacity ratio

The study area intersections operate well in the existing conditions with the exception of the intersection of Franktown Road/Highway 15 at Highway 7 during the PM peak hour where the westbound left-turn movement is over theoretical capacity and may be subject to high delays. At this intersection, the eastbound through, westbound left, northbound through/right and southbound left movements may exhibit extended queues during both peak hours, and the westbound through movement may exhibit extended queues during the PM peak hour.

The northbound through/right movement at the intersection of Franktown Road at Coleman Street may also exhibit extended queues during the PM peak hour.

### 5.1.2 2024 Future Background Operations

Table 6 summarizes the 2024 future background intersection operations. The Synchro worksheets are provided in Appendix C.

*Table 6: 2024 Future Background Intersection Operations*

| Intersection | Lane | AM Peak Hour | | | | PM Peak Hour | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | LOS | V/C | Delay (s) | Q (95th) | LOS | V/C | Delay (s) | Q (95th) |
| **Franktown Rd at Coleman St *Signalized*** | EBL/T | B | 0.40 | 19.1 | 25.4 | B | 0.47 | 19.3 | 34.8 |
| | EBR | - | - | - | 5.8 | - | - | - | 10.0 |
| | WBL/T | B | 0.45 | 19.4 | 27.6 | C | 0.61 | 20.7 | **#53.5** |
| | WBR | - | - | - | 0.0 | - | - | - | 5.3 |
| | NBL | A | 0.15 | 6.1 | 9.8 | A | 0.30 | 8.5 | 16.2 |
| | NBT/R | A | 0.35 | 9.0 | 46.9 | B | 0.58 | 14.2 | **#104.8** |
| | SBL | A | 0.07 | 6.5 | 5.5 | A | 0.13 | 8.6 | 7.3 |
| | SBT | A | 0.30 | 9.4 | 32.9 | B | 0.52 | 14.3 | 56.8 |
| | SBR | A | 0.12 | 8.1 | 2.5 | A | 0.07 | 9.6 | 0.0 |
| | **Overall** | **B** | **-** | **11.6** | **-** | **B** | **-** | **15.1** | **-** |
| **Franktown Rd at Nelson St W / Nelson St E *Unsignalized*** | EB | C | 0.10 | 17.8 | 2.3 | E | 0.17 | 40.9 | 4.5 |
| | WB | C | 0.10 | 16.2 | 2.3 | D | 0.19 | 31.2 | 5.3 |
| | NB | A | 0.00 | 8.1 | 0.0 | A | 0.01 | 8.9 | 0.0 |
| | SB | A | 0.01 | 8.3 | 0.0 | A | 0.02 | 9.3 | 0.8 |
| | **Overall** | **A** | **-** | **1.3** | **-** | **A** | **-** | **1.4** | **-** |

| Intersection | Lane | AM Peak Hour | | | | PM Peak Hour | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | LOS | V/C | Delay (s) | Q (95th) | LOS | V/C | Delay (s) | Q (95th) |
| **Franktown Rd at Findlay Ave *Unsignalized*** | EBL/R | B | 0.13 | 14.7 | 3.0 | D | 0.34 | 31.0 | 10.5 |
| | NBL/T | A | 0.05 | 8.4 | 0.8 | A | 0.04 | 9.1 | 0.8 |
| | SBT/R | - | - | - | - | - | - | - | - |
| | **Overall** | **A** | **-** | **1.2** | **-** | **A** | **-** | **1.6** | **-** |
| **Franktown Rd / Hwy 15 at Hwy 7 *Signalized*** | EBL | C | 0.10 | 20.5 | 19.7 | D | 0.26 | 49.6 | 18.8 |
| | EBT | D | 0.79 | 37.5 | **#245.6** | D | 0.85 | 53.4 | **#159.4** |
| | EBR | C | 0.18 | 21.3 | 11.3 | C | 0.29 | 32.7 | 13.7 |
| | WBL | E | 0.96 | 59.7 | **#153.1** | **F** | **1.52** | **274.5** | **#257.2** |
| | WBT | B | 0.28 | 11.6 | 66.3 | C | 0.85 | 32.1 | **#232.1** |
| | WBR | - | - | - | 11.6 | - | - | - | 25.4 |
| | NBL | D | 0.40 | 46.3 | 32.6 | E | 0.79 | 67.7 | **#78.8** |
| | NBT/R | D | 0.83 | 53.7 | **#290.0** | D | 0.66 | 43.8 | **#337.6** |
| | SBL | E | 0.88 | 71.8 | **#84.1** | D | 0.77 | 52.0 | **#96.9** |
| | SBT | D | 0.42 | 35.2 | 49.2 | C | 0.61 | 33.8 | 106.3 |
| | SBR | C | 0.06 | 31.1 | 0.0 | C | 0.16 | 26.9 | 10.2 |
| | **Overall** | **D** | **-** | **41.3** | **-** | **F** | **-** | **87.5** | **-** |
| **Park Ave at Coleman St *Unsignalized*** | EBL | A | 0.01 | 7.6 | 0.0 | A | 0.01 | 8.2 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBL | A | 0.01 | 7.6 | 0.0 | A | 0.04 | 7.9 | 0.8 |
| | WBT/R | - | - | - | - | - | - | - | - |
| | NB | B | 0.08 | 10.7 | 2.3 | B | 0.09 | 13.5 | 2.3 |
| | SB | B | 0.06 | 11.0 | 1.5 | C | 0.12 | 15.5 | 3.0 |
| | **Overall** | **A** | **-** | **2.3** | **-** | **A** | **-** | **2.2** | **-** |
| **Christie St / McGregor St at Coleman St *Unsignalized*** | EBT/L | A | 0.01 | 7.6 | 0.0 | A | 0.02 | 8.3 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBT/L | A | 0.01 | 7.7 | 0.0 | A | 0.04 | 8.1 | 0.8 |
| | WBR | - | - | - | - | - | - | - | - |
| | NB | B | 0.09 | 10.6 | 2.3 | B | 0.09 | 14.2 | 2.3 |
| | SB | B | 0.04 | 11.3 | 0.8 | C | 0.07 | 15.2 | 1.5 |
| | **Overall** | **A** | **-** | **2.1** | **-** | **A** | **-** | **1.6** | **-** |

Notes: Saturation flow rate of 1800 veh/h/lane
Queue is measured in metres
Peak Hour Factor = 1.00
m = metered queue
# = volume for the 95th %ile cycle exceeds capacity
V/C = volume-to-capacity ratio

The study area intersections at the 2024 background horizon operate similarly to the existing conditions. At this horizon, the overall intersection of Franktown Road/Highway 15 at Highway 7 is forecasted to experience high delay and the northbound left-turn movement may exhibit extended queues, both during the PM peak hour.

### 5.1.3 2029 Future Background Operations

Table 7 summarizes the 2029 future background intersection operations. Given the proposed geometric changes at the intersection of Franktown Road/Highway 15 at Highway 7, protected left-turn phases have been included on all approaches, and a protected northbound right-turn phase overlapping with the protected westbound left-turn phase is provided. It is noted that westbound U-turns are assumed to be restricted under the proposed phasing. The Synchro worksheets are provided in Appendix D.

*Table 7: 2029 Future Background Intersection Operations*

| Intersection | Lane | AM Peak Hour | | | | PM Peak Hour | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | LOS | V/C | Delay (s) | Q (95th) | LOS | V/C | Delay (s) | Q (95th) |
| **Franktown Rd at Coleman St** ***Signalized*** | EBL/T | B | 0.41 | 19.1 | 26.3 | C | 0.51 | 27.8 | 51.1 |
| | EBR | - | - | - | 7.4 | - | - | - | 12.5 |
| | WBL/T | B | 0.47 | 19.5 | 29.4 | C | 0.71 | 31.3 | **#84.3** |
| | WBR | - | - | - | 0.0 | - | - | - | 10.9 |
| | NBL | A | 0.16 | 6.4 | 10.5 | A | 0.31 | 9.2 | 22.5 |
| | NBT/R | A | 0.39 | 9.6 | 53.7 | B | 0.54 | 14.3 | 124.5 |
| | SBL | A | 0.08 | 6.7 | 5.8 | A | 0.13 | 9.4 | 9.6 |
| | SBT | B | 0.36 | 10.2 | 40.1 | B | 0.46 | 14.4 | 82.3 |
| | SBR | A | 0.12 | 8.3 | 2.5 | B | 0.05 | 10.1 | 0.7 |
| | **Overall** | **B** | **-** | **12.0** | **-** | **B** | **-** | **18.1** | **-** |
| **Franktown Rd at Nelson St W / Nelson St E** ***Unsignalized*** | EB | C | 0.12 | 20.8 | 3.0 | **F** | **0.22** | **55.4** | **6.0** |
| | WB | C | 0.20 | 21.8 | 5.3 | **F** | **0.68** | **99.1** | **25.5** |
| | NB | A | 0.00 | 8.3 | 0.0 | A | 0.01 | 9.1 | 0.0 |
| | SB | A | 0.01 | 8.4 | 0.0 | A | 0.03 | 9.8 | 0.8 |
| | **Overall** | **A** | **-** | **1.8** | **-** | **A** | **-** | **4.6** | **-** |
| **Franktown Rd at Findlay Ave** ***Unsignalized*** | EBL/R | C | 0.16 | 17.4 | 3.8 | E | 0.46 | 47.9 | 15.8 |
| | NBL/T | A | 0.05 | 8.7 | 1.5 | A | 0.05 | 9.5 | 0.8 |
| | SBT/R | - | - | - | - | - | - | - | - |
| | **Overall** | **A** | **-** | **1.2** | **-** | **A** | **-** | **2.1** | **-** |
| **Franktown Rd / Hwy 15 at Hwy 7** ***Signalized*** | EBL | E | 0.79 | 71.4 | 28.5 | E | 0.79 | 75.5 | 24.7 |
| | EBT | D | 0.80 | 51.0 | **#106.0** | D | 0.59 | 42.6 | 72.5 |
| | EBR | D | 0.38 | 41.1 | 12.2 | D | 0.41 | 41.0 | 3.8 |
| | WBL | E | 0.89 | 68.4 | 57.7 | E | 0.93 | 64.4 | **#117.0** |
| | WBT | C | 0.29 | 30.3 | 39.4 | C | 0.59 | 27.4 | 107.6 |
| | WBR | C | 0.42 | 33.8 | 15.4 | D | 0.79 | 38.9 | 57.2 |
| | NBL | E | 0.68 | 61.1 | 22.4 | E | 0.83 | 74.2 | **#46.6** |
| | NBT | C | 0.29 | 31.8 | 45.7 | D | 0.53 | 42.9 | 56.9 |
| | NBR | D | 0.82 | 37.2 | 118.0 | D | 0.82 | 38.5 | 116.8 |
| | SBL | E | 0.81 | 69.3 | **#45.3** | E | 0.83 | 72.6 | **#50.3** |
| | SBT/R | C | 0.27 | 29.0 | 46.3 | D | 0.77 | 54.3 | 83.7 |
| | **Overall** | **D** | **-** | **45.5** | **-** | **D** | **-** | **46.8** | **-** |
| **Park Ave at Coleman St** ***Unsignalized*** | EBL | A | 0.01 | 7.7 | 0.0 | A | 0.01 | 8.3 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBL | A | 0.02 | 7.7 | 0.0 | A | 0.05 | 8.0 | 1.5 |
| | WBT/R | - | - | - | - | - | - | - | - |
| | NB | B | 0.11 | 11.2 | 3.0 | C | 0.18 | 15.7 | 5.3 |
| | SB | B | 0.06 | 11.6 | 1.5 | C | 0.14 | 17.1 | 3.8 |
| | **Overall** | **A** | **-** | **2.7** | **-** | **A** | **-** | **2.8** | **-** |
| **Christie St / McGregor St at Coleman St** ***Unsignalized*** | EBT/L | A | 0.01 | 7.7 | 0.0 | A | 0.02 | 8.5 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBT/L | A | 0.01 | 7.8 | 0.0 | A | 0.04 | 8.2 | 0.8 |
| | WBR | - | - | - | - | - | - | - | - |
| | NB | B | 0.09 | 11.0 | 2.3 | C | 0.10 | 15.4 | 2.3 |
| | SB | B | 0.04 | 11.8 | 0.8 | C | 0.08 | 16.4 | 1.5 |
| | **Overall** | **A** | **-** | **1.9** | **-** | **A** | **-** | **1.5** | **-** |

Notes: Saturation flow rate of 1800 veh/h/lane
Queue is measured in metres
Peak Hour Factor = 1.00

m = metered queue
# = volume for the 95th %ile cycle exceeds capacity
V/C = volume-to-capacity ratio

The study area intersections at the 2029 future background horizon operate similarly to the 2024 future background conditions with the exceptions of the intersection of Franktown Road/Highway 15 at Highway 7 given the proposed intersection improvements and the intersection of Franktown Road at Nelson Street East/Nelson Street West.

At the intersection of Franktown Road/Highway 15 at Highway 7, capacity constraints are alleviated by the TESR modifications proposed for the approach configurations. Extended queueing may be exhibited on the eastbound through and southbound through movements during the AM peak hour, and on the westbound left, northbound left, and southbound left movements during the PM peak hour.

At the intersection of Franktown Road at Nelson Street East/Nelson Street West, high delays may be experienced on the eastbound and westbound approaches. As through traffic on Franktown Road increases, the availability of gaps in the bi-directional traffic stream for drivers on the minor approaches to complete turns is reduced and delays are anticipated to increase. This effect is evident on the eastbound approach of the intersection of Franktown Road and Findlay Avenue, where the delay is approaching 50 seconds.

### 5.1.4 2034 Future Background Operations

Table 7 summarizes the 2034 future background intersection operations. The Synchro worksheets are provided in Appendix E.

*Table 8: 2034 Future Background Intersection Operations*

| Intersection | Lane | AM Peak Hour | | | | PM Peak Hour | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | LOS | V/C | Delay (s) | Q (95th) | LOS | V/C | Delay (s) | Q (95th) |
| **Franktown Rd at Coleman St *Signalized*** | EBL/T | B | 0.40 | 19.2 | 27.3 | C | 0.49 | 27.3 | 53.6 |
| | EBR | - | - | - | 10.3 | - | - | - | 13.6 |
| | WBL/T | C | 0.50 | 20.0 | 33.0 | C | 0.75 | 33.8 | **#99.9** |
| | WBR | - | - | - | 0.0 | - | - | - | 12.2 |
| | NBL | A | 0.20 | 7.0 | 12.3 | B | 0.44 | 12.1 | 26.0 |
| | NBT/R | B | 0.45 | 10.6 | **#68.3** | B | 0.66 | 18.5 | **#180.7** |
| | SBL | A | 0.08 | 7.1 | 6.1 | B | 0.16 | 12.0 | 9.6 |
| | SBT | B | 0.47 | 11.9 | 53.6 | B | 0.60 | 18.9 | 101.5 |
| | SBR | A | 0.12 | 8.7 | 2.5 | B | 0.06 | 11.7 | 0.7 |
| | **Overall** | **B** | **-** | **12.8** | **-** | **C** | **-** | **21.1** | **-** |
| **Franktown Rd at Nelson St W / Nelson St E *Unsignalized*** | EB | D | 0.16 | 27.9 | 4.5 | **F** | **0.38** | **109.4** | **10.5** |
| | WB | D | 0.27 | 29.9 | 7.5 | **F** | **1.12** | **273.2** | **40.5** |
| | NB | A | 0.00 | 8.7 | 0.0 | A | 0.01 | 9.7 | 0.0 |
| | SB | A | 0.01 | 8.7 | 0.0 | B | 0.04 | 10.5 | 0.8 |
| | **Overall** | **A** | **-** | **2.0** | **-** | **B** | **-** | **10.1** | **-** |
| **Franktown Rd at Findlay Ave *Signalized*** | EBL | C | 0.08 | 25.9 | 5.5 | D | 0.17 | 35.5 | 10.9 |
| | EBT/R | C | 0.27 | 25.9 | 6.3 | C | 0.27 | 33.3 | 9.0 |
| | WBL | C | 0.08 | 26.2 | 5.3 | D | 0.24 | 35.4 | 15.2 |
| | WBT/R | C | 0.21 | 25.5 | 5.2 | C | 0.36 | 34.2 | 9.8 |
| | NBL | A | 0.09 | 6.8 | 5.1 | B | 0.09 | 10.4 | 5.4 |
| | NBT | A | 0.44 | 4.7 | 63.7 | A | 0.76 | 9.0 | **#205.7** |
| | NBR | A | 0.05 | 2.8 | 1.2 | A | 0.06 | 2.8 | 3.5 |
| | SBL | A | 0.10 | 6.2 | 8.2 | B | 0.28 | 18.8 | 14.4 |
| | SBT/R | A | 0.50 | 5.4 | 73.3 | A | 0.64 | 7.4 | 117.6 |
| | **Overall** | **A** | **-** | **6.6** | **-** | **B** | **-** | **10.8** | **-** |

| Intersection | Lane | AM Peak Hour | | | | PM Peak Hour | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | LOS | V/C | Delay (s) | Q (95th) | LOS | V/C | Delay (s) | Q (95th) |
| **Franktown Rd / Hwy 15 at Hwy 7** ***Signalized*** | EBL | E | 0.79 | 68.7 | 33.1 | E | 0.79 | 75.8 | **#30.1** |
| | EBT | D | 0.82 | 51.1 | **#106.4** | D | 0.66 | 45.7 | 78.0 |
| | EBR | D | 0.43 | 41.2 | 16.4 | D | 0.50 | 44.8 | 9.2 |
| | WBL | E | 0.90 | 69.9 | 66.5 | E | 0.95 | 66.1 | **#125.8** |
| | WBT | C | 0.30 | 29.7 | 43.1 | C | 0.63 | 29.0 | 112.2 |
| | WBR | C | 0.47 | 34.2 | 16.8 | D | 0.90 | 50.1 | 84.2 |
| | NBL | E | 0.70 | 60.9 | 24.0 | E | 0.86 | 75.0 | **#53.7** |
| | NBT | C | 0.36 | 34.8 | 51.3 | D | 0.63 | 45.1 | 68.3 |
| | NBR | D | 0.92 | 50.7 | **#162.4** | D | 0.87 | 42.4 | **#136.3** |
| | SBL | E | 0.83 | 71.9 | **#50.3** | E | 0.89 | 76.3 | **#56.3** |
| | SBT/R | D | 0.36 | 37.4 | 62.0 | E | 0.91 | 68.7 | **#110.0** |
| | **Overall** | **D** | **-** | **48.9** | **-** | **D** | **-** | **52.1** | **-** |
| **Park Ave at Coleman St** ***Unsignalized*** | EBL | A | 0.01 | 7.7 | 0.0 | A | 0.02 | 8.4 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBL | A | 0.02 | 7.7 | 0.0 | A | 0.05 | 8.1 | 1.5 |
| | WBT/R | - | - | - | - | - | - | - | - |
| | NB | B | 0.11 | 11.5 | 3.0 | C | 0.20 | 17.0 | 5.3 |
| | SB | B | 0.06 | 11.9 | 1.5 | C | 0.15 | 18.6 | 3.8 |
| | **Overall** | **A** | **-** | **2.6** | **-** | **A** | **-** | **2.7** | **-** |
| **Christie St / McGregor St at Coleman St** ***Unsignalized*** | EBT/L | A | 0.01 | 7.7 | 0.0 | A | 0.02 | 8.6 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBT/L | A | 0.01 | 7.8 | 0.0 | A | 0.04 | 8.3 | 0.8 |
| | WBR | - | - | - | - | - | - | - | - |
| | NB | B | 0.10 | 11.3 | 2.3 | C | 0.11 | 16.7 | 3.0 |
| | SB | B | 0.04 | 12.2 | 0.8 | C | 0.08 | 17.6 | 2.3 |
| | **Overall** | **A** | **-** | **1.8** | **-** | **A** | **-** | **1.5** | **-** |

Notes: Saturation flow rate of 1800 veh/h/lane
Queue is measured in metres
Peak Hour Factor = 1.00
m = metered queue
# = volume for the 95th %ile cycle exceeds capacity
V/C = volume-to-capacity ratio

The study area intersections at the 2034 future background horizon operate similarly to the 2029 future background conditions with the exception of Franktown Road at Findlay Avenue which is forecasted to operate differently given the proposed geometric and control changes. At this intersection, extended queueing may be noted on the northbound through movement during the PM peak hour at this horizon, potentially spilling back into the intersection of Franktown Road/Highway 15 at Highway 7.

At the intersection of Franktown Road/Highway 15 at Highway 7, extended queueing may be exhibited on the northbound right movement during both peak hours and on the eastbound left and southbound through/right movements during the PM peak hour at this horizon.

### 5.1.5 2024 Future Total Operations

Table 6 summarizes the 2024 future total intersection operations. The Synchro worksheets are provided in Appendix F.

*Table 9: 2024 Future Total Intersection Operations*

| Intersection | Lane | AM Peak Hour | | | | PM Peak Hour | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | LOS | V/C | Delay (s) | Q (95th) | LOS | V/C | Delay (s) | Q (95th) |
| **Franktown Rd at Coleman St** ***Signalized*** | EBL/T | B | 0.39 | 18.9 | 25.3 | B | 0.46 | 19.1 | 34.8 |
| | EBR | - | - | - | 5.9 | - | - | - | 10.1 |
| | WBL/T | B | 0.46 | 19.5 | 29.5 | C | 0.62 | 20.8 | **#56.3** |
| | WBR | - | - | - | 0.0 | - | - | - | 5.7 |
| | NBL | A | 0.15 | 6.3 | 10.3 | A | 0.31 | 8.7 | 16.5 |
| | NBT/R | A | 0.36 | 9.3 | 49.1 | B | 0.60 | 14.8 | **#107.3** |
| | SBL | A | 0.08 | 6.6 | 5.9 | A | 0.14 | 8.9 | 7.7 |
| | SBT | A | 0.31 | 9.7 | 34.8 | B | 0.53 | 14.6 | 57.3 |
| | SBR | A | 0.12 | 8.3 | 2.5 | A | 0.07 | 9.8 | 0.0 |
| | **Overall** | **B** | **-** | **11.9** | **-** | **B** | **-** | **15.4** | **-** |
| **Franktown Rd at Nelson St W / Nelson St E** ***Unsignalized*** | EB | C | 0.10 | 18.3 | 2.3 | E | 0.17 | 42.8 | 4.5 |
| | WB | C | 0.10 | 16.6 | 2.3 | D | 0.20 | 32.8 | 5.3 |
| | NB | A | 0.00 | 8.2 | 0.0 | A | 0.01 | 9.0 | 0.0 |
| | SB | A | 0.01 | 8.3 | 0.0 | A | 0.02 | 9.5 | 0.8 |
| | **Overall** | **A** | **-** | **1.3** | **-** | **A** | **-** | **1.4** | **-** |
| **Franktown Rd at Findlay Ave** ***Unsignalized*** | EBL/R | C | 0.13 | 15.1 | 3.0 | D | 0.36 | 33.0 | 11.3 |
| | NBL/T | A | 0.05 | 8.5 | 0.8 | A | 0.04 | 9.1 | 0.8 |
| | SBT/R | - | - | - | - | - | - | - | - |
| | **Overall** | **A** | **-** | **1.2** | **-** | **A** | **-** | **1.7** | **-** |
| **Franktown Rd / Hwy 15 at Hwy 7** ***Signalized*** | EBL | C | 0.11 | 20.8 | 21.0 | D | 0.31 | 50.9 | 22.0 |
| | EBT | D | 0.80 | 38.3 | **#246.1** | D | 0.85 | 53.4 | **#159.4** |
| | EBR | C | 0.18 | 21.7 | 12.2 | C | 0.29 | 32.9 | 13.9 |
| | WBL | E | 0.99 | 68.3 | **#155.6** | **F** | **1.52** | **275.9** | **#257.7** |
| | WBT | B | 0.28 | 11.8 | 66.3 | C | 0.84 | 31.9 | **#231.0** |
| | WBR | - | - | - | 11.9 | - | - | - | 31.0 |
| | NBL | D | 0.40 | 46.1 | 33.2 | E | 0.85 | 78.6 | **#85.2** |
| | NBT/R | D | 0.83 | 53.5 | **#295.0** | D | 0.69 | 45.3 | **#349.4** |
| | SBL | E | 0.87 | 70.4 | **#84.1** | E | 0.80 | 56.2 | **#96.4** |
| | SBT | D | 0.44 | 35.2 | 52.7 | C | 0.63 | 34.4 | 109.9 |
| | SBR | C | 0.08 | 31.0 | 0.0 | C | 0.17 | 27.0 | 10.8 |
| | **Overall** | **D** | **-** | **42.7** | **-** | **F** | **-** | **88.2** | **-** |
| **Park Ave at Coleman St** ***Unsignalized*** | EBL | A | 0.01 | 7.6 | 0.0 | A | 0.01 | 8.2 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBL | A | 0.01 | 7.6 | 0.0 | A | 0.04 | 7.9 | 0.8 |
| | WBT/R | - | - | - | - | - | - | - | - |
| | NB | B | 0.11 | 11.3 | 3.0 | C | 0.13 | 15.2 | 3.0 |
| | SB | B | 0.06 | 11.1 | 1.5 | C | 0.12 | 15.6 | 3.0 |
| | **Overall** | **A** | **-** | **2.7** | **-** | **A** | **-** | **2.4** | **-** |
| **Christie St / McGregor St at Coleman St** ***Unsignalized*** | EBT/L | A | 0.01 | 7.6 | 0.0 | A | 0.02 | 8.3 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBT/L | A | 0.01 | 7.7 | 0.0 | A | 0.05 | 8.1 | 0.8 |
| | WBR | - | - | - | - | - | - | - | - |
| | NB | B | 0.11 | 10.5 | 3.0 | B | 0.11 | 13.6 | 3.0 |
| | SB | B | 0.04 | 11.6 | 0.8 | C | 0.07 | 15.7 | 1.5 |
| | **Overall** | **A** | **-** | **2.4** | **-** | **A** | **-** | **1.8** | **-** |

Notes: Saturation flow rate of 1800 veh/h/lane
Queue is measured in metres
Peak Hour Factor = 1.00

m = metered queue
# = volume for the 95th %ile cycle exceeds capacity
V/C = volume-to-capacity ratio

The study area intersections at the 2024 future total horizon operate similarly to the 2024 future background conditions. No new capacity issues are noted.

### 5.1.6 2029 Future Total Operations

Table 7 summarizes the 2029 future total intersection operations. The Synchro worksheets are provided in Appendix G.

*Table 10: 2029 Future Total Intersection Operations*

| Intersection | Lane | AM Peak Hour | | | | PM Peak Hour | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | LOS | V/C | Delay (s) | Q (95th) | LOS | V/C | Delay (s) | Q (95th) |
| **Franktown Rd at Coleman St *Signalized*** | EBL/T | B | 0.40 | 18.9 | 26.2 | C | 0.50 | 27.6 | 51.1 |
| | EBR | - | - | - | 7.3 | - | - | - | 12.5 |
| | WBL/T | B | 0.48 | 19.5 | 31.3 | C | 0.72 | 31.5 | **#87.7** |
| | WBR | - | - | - | 0.0 | - | - | - | 11.4 |
| | NBL | A | 0.16 | 6.5 | 11.0 | A | 0.32 | 9.5 | 22.5 |
| | NBT/R | A | 0.39 | 9.9 | 55.4 | B | 0.54 | 14.8 | 124.5 |
| | SBL | A | 0.08 | 6.8 | 6.3 | A | 0.14 | 9.7 | 10.1 |
| | SBT | B | 0.36 | 10.4 | 41.1 | B | 0.47 | 14.8 | 82.3 |
| | SBR | A | 0.12 | 8.5 | 2.5 | B | 0.05 | 10.4 | 0.7 |
| | **Overall** | **B** | **-** | **12.2** | **-** | **B** | **-** | **18.5** | **-** |
| **Franktown Rd at Nelson St W / Nelson St E *Unsignalized*** | EB | C | 0.12 | 21.1 | 3.0 | **F** | **0.23** | **58.3** | **6.0** |
| | WB | C | 0.20 | 22.1 | 5.3 | **F** | **0.69** | **103.2** | **25.5** |
| | NB | A | 0.00 | 8.3 | 0.0 | A | 0.01 | 9.1 | 0.0 |
| | SB | A | 0.01 | 8.5 | 0.0 | A | 0.03 | 9.8 | 0.8 |
| | **Overall** | **A** | **-** | **1.8** | **-** | **A** | **-** | **4.7** | **-** |
| **Franktown Rd at Findlay Ave *Unsignalized*** | EBL/R | C | 0.16 | 17.8 | 4.5 | **F** | **0.48** | **51.1** | **17.3** |
| | NBL/T | A | 0.05 | 8.8 | 1.5 | A | 0.05 | 9.5 | 0.8 |
| | SBT/R | - | - | - | - | - | - | - | - |
| | **Overall** | **A** | **-** | **1.2** | **-** | **A** | **-** | **2.2** | **-** |
| **Franktown Rd / Hwy 15 at Hwy 7 *Signalized*** | EBL | E | 0.79 | 71.0 | 29.2 | E | 0.79 | 73.2 | 27.3 |
| | EBT | D | 0.80 | 51.0 | **#106.0** | D | 0.59 | 42.6 | 72.5 |
| | EBR | D | 0.38 | 41.1 | 12.2 | D | 0.41 | 41.0 | 3.8 |
| | WBL | E | 0.89 | 68.4 | 57.7 | E | 0.93 | 64.4 | **#117.0** |
| | WBT | C | 0.29 | 30.5 | 39.5 | C | 0.59 | 28.0 | 107.6 |
| | WBR | C | 0.42 | 34.0 | 15.5 | D | 0.81 | 40.9 | 63.2 |
| | NBL | E | 0.68 | 61.1 | 22.4 | E | 0.83 | 74.2 | **#46.6** |
| | NBT | C | 0.29 | 31.8 | 45.8 | D | 0.53 | 43.0 | 57.6 |
| | NBR | D | 0.82 | 37.2 | 118.0 | D | 0.82 | 38.5 | 116.8 |
| | SBL | E | 0.81 | 69.3 | **#45.3** | E | 0.83 | 72.6 | **#50.3** |
| | SBT/R | C | 0.29 | 29.2 | 47.3 | E | 0.78 | 55.1 | 84.5 |
| | **Overall** | **D** | **-** | **45.4** | **-** | **D** | **-** | **47.2** | **-** |
| **Park Ave at Coleman St *Unsignalized*** | EBL | A | 0.01 | 7.7 | 0.0 | A | 0.01 | 8.3 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBL | A | 0.02 | 7.7 | 0.0 | A | 0.05 | 8.0 | 1.5 |
| | WBT/R | - | - | - | - | - | - | - | - |
| | NB | B | 0.14 | 11.8 | 3.8 | C | 0.22 | 17.3 | 6.0 |
| | SB | B | 0.06 | 11.6 | 1.5 | C | 0.14 | 17.2 | 3.8 |
| | **Overall** | **A** | **-** | **3.0** | **-** | **A** | **-** | **3.0** | **-** |

| Intersection | Lane | AM Peak Hour | | | | PM Peak Hour | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | LOS | V/C | Delay (s) | Q (95th) | LOS | V/C | Delay (s) | Q (95th) |
| **Christie St / McGregor St at Coleman St** ***Unsignalized*** | EBT/L | A | 0.01 | 7.7 | 0.0 | A | 0.02 | 8.5 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBT/L | A | 0.01 | 7.8 | 0.0 | A | 0.05 | 8.2 | 1.5 |
| | WBR | - | - | - | - | - | - | - | - |
| | NB | B | 0.12 | 10.8 | 3.0 | B | 0.12 | 14.6 | 3.0 |
| | SB | B | 0.04 | 12.1 | 0.8 | C | 0.08 | 17.1 | 2.3 |
| | **Overall** | **A** | **-** | **2.2** | **-** | **A** | **-** | **1.7** | **-** |

Notes: Saturation flow rate of 1800 veh/h/lane
Queue is measured in metres
Peak Hour Factor = 1.00
m = metered queue
# = volume for the 95th %ile cycle exceeds capacity
V/C = volume-to-capacity ratio

The study area intersections at the 2029 future total horizon operate similarly to the 2029 future background conditions. At the intersection of Franktown Road at Findlay Avenue, during the PM peak hour, the addition of the 27 two-way site-generated through volumes on Franktown Road are forecasted to increase delay on the eastbound approach from the background conditions by 3.2 seconds in the total conditions, thereby scoring LOS F.

### 5.1.7 2034 Future Total Operations

Table 7 summarizes the 2034 future total intersection operations. The Synchro worksheets are provided in Appendix H.

*Table 11: 2034 Future Total Intersection Operations*

| Intersection | Lane | AM Peak Hour | | | | PM Peak Hour | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | LOS | V/C | Delay (s) | Q (95th) | LOS | V/C | Delay (s) | Q (95th) |
| **Franktown Rd at Coleman St** ***Signalized*** | EBL/T | B | 0.39 | 19.0 | 26.9 | C | 0.48 | 27.0 | 53.8 |
| | EBR | - | - | - | 10.3 | - | - | - | 13.6 |
| | WBL/T | C | 0.52 | 20.1 | 35.1 | C | 0.75 | 34.4 | **#103.1** |
| | WBR | - | - | - | 0.0 | - | - | - | 12.9 |
| | NBL | A | 0.21 | 7.1 | 12.3 | B | 0.44 | 12.5 | 26.0 |
| | NBT/R | B | 0.45 | 10.9 | **#68.3** | B | 0.67 | 19.2 | **#180.7** |
| | SBL | A | 0.09 | 7.3 | 6.3 | B | 0.18 | 12.4 | 10.1 |
| | SBT | B | 0.47 | 12.1 | 53.6 | B | 0.61 | 19.5 | 101.5 |
| | SBR | A | 0.12 | 8.8 | 2.5 | B | 0.06 | 12.1 | 0.7 |
| | **Overall** | **B** | **-** | **13.0** | **-** | **C** | **-** | **21.6** | **-** |
| **Franktown Rd at Nelson St W / Nelson St E** ***Unsignalized*** | EB | D | 0.17 | 28.6 | 4.5 | **F** | **0.39** | **115.3** | **10.5** |
| | WB | D | 0.27 | 30.6 | 8.3 | **F** | **1.16** | **292.2** | **41.3** |
| | NB | A | 0.00 | 8.8 | 0.0 | A | 0.01 | 9.7 | 0.0 |
| | SB | A | 0.01 | 8.7 | 0.0 | B | 0.04 | 10.6 | 0.8 |
| | **Overall** | **A** | **-** | **2.0** | **-** | **B** | **-** | **10.6** | **-** |

| Intersection | Lane | AM Peak Hour | | | | PM Peak Hour | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | LOS | V/C | Delay (s) | Q (95th) | LOS | V/C | Delay (s) | Q (95th) |
| **Franktown Rd at Findlay Ave *Signalized*** | EBL | C | 0.08 | 25.9 | 5.5 | D | 0.17 | 35.5 | 10.9 |
| | EBT/R | C | 0.27 | 25.9 | 6.3 | C | 0.27 | 33.3 | 9.0 |
| | WBL | C | 0.08 | 26.2 | 5.3 | D | 0.24 | 35.4 | 15.2 |
| | WBT/R | C | 0.21 | 25.5 | 5.2 | C | 0.36 | 34.2 | 9.8 |
| | NBL | A | 0.09 | 6.9 | 5.2 | B | 0.09 | 10.6 | 5.4 |
| | NBT | A | 0.44 | 4.7 | 65.7 | A | 0.77 | 9.3 | **#211.8** |
| | NBR | A | 0.05 | 2.8 | 1.2 | A | 0.06 | 2.8 | 3.5 |
| | SBL | A | 0.10 | 6.3 | 8.2 | B | 0.29 | 19.8 | 15.0 |
| | SBT/R | A | 0.50 | 5.5 | 75.5 | A | 0.64 | 7.5 | 119.5 |
| | **Overall** | **A** | - | **6.6** | - | **B** | - | **11.0** | - |
| **Franktown Rd / Hwy 15 at Hwy 7 *Signalized*** | EBL | E | 0.80 | 68.5 | 33.7 | E | 0.79 | 79.3 | **#35.0** |
| | EBT | D | 0.82 | 51.1 | **#106.4** | D | 0.66 | 45.7 | 78.0 |
| | EBR | D | 0.43 | 41.2 | 16.4 | D | 0.50 | 44.8 | 9.2 |
| | WBL | E | 0.90 | 69.9 | 66.5 | E | 0.95 | 66.1 | **#125.8** |
| | WBT | C | 0.30 | 29.9 | 43.2 | C | 0.63 | 29.6 | 112.2 |
| | WBR | C | 0.48 | 34.5 | 17.0 | D | 0.92 | 53.9 | 90.5 |
| | NBL | E | 0.70 | 60.9 | 24.0 | E | 0.86 | 75.0 | **#53.7** |
| | NBT | C | 0.36 | 34.9 | 51.5 | D | 0.64 | 45.3 | 69.0 |
| | NBR | D | 0.92 | 50.7 | **#162.4** | D | 0.87 | 42.4 | **#136.3** |
| | SBL | E | 0.83 | 71.8 | **#50.1** | E | 0.89 | 76.1 | **#56.3** |
| | SBT/R | D | 0.37 | 37.6 | 63.4 | E | 0.93 | 72.0 | **#111.4** |
| | **Overall** | **D** | - | **48.9** | - | **D** | - | **52.9** | - |
| **Park Ave at Coleman St *Unsignalized*** | EBL | A | 0.01 | 7.7 | 0.0 | A | 0.02 | 8.4 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBL | A | 0.02 | 7.7 | 0.0 | A | 0.05 | 8.1 | 1.5 |
| | WBT/R | - | - | - | - | - | - | - | - |
| | NB | B | 0.15 | 12.3 | 3.8 | C | 0.25 | 19.0 | 7.5 |
| | SB | B | 0.06 | 12.0 | 1.5 | C | 0.15 | 18.7 | 3.8 |
| | **Overall** | **A** | - | **2.9** | - | **A** | - | **3.0** | - |
| **Christie St / McGregor St at Coleman St *Unsignalized*** | EBT/L | A | 0.01 | 7.7 | 0.0 | A | 0.02 | 8.6 | 0.0 |
| | EBT/R | - | - | - | - | - | - | - | - |
| | WBT/L | A | 0.01 | 7.8 | 0.0 | A | 0.05 | 8.3 | 1.5 |
| | WBR | - | - | - | - | - | - | - | - |
| | NB | B | 0.12 | 11.0 | 3.0 | C | 0.13 | 15.8 | 3.8 |
| | SB | B | 0.04 | 12.5 | 0.8 | C | 0.09 | 18.5 | 2.3 |
| | **Overall** | **A** | - | **2.1** | - | **A** | - | **1.7** | - |

Notes: Saturation flow rate of 1800 veh/h/lane
Queue is measured in metres
Peak Hour Factor = 1.00
m = metered queue
# = volume for the 95th %ile cycle exceeds capacity
V/C = volume-to-capacity ratio

The study area intersections at the 2034 future total horizon operate similarly to the 2034 future background conditions. No new capacity issues are noted. As in the background conditions, the 95th percentile queue on the northbound through movement at the intersection of Franktown Road at Findlay Avenue may spill back into the intersection of Franktown Road/Highway 15 at Highway 7.

## 5.2 Discussion and Mitigation Options

### 5.2.1 Franktown Road Corridor

The general trend of increasing background traffic along Franktown Road resulting in left-turn movements from side roads being subject to increased delays is noted between the study area horizons. This effect is due to the

unavailability of gaps in the bi-directional traffic stream for drivers to make the desired turns onto Franktown Road. As noted with the intersection of Franktown Road at Findlay Avenue between the 2029 future total horizon and 2034 future total horizon, signalization may address this issue. While potentially not meeting volume warrants, it is recommended that the Town of Carleton Place investigate strategic signalization of the Franktown Road corridor to achieve its desired operations. Such signalization would not be required to support the subject development, however.

It is noteworthy that the background volumes applied represent a conservative scenario. Periodic monitoring of the traffic conditions by the MTO is recommended to compare the realized traffic increase against the growth assumptions presented in the Highway 7 and Highway 15 Intersection Improvements TESR.

### 5.2.2 Queueing and Spillback

Through macroscopic analysis, queueing on the northbound approach of the intersection of Franktown Road at Findlay Avenue was reported to have the potential to spill back to the intersection of Franktown Road/Highway 15 at Highway 7 during the PM peak hour at the 2034 horizons. Running a microscopic analysis at this horizon using SimTraffic version 11, a maximum queue of 163.2 metres was reported in the PM peak hour, as provided in Appendix I. Furthermore, optimizing the signal timing for queueing, the 95$^{th}$ percentile queues on this approach during the PM peak hour at the 2034 future total horizon may be reduced to 61.4 metres as reported by a SimTraffic analysis. Table 12 summarizes the operations with the proposed timing adjustments, noting that the queue reported is higher than that from the SimTraffic analysis. The SimTraffic analysis and Synchro worksheets for the optimized PM peak hour 2034 future total horizon are provided in Appendix I.

*Table 12: 2034 Future Total PM Peak Hour Northbound Queue Optimization*

| Intersection | Lane | PM Peak Hour | | | |
|---|---|---|---|---|---|
| | | LOS | V/C | Delay (s) | Q (95$^{th}$) |
| **Franktown Rd at Findlay Ave *Signalized*** | EBL | E | 0.23 | 55.3 | 16.1 |
| | EBT/R | D | 0.32 | 51.7 | 12.3 |
| | WBL | E | 0.32 | 55.2 | 22.8 |
| | WBT/R | D | 0.43 | 53.0 | 13.4 |
| | NBL | A | 0.08 | 9.0 | m0.8 |
| | NBT | A | 0.71 | 7.4 | 207.5 |
| | NBR | A | 0.05 | 2.4 | m0.0 |
| | SBL | B | 0.25 | 16.5 | 11.0 |
| | SBT/R | A | 0.59 | 6.1 | 105.4 |
| | **Overall** | **B** | **-** | **11.0** | **-** |

Notes: Saturation flow rate of 1800 veh/h/lane
Queue is measured in metres
Peak Hour Factor = 1.00
m = metered queue
# = volume for the 95th %ile cycle exceeds capacity
V/C = volume-to-capacity ratio

It is noted that the operations of the intersection of Franktown Road at Findlay Avenue during the PM peak hour at the 2034 future total horizon operate satisfactorily when optimized for queue length on the northbound approach. Therefore, given the opportunity to reduce queues through signal timing changes, no concern is noted for the spillback from this approach for the intersection of Franktown Road/Highway 15 at Highway 7.

# 6 Conclusions and Recommendations

The proposed residential development is anticipated to produce negligible transportation impacts.

It is recommended that the Ministry of Transportation of Ontario and Town of Carleton Place consider the spillback from the intersection of Franktown Road at Findlay Road, and that the Town of Carleton Place consider the performance of side streets along Franktown Road, each through the Town monitoring the mainline volumes on Franktown Road ultimately realized in the future.

It is recommended that, from a transportation perspective, the proposed development applications proceed.

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# SERVICING AND STORMWATER MANAGEMENT REPORT - 355 FRANKTOWN ROAD

Project No.: CCO-22-0402

Prepared for:

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July 15, 2022

Rev 04: June 14, 2024

McINTOSH PERRY

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## APPENDICES

# 1.0 PROJECT DESCRIPTION

## 1.1 Purpose

McIntosh Perry (MP) has been retained by the 11309455 Canada Inc to prepare this Servicing and Stormwater Management Report in support of the site plan approval for the proposed development at 355 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 services will adequately service the proposed development.

## 1.2 Site Description

The property is located at 355 Franktown Road in the Town of Carleton Place. The site, which is not considered to include the commercial plaza, covers approximately 1.34 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 development proposes two 4-Storey condominium buildings on the western portion of the property and six townhouses on the eastern portion of the property. The condominium buildings will be separated from the townhouse blocks by a public ROW. The future ROW will connect the proposed development to the lands to the north and eventually to the Coleman subdivision via the lands to the south.

# 2.0 BACKGROUND DOCUMENTS

Background documents available under separate cover include:

- JLR Watermain Capacity – Future Development_Final (Dated September 16, 2013 completed by J.L. Richards & Associates Ltd.)
- Functional Servicing Report – 347 Franktown Road (Dated August 13, 2021 completed by Mcintosh Perry Consulting Engineers Ltd.)
- Servicing and Stormwater Management Report – 347 Franktown Road (Date June 22, 2022 completed by Mcintosh Perry Consulting Engineers Ltd.)
- Servicing and Stormwater Management Report – Coleman Central Subdivision Phase 2 (Dated February 12, 2024) Note: This subdivision is currently ongoing approvals. Servicing and references will be updated to reflect the approved documents when complete.

# 3.0 WATERMAIN

## 3.1 Existing Watermain

The following subsections outline the existing water infrastructure within Franktown Road and the proposed infrastructure within 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 at Findlay Avenue. Just before the stub there is a hydrant that services the existing commercial development adjacent to the subject site.

### 3.1.2 *Coleman Central Subdivision*

Although not yet constructed, the infrastructure within the proposed Coleman Central 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.

## 3.2 Proposed Watermain

The existing 200 mm watermain within Coleman Central Subdivision Phase 2 will be extended along the future municipal road. In accordance with the Watermain Capacity – Future Development provided by the Town of Carleton Place, a new 200mm watermain is proposed to connect the extended main within the future municipal ROW. A 150mm PVC water lateral will extend from the proposed 200mm watermain to service the condo buildings, as shown on drawing C102. The townhouse block will be serviced via 19mm copper 'k' type laterals extending from the 200mm watermain within the future municipal road. A new service will be extended to the existing mall from the proposed 200mm watermain within the site. The proposed watermain will be extended through the site and connect to the existing municipal watermain within Franktown Road.

The Fire Underwriters Survey 2020 (FUS) method was utilized to determine the required fire flow for the proposed Phase 1 development. All buildings in the development were evaluated for the worst-case fire flow scenario. It was determined that the townhouse block is the worst case. Detailed water and fire calculations for the development can be found in Appendix 'C' of this report.

The 'C' factor (type of construction) for the townhouses was determined to be 1.5 (Wood Frame). The total floor area ('A' value) for the FUS calculation was determined to be 1132.0 $m^2$. The results of the calculations yielded a required fire flow of 11,000 L/min. The detailed calculations for the FUS can be found in Appendix 'C'.

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

Table 1: Water Supply Design Criteria and Water Demands

| | |
|---|---|
| Water Demand Rate (Commercial) | 28,000 L/gross ha/d |
| Water Demand Rate (Residential) | 280 L/c/day |
| 1-Bedroom Apartment | 1.4 Persons/unit |
| 2-Bedroom Apartment | 2.1 Persons/unit |
| Townhouse | 2.7 Persons/unit |
| Residential Peaking Factor (Day) | 4.9 x avg. day |
| Residential Peaking Factor (Hour) | 7.4 x max. day |
| Site Area (ha) | 2.07 |
| Average Day Demand (L/s) | 0.86 |
| Maximum Daily Demand (L/s) | 3.42 |
| Peak Hourly Demand (L/s) | 5.27 |
| FUS Fire Flow Requirement (L/s) | 183.33 |
| Max Day + Fire Flow (L/s) | 186.75 |

## 3.3 Hydraulic Water Model Results

With reference to the Watermain Capacity – Future Development Pg. 18, pressures under peak demand were analyzed and a hydraulic water model was completed using Bentley's WaterCAD modelling software based on those conditions. A total of three (3) scenarios were analyzed. The performance of the proposed water distribution system within the development was analyzed under each scenario. The following summarizes the modelling scenarios that were analyzed.

Scenario 1: Average Day Demands (w/ Maximum HGL)

Scenario 2: Peak Hour Demands (w/ Minimum HGL)

Scenario 3: Max Day Plus Fire Flow (w/ Reduced Minimum HGL)

The normal operating pressure range is anticipated to be 449 kPa to 462 kPa and will not be less than 275 kPa (40 psi) or exceed 689 kPa (100 psi). *Table 2*, below, summarizes the resultant water pressures at each junction per scenario.

Table 2: Water Pressure at Junctions per Scenario

| Junction | Scenario 1: Average Day Demand (psi) | Scenario 2: Peak Hourly Demand (psi) |
|---|---|---|
| J-2 | 67 | 67 |
| J-3 | 68 | 68 |
| J-4 | 68 | 67 |
| J-5 | 68 | 68 |
| J-6 | 68 | 67 |
| J-7 | 68 | 67 |
| J-8 | 68 | 68 |
| J-9 | 68 | 68 |
| J-10 | 68 | 68 |
| J-11 | 68 | 68 |
| J-12 | 68 | 68 |
| J-13 | 72 | 71 |
| J-14 | 68 | 67 |
| J-15 | 68 | 67 |
| J-16 | 67 | 66 |
| J-17 | 66 | 65 |
| J-18 | 64 | 63 |
| J-19 | 64 | 63 |

To analyze the maximum day demands plus fire flow scenario, the fire flow calculation tool in the water modelling software was used to run multiple iterations of the scenario while gradually increasing fire flows being applied to a single junction until the minimum pressure of 20 psi is reached at any point in the system. A summary of the maximum available fire flow results is provided in Appendix C. Please note the results are considered conservative, as reductions were applied to the HGL at the connection point within Franktown Road.

The water model results determined that the proposed 200mm watermain can adequately provide enough fire flow to meet the required flow rate of 11,000 L/min (183.33 L/sec) at the location of the proposed hydrants H-4 and H-3 (junctions J-15 and J-19), with available fire flows ranging from 13,532 L/min to 11,488 L/min (225.54 L/sec to 191.46 L/sec) while maintaining a minimum residual pressure of 20 psi in the network. Fire flow to the

proposed townhouse block will be provided in part by the proposed hydrant within the Coleman Subdivision, given the distance between Hydrant H-4 and the townhouse block will exceed 150m. The water model results determined that the proposed hydrant within the Coleman Subdivision (J10) will provide 15,312 L/min of fire flow, or 255.20 L/s, while maintaining a residual pressure of 20 psi in the network. Refer to the Hydraulic Water Modelling results and figure C1 in Appendix C for more details.

To provide fire flow to the proposed condo buildings internal fire suppression system, a private hydrant (H-4) within 45m of the siamese connection is proposed. A hydrant summary based on the water model can be seen in *Table 3*, below.

Table 3: Fire Protection Confirmation

| Building | Max Fire Flow Demand (L/min.) | Fire Hydrant H-3 (L/min.) | Fire Hydrant H-4 (L/min.) | Coleman Subdivision Hydrant (J10) (L/min.) | Combined Fire Flow (L/min.) |
|---|---|---|---|---|---|
| Condo Buildings | 9,000 | 13,532.4 | 11,488 | - | >9,000 |
| Townhouse Block | 11,000 | 13,532.4 | - | 15,312 | >11,000 |

# 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.

## 4.2 Proposed Sanitary Sewer

The 200 mm sanitary sewer stub within Coleman Street Subdivision is proposed to be extended along the future municipal road to service the subject property. A 200 mm sanitary sewer is proposed to be extended from the municipal road within the drive aisles bounding the condo buildings. The condo buildings will have shared servicing through a 200 mm sanitary service connection to the proposed 200 mm diameter sanitary sewer. The proposed sewer will also service the existing mall to the west. Each townhouse will be serviced by 135mm sanitary laterals extending from the 200mm sewer within the future municipal road. Refer to drawing C102.

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 4*, below.

Table 4: Sanitary Design Criteria

| | |
|---|---|
| 1-Bedroom Apartment | 1.4 persons/unit |
| 2-Bedroom Apartment | 2.1 persons/unit |

| | |
|---|---|
| Townhouse | 2.7 persons/unit |
| Average Daily Demand | 280 L/day/person |
| Site Area (Condos, Townhouses, and Existing Mall)) | 2.07 ha |
| Residential Peaking Factor | 3.52 |
| Commercial | 2,800 L/(1000m²/d) |
| Extraneous Flow Allowance | 0.33 L/s/ha |

*Table 5*¸ below, summarizes the estimated wastewater flow from the proposed development. Wastewater flows from the proposed Chadha development are not included in this summary but have been accounted for in sanitary sizing and capacity. Detailed calculations for each contributing area can be found in Appendix 'D'.

Table 5: Summary of Estimated Sanitary Flow

| | |
|---|---|
| Average Dry Weather Flow | 0.97L/s |
| Peak Dry Weather Flow | 2.66 L/s |
| Peak Wet Weather Flow | 3.24 L/s |

Based on the calculation provided in the Coleman Central Subdivision Phase 2 Servicing Report and the results shown in *Table 5*, above, it is anticipated that there will be no downstream capacity concerns. Flow from the subject site has been accounted for in the Coleman Central Subdivision design, refer to subdivision design documents for details.

Further to the above, the town has initiated its own analysis to confirm the capacity of the receiving network.

# 5.0 STORM DESIGN

## 5.1 Existing Storm Sewer

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 creek. The existing mall adjacent to the site currently outlets to a storm water management area within the development. There is a 975mm concrete storm sewer to be extended from the Coleman Phase 2 subdivision specifically to provide an outlet for 347 and 355 Franktown developments. The 975mm sewer ultimately outlets to an existing ditch that has been realigned as part of the Coleman Central Subdivision Phase 2 development. Please refer to the subdivision documents for details.

## 5.2 Proposed Storm Sewer

The proposed development will be serviced by a new storm network extended from the future 975mm storm sewer within the future municipal road that will be extended from the existing storm sewer within Coleman Central Subdivision Phase 2. A new outlet to the realigned ditch within the Coleman Central Subdivision Phase 2 pond block is proposed to accommodate flows from the proposed development. As part of the ditch realignment, flows from the subject site have been considered. As existing flows from the adjacent mall

currently flow to the site, they will also be considered in the proposed storm water management network and restricted.

Runoff from the condo buildings, drive aisle, rear yard, existing mall and southern landscaped area will be captured and restricted.

Flow attenuation for the above-mentioned areas will be provided via a 180mm plug style orifice located on the upstream invert of the outlet pipe for the ponding area. Flows greater than the allowable release rate will be stored in a landscape area complete with a 2.00m weir at the southeast of the site.

Runoff from the townhouses and the proposed municipal road will sheet drain without attenuation to the future municipal Row.

# 6.0 STORMWATER MANAGEMENT

## 6.1 Design Criteria and Methodology

Stormwater management for the proposed site will be maintained through attenuated surface storage provided in a landscape area the southeast of the site. Catch basins will be collect runoff from at-grade areas within the site. The quantitative and qualitative properties of the storm runoff for both the pre & post development flows are further detailed below. The post-development 5 and 100-year flows will be restricted to the pre-development 5 and 100-year flows.

## 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 6, below.* Please note the SWM area and Site Area vary slightly as a portion of the townhouse block will be directed to Coleman Phase 2 and accounted for in their stormwater management calculations.

Table 6: 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 | 1.33 | 0.20 | 0.25 | 77.11 | 165.18 |
| A2 | 0.69 | 0.20 | 0.25 | 40.04 | 85.78 |
| A3 | 4.47 | 0.20 | 0.25 | 259.20 | 555.25 |

See CCO-22-0402 - *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-22-0402 - *POST* in Appendix 'F' of this report for more details. A summary of the Post-Development Runoff Calculations can be found in *Table 7*¸ below.

Table 7: 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) |
|---|---|---|---|---|---|
| B1 | 0.28 | 0.47 | 0.54 | 37.77 | 74.32 |
| B2 | 0.74 | 0.64 | 0.73 | 137.34 | 265.21 |
| B3 | 0.57 | 0.87 | 0.97 | 143.13 | 272.82 |
| B4 | 0.32 | 0.56 | 0.64 | 51.37 | 99.91 |
| B5 | 4.47 | 0.20 | 0.25 | 259.20 | 555.25 |
| Total | 6.36 | | | 628.80 | 1267.51 |

See Appendix 'G' for calculations. Runoff for area B1-B3 will be restricted before draining to the sewer within the future municipal ROW. The flow will be controlled through the use of a 180mm plug style ICD. Runoff from areas B4 will leave the site unrestricted. Quantity and quality control will be further detailed in Sections 6.5 and 6.7.

## 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. Note that areas A3 and B5 are offsite and will outlet to the storm sewer within the future public road at full buildout conditions therefore these areas are not included in the site quantity calculations. These values create the following allowable release rate and storage volumes for the development site.

Table 8: 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 | 1.33 | 0.20 | 0.25 | 77.11 | 165.18 |
| A2 | 0.69 | 0.20 | 0.25 | 40.04 | 85.78 |
| Total | 2.02 | | | 117.15 | 250.95 |

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 B1 to B3 will be restricted as shown in *Table 9*, below.

Table 9: 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 | |
| B1 | 37.77 | 74.32 | 55.77 | 135.10 | Restricted – ICD |
| B2 | 137.34 | 265.21 | | | |
| B3 | 143.13 | 272.82 | | | |
| B4 | 51.37 | 99.91 | 51.37 | 99.91 | Unrestricted |
| Total | 369.60 | 712.25 | 107.13 | 235.01 | |

See Appendix 'G' for calculations.

Runoff from areas B1 to B3 will be restricted using an ICD within the inlet of DICB5. This will backup stormwater runoff from the site to a landscaped area southeast of the site. The area will pond to elevations of 133.17 and 133.47 for the 5-year and 100-year storms, respectively. The landscaped area will be complete with a 2.00m earth weir.

A storage summary can be seen in *Table 10*, below.

Table 10: Storage Summary

| Drainage Area | Storage Required ($m^3$) | Storage Available ($m^3$) | Storage Required ($m^3$) | Storage Available ($m^3$) |
|---|---|---|---|---|
| | 5-Year | | 100-Year | |
| B1 | 195.9 | 199.9 | 331.7 | 353.7 |
| B2 | | | | |
| B3 | | | | |

## 6.6 Hydraulic Grade Line Analysis

The hydraulic grade line was reviewed within the proposed storm sewer network to evaluate the need for sump pumps within the proposed condo buildings and townhouse block. PCSWMM was used to evaluate the HGL based on a 100-year Chicago Storm with a 3-hour duration. The results of the HGL analysis indicated that sump pumps will be required for the townhouse block, as the 100-year HGL elevation will be greater than the USF elevation. Results can be found in *Table 11*, below. Please refer to Appendix 'G' for additional information.

Table 11: Junction HGL vs USF Elevation

| Max HGL (m) (MH111) | Max. HGL (m) (MH106) | USF Elev. (m) (Condo Buildings) | USF Elev. (m) (Townhouse Block) |
|---|---|---|---|
| 131.85 | 131.70 | 132.75 | 131.36 |

Additional notes have been added to drawing C102 regarding the requirement for sump pumps and back-flow preventors.

## 6.7 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.

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 *Erosion & Sediment 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

- Two new condominium buildings and a block of townhouses are proposed at 355 Franktown Road.
- A new 200mm water main will be extended from the proposed Phase 2 of Coleman Central Subdivision to Franktown Road.
- The FUS method estimated fire flow indicated 11,000 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 in the vicinity of the development 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 Central Subdivision

- The development is anticipated to have a peak wet weather flow of 3.24 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 the Coleman Central Subdivision. 135mm services will service the block of townhouses, extending from the Phase 2 Coleman sewer. 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 future sewer located within Phase 2 of the Coleman Street Subdivision.
- Storage for the 5 and 100-year storm events will be provided via surface storage.

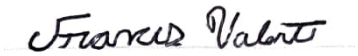
# 9.0 RECOMMENDATION

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 proposed development at 355 Franktown Road.

This report is respectfully being submitted for approval.

Regards,

McIntosh Perry Consulting Engineers Ltd.

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# 10.0 STATEMENT OF LIMITATIONS

This report was produced for the exclusive use of the 11309455 Canada Inc group. 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. McIntosh Perry reviewed the site information and background documents listed in Section 2.0 of this report. While the previous data was reviewed by McIntosh Perry 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. McIntosh Perry 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, McIntosh Perry 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<br>Townhouses: 2.7 p/unit<br>Apartment: 1.8 p/unit | Single Family: 3.4 p/unit<br>Townhouses: 2.7 p/unit<br>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

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**COMMUNICATION 135192**

Received From: Joanne Henderson, Manager of Recreation and Culture
Addressed To: Committee of the Whole
Date: November 26, 2024
Topic: Parks, Recreation and Culture Master Plan Update

**SUMMARY**

At the April 4, 2023 Committee of the Whole meeting, Council received the completed Parks, Recreation and Culture Master Plan. Staff have completed a report to provide an update on the work that has been completed to date on the short-term priority recommendations (1-3 years) identified in the Plan.

**BACKGROUND**

There were 46 short-term priority recommendations. Staff have completed an update on the status of these recommendations. Many of the short-term priorities are already in progress and the consultant's recommendation was to continue working on the various initiatives. These priorities will remain in an in-progress status as the recommendation was simply to continue with the initiatives that we were already working on.

**DISCUSSION**

The following will be completed in 2025 based on the recommendations:

1. Formal Parks Classification System
2. Formal Trails and Pathways Classification System that includes smaller unofficial trails and paths.
3. Mapping of trails in Sonnenburg Woods.
4. Staff will collaborate with the Youth Centre on two (2) events for 2025.
5. Five (5) movies in parks, two (2) outdoor concerts and three (3) park parties will be offered free of charge by the Town.
6. The Town will expand its offering of guided walking tours and materials in partnership with the Museum and Downtown Carleton Place BIA.
7. Feedback will be obtained from residents to determine what additional free or low-cost programming is desired.
8. The Town will present four (4) indoor concerts at the Town Hall Auditorium, as well as host Festival of Small Halls for two (2) shows. Additionally, the Town will also host 2-3 indoor movies at the Town Hall Auditorium and a 10-week seminar series at the Station Active Living Centre for Seniors which was funded by a Provincial Grant.
9. Work will continue on the online booking portal.
10. The Recreation Department will be added to the CityWide Maintenance Management System to track work orders for the Department.
11. Developing a user fee framework.

The following recommendations will require further direction from Council:

1. Consolidation of parkland parcels.
2. Updating and consolidating the existing recreation layers on the GIS system.
3. Further amendments to the Official Plan to require development alignment with the Parks and Recreation Master Plan.
4. Additional lighting at the old skatepark

**FINANCIAL IMPLICATIONS**

Any financial implications associated with the short-term priority items will be absorbed within the 2025 budget or will be added for consideration in the 2026 budget.

**RECOMMENDATION**

THAT Council receive as information the Manager of Recreation and Culture's report dated November 26, 2024, providing a progress update on the Parks, Recreation and Culture Master Plan.

# Recreation Master Plan – Short Term Recommendations Progress Update

| Priority: Legislation and Policy | | |
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| | **Status** | **COMMENT** |
| 1. Review and adjust Development Charges rates to provide funding that reflects the needs of the community in terms of parks and recreation services. | In Progress | Update of Development Charge By-law and Background Study in progress. By-law anticipated to be repealed and replaced in Q2 of 2025. |
| 2. The Town should consider setting standard minimum parcel criteria when accepting the conveyance of land as parkland. Consultation with Developers and the School Boards should be completed as per Ss51.1 of the Planning Act. Bill 23 may impact how parkland can be identified for conveyance purposes through allowing landowners to select parkland based on provincial criteria.<br>The following provides examples of criteria when assessing land as future parkland:<br>a. Land to be conveyed to the Town must satisfy the following conditions:<br>• Lands are free and clear of all legal and other circumstances.<br>• Record of site conditions should satisfy a Phase 1 ESA.<br>b. Land is deemed unsuitable when:<br>• The land has been or will be conveyed to the Town for stormwater management purposes, highways, roadways, | Complete | Parkland Dedication By-law 86-2023 passed November 7, 2023 includes provisions regarding the "suitability of land" to be dedicated for parkland purposes and specifically Section 7 "Suitability of Land" as follows:<br><br>"Only those lands suitable for park or recreational development will be accepted as part of the required parkland dedication. These lands shall be, in the opinion of Council, suitable for use as municipal parkland and such criteria may include lands:<br>• Adjacent to established parks, schoolyards or stormwater management areas;<br>• Located near any area of multiple Residential Development;<br>• With adequate street frontage to provide for visibility and safety;<br>• That are level, regularly shaped and not susceptible to major flooding, poor drainage, or other environmental or physical conditions which would interfere with their Development or use for public recreation.<br><br>The Town may accept additional lands over and above the required parkland dedication and may incorporate these lands into the Town's park system. Such lands would be important to the Town's open space resources and may include lands:<br>• For storm water management areas;<br>• Having environmental or physical conditions which render the land unsuitable for Development; and, |

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| walkways, or other non-parkland purposes.<br>• There is presence of natural hazards including flood prone lands.<br>• The location, grad and configuration of lands are constrained or undesirable. Having unsuitable or unstable soil conditions.<br>• It includes utility right-of-way or easements.<br>• There is contamination as determined by an ESA.<br>c. Applicant must restore the land to be conveyed as parkland to a condition satisfactory to the Town. | | • Which are suitable for the Development of corridors throughout the Town for such uses as wildlife or pedestrian or biking trails.<br><br>Lands dedicated to the Town may be required to be graded, top-soiled, and, seeded to the specification of the Town.<br><br>Land dedicated to the Town may be required to be Serviced to the specification of the Town to accommodate any planned park features." |
| 3. As part of the planning of the community, improve the lot and parcel definition for each park and open space. This includes combining multiple parcels that make up a park and/or ensuring the lot line matches up with the associated park. | Incomplete | The purpose for this recommendation is to consolidate multi-part contiguous parkland parcels into one identified parcel and to protect the Town's parkland from future sale. In reviewing current parkland parcels, the only two areas where this could occur are the Arena and adjacent lands and O-kee-lee Park.<br><br>Formal direction from Council to consolidate the parcels would be required to complete this item. Once direction is provided staff would have legal complete the necessary legal work. |
| 4. As part of the community planning process, update and consolidate the existing recreation layers in the Town's ArcView GIS system so that it provides up-to-date recreation/culture facilities including all parks, trails and pathways. | Incomplete | If there are layers Council would like to be completed and added to the system, further Council direction with respect to this item is required. A budget estimate to complete this GIS layer is $2,000. |

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| An up-to-date planning tool will highlight opportunities and constraints at time of reviewing proposals from developers. | | |
| 5. Linear pathways and pedestrian connections should be considered in the Town's review of Draft Plans of Subdivision and other development applications, including infill. Parcel dedication for trails and pedestrian links, in addition to parkland parcels, enhances community connectivity and reduces the disruption of the existing pedestrian network. Additionally, site plan reviews should consider and encourage multi-use spaces and elements that could enhance the pedestrian experience and the connectivity of the parkland as a whole. | Complete | The Official Plan has been updated to refer to the alignment of application review with the Town's Transportation Master Plan and Parks and Recreation Master Plan. The Recreation Department will provide comments to Development Services Staff at time of application circulation to ensure that specific priorities are captured in the review. |
| 6. Consider implementing a Community Charges By-Law for the Town and include cultural/community facilities and active transportation linkages as potential service categories. | Not applicable | The height and density of the development permitted in the Town's Official Plan does not currently enable the use of a Community Benefits Charge. |
| 7. The Town should consider incorporating more policies into the Official Plan that speak to the integration of cultural facilities and programming as currently the only policies that speak to arts and culture refer to the downtown Mississippi District. More policy direction is required to guide parks, recreation | Incomplete | The Official Plan has been amended to require development alignment with the policies of the Parks and Recreation Master Plan. If further amendments to the text are desired, Council can request a specific policy amendment. To initiate this process, Council direction via resolution is required. Parks and Recreation staff can then provide recommendations for amended language. |

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| and culture within the entire community. | | |
| 8. Continue to explore opportunities to incorporate more recreation and culture facilities in the southern portion of the Town, specifically within the Highway District Secondary Plan Area. Note that at least two parks are being added to this area through new subdivisions. | In Progress | Development applications for this District are either underway or have not yet been filed. As properties are subject to development applications, alignment with the Parks and Recreation Master Plan will be pursued. |
| 9. Create a formalized application process for community members looking to suggest new Town-owned recreation and/or culture facilities and/or amenities. This process would put the responsibility of conducting the required research and analysis of preparing the required background studies into the justification and feasibility of the project onto the applicant and not the Town. Based on the justification and information provided, the town would make the final decision on whether the application is approved. | To be completed | Staff need to develop an application process and policy for the community to suggest new recreation/culture facilities and/or amenities. The policy would require the applicant to provide background information and analysis as to why there is a need in the community. |
| **Parks and Open Space** | | |
| 1. The Town should consider implementing a formal Parks Classification System so that parkland can be properly assessed and categorized, while ensuring that the different park typologies are equitably distributed and the park amenities are consistent throughout the Town's parkland system. The following factors are recommended to be | To be completed in 2025. | Staff will develop a classification system to assess and categorize parks, as well as the minimum standards to be included when developing parks. |

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| considered and included in such a system:<br>a. A focus on proximity of parkland to residents who will use them.<br>b. The establishment of frequency and diversity in types of parks and open spaces providing interest and variety for the community.<br>c. The development of parks and open space programming that is diverse and reflects the interests of the community who will use them. | | |
| 2. A minimum of three (3) additional parks should be developed south of Coleman Street/Cavanagh Road including two (2) parks south of Highway 7. These additional parks will ensure the southern portion of Carleton Place offers parks within 500 m in service radius. | In progress | Two (2) parks have been developed south of Coleman Street and Cavanagh Road. Two additional parks will be developed south of 7 – Uniform and Carmichael Farms once these subdivisions are being developed. |
| 3. The Town should make a priority to regrade and resurface the existing three (3) tennis courts and add pickleball lines to them. The Town should also consider adding two (2) additional tennis courts with pickleball lines within the next 10 years; the geographical distribution of additional tennis courts should consider offering tennis and pickleball opportunities in more than only one location of the Town. | Complete | Two (2) tennis courts were re-painted in 2024 and one (1) tennis court was re-surfaced and painted. Pickleball lines were added to the three courts.<br><br>Future consideration will be given to additional tennis courts with pickleball lines as additional parks are developed in Town. |
| 4. The Town should invest and integrate outdoor active amenities specific to adults and seniors such as horseshoe | In Progress | Outdoor fitness equipment has been installed in the re-development of the existing park (Train Station) and installed in |

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| pits, bocce ball courts, lawn bowling and fitness equipment, where feasible. | | the new park development at Miller's Crossing. Staff will continue to explore additional opportunities in the future. |
| 5. The Town should develop a strategy to deliver a variety of popular youth outdoor amenities for youth. These features can include outdoor basketball courts, outdoor volleyball courts at beach, skateboard and longboard parks, BMX tracks, outdoor workout equipment, obstacle course challenges, etc. | In Progress | The multi-sports pad at Carleton Junction has provided additional opportunities for youth. There are four (4) basketball nets as well the outdoor pad as opportunities for play – ball hockey, lacrosse, etc. Youth can also use the fitness equipment that has been newly installed in parks.<br><br>Additional youth outdoor amenities will be considered as additional parks are developed in Town. |
| 6. Maintain ongoing coordination with developers during the development approval stages so that opportunities to incorporate new parkland or outdoor recreation facilities are identified early in the process, including strategies to incorporate new parkland and facilities with the existing system and confirming the ongoing operations and maintenance of the space. | In Progress | The Director of Development Services discusses all potential development proposals with the Manager of Recreation and Culture in the early stages of development consultation. |
| 7. Park development and redevelopment should involve the community and residents. Public consultation should be conducted at the conceptual design stage for park projects, providing information to the community on upcoming works while gathering feedback on amenities determined by the staff and park designs and based on budget. | Completed | During the development of the Miller's Crossing and Coleman Central Parks, a public open house was held as well as an on-line survey seeking the public's input into the proposed designs of the parks. |
| 8. Based on results from the consultation during Phase 1, it was indicated vandalism may be more present in the | In progress | With the additional lighting added at Carleton Junction and the addition of the multi-use pad, some of the Crime Prevention Through Environmental Design (CPTED) mechanisms have |

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| two parks targeting youth including Carleton Junction and the old skatepark in Begley Street Park. These two parks should be assessed by CPTED experts to develop mechanisms and park improvements to reduce the undesirable activities in these locations. | | been met. With regards to the old skatepark, additional lighting could be added but funding would be required.<br><br>Staff require direction from Council regarding this recommendation. |
| 9. Promote a climate-conscious approach in park and open space development/redevelopment.<br>A climate-conscious approach to park and open space design includes:<br>a. Considering energy conservation and generation in the planning of new amenities and facilities.<br>b. Reviewing day-to-day operations and the maintenance of parks and open space.<br>c. Incorporating more sustainable design features into the development of parks such as bioswales, rain gardens, and pollinator gardens.<br>d. Promoting a Tree Planting Strategy to encourage the selection and promotion of native plants.<br>e. Developing a Tree Canopy Policy/Tree Management Plan to encourage the planting of a minimum of one tree for every tree removed.<br>f. Utilizing locally sourced and sustainable building materials. | In progress | Progress in this area includes:<br>Staff continue to work with the Urban Forest Committee and the Environmental Committee regarding our Tree Planting Program and the installation of pollinator gardens.<br><br>Staff continue to work with the MVCA regarding shoreline stabilization. There are wetlands in both Roy Brown Park and O-Kee-Lee Parks and these areas will conserve biodiversity.<br><br>The old growth forest in the Uniform Subdivision was retained for future community enjoyment.<br><br>In 2019, Council adopted a Tree Canopy Policy with the assistance of the Urban Forest/River Corredor Committee<br><br>In 2023, Council finalized the update of its Official Plan which included the following changes:<br>1. Requiring a tree preservation plan in support of development applications.<br>2. Requiring annual plantings undertaken by either the Town or through approved landscaped plans in new developments demonstrate the establishment of an ecologically diverse canopy composed of native and hardy species of trees;<br>3. Prioritizing the planting and re-planting of trees in municipal parkland and open spaces in order to maximize the shade coverage of public spaces; and |

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| g. Assessing the interest in Community Gardens within parks.<br>h. Promoting vegetated shorelines and waterways.<br>i. Identifying areas of significant ecological value such as wetlands and old growth forests within the Town boundaries to conserve biodiversity. | | 4. Ensuring that tree planting and tree preservation shall occur so that all areas of the Town are protected through a no-net -loss policy. What this means, is that where new development will result in the loss of existing tree canopy, a condition of development approval will require that lost trees be replaced at a 1 to 1 (currently 1 to 3) ratio for every tree removed which is in excess of 15 cm diameter of breast height.<br>5. Council will consider adopting a "Let it lay" program for the retention of tree stumps, standing trunks and felled logs on municipal property in addition to the woodchip mulch and composting initiatives at the municipal composting site. |
| **Trails and Pathways** | | |
| 1. The Town should consider implementing a formal Trails and Pathways Classification System that includes smaller unofficial trails and paths.<br>The following factors are recommended to be considered and included for such a system:<br>a. A focus on connecting residents to parks, amenities and schools.<br>b. A hierarchy of trails that provides opportunities for diverse, multi-functional, four-season trail usage.<br>A strategy for winter maintenance based on the type of trials and pathways. | To be completed in 2025 | Staff will develop a classification system to assess and categorize trails. The system will also incorporate a map that will show connections to parks, amenities and schools. |
| 2. The trails in Sonnenburg Woods should be physically identified and mapped. | To be completed | Staff will work with Development staff in 2025 to map the trails but funding will be required to install a trailhead, build a picnic area and install wayfinding signage. |

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| A map of the trails should be provided at the entrance of the park to encourage use by residents. The entrance to this park should also be formalized by providing a trailhead, and picnic area making it a destination for the community. Trails should be marked using directional signage and wayfinding at several locations within the woods so that users can have a clear understanding of where they are located within the trail system. | | These items will need to be included in the 2026 budget for consideration. |
| 3. In order to preserve community access to the Mississippi River, it is important for the Riverside Trail to be continued along the Carleton Place Waterfront where possible. When a waterfront lot is redeveloped for multi-family use. The Town should work together with the developer at the development approval stage to allow for a continuous public access to the Mississippi River, where possible, through ownership of other means (e.g. easements). | In Progress | These areas are flagged as development proposals arise. One area where this was recently identified was during the development of the Findlay Foundry property. |
| **Indoor Facilities and Service** | | |
| 1. Consider providing programs and spaces for teenagers by collaborating with the Youth Centre. Consider a multi-use indoor/outdoor Youth Hub would be beneficial for the community at large. | In Progress | Staff have completed preliminary discussions on how the Department & Youth Centre can collaborate on two (2) events for 2025. Discussion will be ongoing. |
| 2. Consider incorporating energy efficiency upgrades and rainwater harvesting initiatives to existing and | In progress | Energy-efficient upgrades are considered when equipment needs to be replaced. For example, electric air source heat pumps with gas furnace backups were installed recently at the Town Hall and Library. |

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| planned indoor recreation and culture facilities. | | |
| 3. Promote a climate-conscious approach when developing new indoor recreation facilities.<br>A climate-conscious approach to indoor recreation facility design includes:<br>a. The reduction of energy cost, carbon emissions and environmental footprint.<br>b. A review of the day-to-day operations and maintenance of indoor recreations facilities.<br>Utilizing locally sourced and sustainable building materials. | Future consideration | This recommendation will be considered when new facilities are developed. Consideration will be given to making new facilities net zero ready. |
| 4. Continue to monitor operating costs of the respective facilities, and work to schedule capital investments according to the life cycle costs of the facility. | In Progress | Review of operating costs is undertaken each year as part of the Town's requirements under the Broader Public Sector (BPS) energy reporting initiative. In addition, a great deal of work has been undertaken in the past couple of years on assessing the Building Condition of various Town facilities including Recreation facilities. The results of the Building Condition Assessments has been used to inform the Town's Asset Management Plan to identify the most opportune time to schedule capital investments to lower the Town's overall lifecycle costs of its facilities and to apply for grants where possible.<br><br>Staff will continue to monitor operating costs of all facilities and will continue to schedule capital investments accordingly. |
| **CULTURE** | | |
| 1. The Town should continue to work with its community partners to support free or low-cost cultural programming. Additionally, the Town should look to provide free or low-cost cultural | In Progress | Low-cost programming is already offered at the Town's Library or by the Library staff at other facilities such as the Town Hall auditorium and at the Seniors Centre with partners such as the Civitan Club and the Men's Shed. |

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| programming at other Town facilities, so there is an equitable geographic distribution of cultural facilities and programming. | | The Town partners with local businesses to support low-cost cultural programming for kids during PD days, Christmas and March breaks, etc.<br><br>In 2025, five (5) movies in parks, two (2) outdoor concerts and three (3) park parties will be offered free of charge by the Town.<br><br>In 2025, the Town will expand its offering of guided walking tours and materials in partnership with the Museum and Downtown Carleton Place BIA<br><br>Staff will be seeking resident feedback in 2025 to determine what additional free or low-cost programming is desired and will then work with community organizations that can assist with this programming. |
| 2. Based on survey results, many Town residents only visit cultural facilities, such as the Museum or Town Hall Auditorium, on special occasions. The Town should consider hosting regular cultural events or programming within the Museum and Town Hall Auditorium, such as painting nights, art shows, dancing events, or theater camp/classes. These events could also be held in collaboration with community partners. The Town should also support community institutions already offering cultural events and programming. | In Progress | The Town will present four (4) indoor concerts at the Town Hall Auditorium, as well as host Festival of Small Halls for two (2) shows in 2025. Additionally, the Town will also host 2-3 indoor movies at the Town Hall Auditorium. The Town will also be hosting a 10-week seminar series at the Station Active Living Centre for Seniors which was funded by a Provincial Grant.<br><br>The Town provides financial and in-kind support to organizations hosting cultural events through the Community Enrichment program and will further assist these organizations with our enhanced volunteer management program. |
| 3. Utilize outdoor public spaces and venues to host cultural events, such | In Progress | The Town hosts and assists with hosting six (6) major annual events in our outdoor parks: |

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| as various fairs and markets, art exhibits, performances and festivals. | | EarthFest – working with the Environmental Advisory Committee<br>PoutineFeast<br>Canada Day-Riverside Park<br>Pumpkinfest- Carleton Junction<br>Winterfest- Market Square Pavilion<br>Dragonboat Festival- Riverside Park |
| 4. Ensure that cultural facilities, programming and events are available year-round through working with local organizations and community partners. | In Progress | The Town continues to collaborate with organizations such as the Library, Carebridge and the Civitan Club, to ensure there is programming scheduled year-round. |
| **PROGRAM AND SERVICE DELIVERY** | | |
| 1. The Town should annually evaluate usage, participation, satisfaction and rates including the space/amenity used to offer a program. This could be through online satisfaction surveys and through the existing online booking system.<br>The community feedback will also provide input on trends and current gaps in programming not provided by private entities. | In Progress | Staff have created fillable surveys after each major event to collect community feedback and suggestions for improvements. |
| 2. The Town should consider fostering new partnerships with private entities to provide indoor programming not available but requested by the community. These may include fitness classes, wellness workshops, board game sessions and various hobby sessions for all ages. | In Progress | The Town works in partnership with Carebridge, which hosts indoor fitness classes at two (2) of our facilities.<br><br>The Town will also be hosting a 10-week seminar series at the Station Active Living Centre for Seniors which was funded by a Provincial Grant.<br><br>The Town partners with Carebridge to host many of the suggested activities noted in this section. |
| 3. Promoting volunteerism within the Town is key to supporting municipal | In Progress | The Town will be undertaking significant efforts to increase our volunteer management program through the integration of new |

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| staff in providing adequate programming and services. Hosting appreciation and socializing events for volunteers should be made a priority to help with encouraging more residents to volunteer while fostering a greater sense of community pride. | | software, themed volunteer nights, and enhanced volunteer training opportunities.<br><br>The Town's volunteers are invited to the Annual Appreciation Night held each December. |
| 4. The Town should consider creating a volunteering committee made up of interested residents than can be involved in various Town events and programming. | In Progress | The Town will be undertaking significant efforts to increase our volunteer management program through the integration of new software, themed volunteer nights, and enhanced volunteer training opportunities. |
| 5. Better promotion of the programs occurring at the Active Living Center and the Youth Center is required to bring awareness of the programming offered to their respective targeted age groups. | In Progress | Staff are better utilizing social media to assist in the promotion of the programming at the Active Living Centre and help to promote activities ongoing at the Youth Centre. The Active Living Centre's programs are also promoted in the Town's monthly Seniors Newsletter. |
| 6. In addition to advertising the programs offered on the Town's social media, the Town should consider publishing parks, recreation and culture programming/events information on a monthly basis in the CP Scoop so that resident are aware of the event and programs being offered in the month. | In Progress | This is already implemented for major events & news programs or developments. However, promotion of daily recreation programs will be implemented in a "Recreation Roundup" blurb at the beginning of each month to assist in promoting the ongoing programs. |
| 7. Continue to foster open collaboration and communication between the Town and local sports and recreational organizations and culture providers. These organizations should be involved in the parks, recreation and culture planning process and be actively consulted so that programming and services are | In Progress | Staff will continue to involve our community partners during any planning processes. For example, they were involved in both the Recreation Master Plan and the Service Delivery Review. |

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| provided in a comprehensive and inclusive way. | | |
| 8. Transition to an online booking, payment and registry system that allows public to see available rental facilities and programming that is open for sign-up. | In Progress | Tickets for indoor concerts are now available through the Town's online portal. Work will continue in 2025 to offer more capability for residents to be able to conduct their business with the Town electronically. |
| **MANAGEMENT OF PROJECTS, STAFF & FINANCING** | | |
| 1. Complete a critical assessment of each division within the Recreation and Culture Department to identify strengths and gaps. Interview with each staff member of the Department to understand their role and responsibility should be recorded as part of the assessment. | | Work in this area was undertaken in 2024 as part of the Recreation and Culture Service Delivery (SDR) and Fee Review. Recommendations from the SDR will be considered further in 2025. |
| 2. Work with a park design consultant to provide an overall plan for meeting industry standards for the development of parks and open spaces. | Completed | Staff worked and will continue to work with park design consultants on the development of new parks and open spaces. |
| 3. Maximize the efficiency of facilities and infrastructure systems to ensure their long-term sustainability and utilize thoughtful design to foster healthy living and support safe, reliable and affordable services. Undertake life-cycle audits for parks and facilities to identify opportunities for the redevelopment, renovation or decommissioning of amenities and facilities. Establish maintenance programs and budgets tied to population growth to reflect the increased use and maintenance requirements. | In progress | Significant work has been undertaken in the past couple of years on assessing the Building Condition of various Town facilities including Recreation facilities. The results of the Building Condition Assessments have been used to inform the Town's Asset Management Plan to identify the most opportune time to schedule capital investments to lower the Town's overall lifecycle costs of its facilities and to apply for grants where possible. The Town met its July 1, 2024 deadline for Asset Management under O. Regulation 588/17 which required municipalities to have an approved asset management plan for all municipal infrastructure assets that identifies current levels of service and the cost of maintaining those levels of service.<br><br>Staff will continue to monitor operating costs of all facilities and will continue to schedule capital investments accordingly. |

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| 4. Increase efficiencies in administration and management to create an effective department which is well-managed, efficient and innovative.<br>a. Plan for new services and facilities using an evidence-based decision-making process.<br>b. Develop and implement a central departmental asset and resource management system.<br>Implement a process for continuous service improvement, annually identifying service areas for review with the goal of improving service, function and efficiency. | In progress | Work in this area was undertaken in 2024 as part of the Recreation and Culture Service Delivery (SDR) and Fee Review. Recommendations from the SDR will be considered further in 2025.<br><br>The Recreation and Culture Department will be added to the CityWide Maintenance Management System in 2025 to improve the management and operation of the Town's assets and as a tool to lifecycle replacement of assets. |
| 5. Continue to explore opportunities for additional funding resources that are more reliable and sustainable for parks, recreation and culture programs and facilities. | In progress | Staff will continue to apply for grants when they become available.<br><br>Recommendations were made in the Service Delivery and Fee Review regarding:<br>• developing a user fee framework which will be considered further in 2025.<br>• Consider innovative opportunities to enhance revenue generation (e.g., sponsorships, naming rights, advertising, grant applications) and consider outsourcing the management of advertisements and grants. Based on internal resource capacity, the Town may benefit from outsourcing advertising and sponsorship responsibilities. |
| 6. Facility rental information should be consolidated into a single document or page on the Town's website so that users can easily find the information they are looking for without searching | In progress | Staff have added significant information on the Town's website with respect to its facilities and to date the improvements have been well received. |

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| through multiple sites. This includes other major facilities that may not be owned by the Town. | | |
| 7. The Town should continue to provide the full list/inventory of the programs and services being delivered in Carleton Place including the service providers delivering these services. This list/inventory should be updated on a regular basis and posted on the town's website. | To be discussed | Due to the Town's growing community, providing a full directory of all sports, teams, & interest clubs within the Town of Carleton Place have become a large undertaking that is time consuming for staff, and did not appear to yield results. Residents appear to be seeking this information on their own through website & social media searches and are not seeking this information on the Town's website. Staff feel this is not a priority area to be pursued unless directed otherwise by Council. |
| 8. A complete list/inventory of Town-owned equipment should be developed and maintained. | To be completed in 2025. | Equipment valued at greater than $5,000 is already captured in the Town's Asset Management Plan.<br><br>Staff will complete a detailed list of equipment valued between $2,000 and $5,000 in 2025 (value as recommended by the Treasurer). |
| **MONITORING** | | |
| 1. Tools/metrics should be established and administered at or near the time of service delivery to understand user satisfaction with the service provided. | In Progress | Work in this area was undertaken in 2024 as part of the Recreation and Culture Service Delivery (SDR) and Fee Review.<br><br>Recommendations from the SDR included implementing a structured approach to manage customer feedback and establishing a formal performance management framework.<br><br>Staff have created fillable surveys after each major event to collect community feedback and suggestions for improvements. Fillable forms will be completed for users to comment on at the completion of their rental and QR codes will be installed on new park signage for the community to comment on park amenities.<br><br>Work will continue in these areas in 2025. |

LEGEND

| | |
|---|---|
| | Complete |
| | In Progress |
| | Council Direction Required |
| | Not Applicable |
| | To be completed in 2025 |
| | Future Consideration |

**From:** Delegations (MMAH)
**Subject:** 2025 Rural Ontario Municipal Association (ROMA) Form
**Date:** November 1, 2024 10:53:22 AM
**Attachments:** image001.png

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Hello/ Bonjour

We'd like to inform you that the Municipal Delegation Request Form for the 2025 Rural Ontario Municipal Association (ROMA) Annual Conference is now available: https://forms.office.com/r/4cArnTR6wV?origin=lprLink

To ensure an accurate submission, please use the following format examples below:

- Municipality: **Toronto, City of** or **Bruce, County of**
- Alternate Contact: **John Smith, 416-416-4161, johnsmith@email.ca**
- Full name and titles for delegates: **John Smith, Mayor; Christina Smith, Councillor**

The request form will also be posted on AMO's website. You can select either French or English using the global icon in the top right corner of the form. The deadline for submitting requests is **Wednesday November 27, 2024, at 5:00 PM EST.**

Thank you/Merci

Bonjour

Nous souhaitons vous informer que le formulaire de demande de délégation municipale pour le congrès annuel 2025 de la Rural Ontario Municipal Association (ROMA) est maintenant disponible : https://forms.office.com/r/4cArnTR6wV?origin=lprLink

Pour assurer la précision de la demande, veuillez suivre les exemples de format suivants :

- Municipalité : **Toronto, cité de** ou **Bruce, comté de**
- Personne ressource de rechange : **John Smith, 416-416-4161, johnsmith@email.ca**
- Nom complet et titre de chaque personne déléguée : John Smith, **maire/mairesse; Christina Smith conseiller/conseillère**

Le formulaire de demande sera aussi affiché sur le site Web de l'AMO. Vous pouvez sélectionner le français ou l'anglais au moyen de l'icône de globe située dans la partie supérieure droite du formulaire. La demande doit être envoyée au plus tard, **le mercredi 27 novembre 2024, à 17 h 00 (HNE).**

Merci

Prevention | Treatment | Harm Reduction | Enforcement

MUNICIPAL DRUG STRATEGY

## The Corporation of the Town of Carleton Place

## Drug Strategy Committee Meeting Minutes

## Aug 1, 2024 6:00 PM Carleton Place Public Library

| | | |
|---|---|---|
| **Welcome Members and Guest (s)** | | Attendees: Mark Hinton, Kevin Clouthier, Harry Sidhu Guest Danielle Shewfelt/HU Chair David Somppi |
| **Declaration of Conflict of Interest** | | No conflicts were declared |
| **Approval of Previous Meeting Minutes** | | Moved by Mark 2nd by Kevin<br>May/24 minutes were approved unanimously |
| **Additions to and Approval of Agenda.** | Motion | Health Unit Update to be added |
| **Committee Membership** | Open Discussion | Proposed changes to ToR and member recruitment is not being consider by council at this time |
| **2024 Committee Workplan and Budget** | Open Discussion | The committee agreed to focus on an information campaign for the remainder of 2024.<br>See details notes below 2024<br><br>Motion: Moved by Kevin 2nd by Harry. Carried unanimously<br><br>That Creative Display be contracted for 12 months, at a cost $125/month, to display committee generated 20 sec videos on CPDMH video terminals. |
| **Second hand smoke (cannabis and tobacco) in public spaces** | Open Discussion | Covered in information campaign below |
| **Messages to Display on Video Screens** | Open Discussion on Action Plan | The committee thanked Danielle's for the thoughts provided in her June 6 email. More detail below |
| **Recent reports on the impact of cannabis consumption** | Open Discussion | Will keep this as a standing agenda item until report from Kingston is shared |
| **Health Unit Update** | | KFL&A report on Cannabis use and health impacts since legalization in Canada expected soon. |
| Proposed Mobile Community Withdrawal Management | Open Discussion | Given that Council did not accept our committee's recommendation to receive an |

| | | |
|---|---|---|
| Proposed Mobile Crisis Response Team (MCRT) program expansion | | update, the committee will focus on other items. |
| **Future Meeting Schedule** | | Library is now booked for 1st Thursday of each month starting at 6:00 PM |
| **Adjournment** | | Moved by Harry 2nd by Kevin, Carried |
| | | |
| | | |

## Detailed Notes on Information Campaign

The committee agreed to develop a campaign of 20 sec videos that will be displayed on town owned and CPDMH public video terminals. The CPDMH terminals are managed by a 3rd party ( https://www.creativedisplay.net/ ) The monthly cost (assuming a 12-month contract) is $125 + tax. A motion (see above) to include cover this cost was approved.

The video display support image only content, audio is not supported. The image content can contain a QR code that links to supplemental online content. The supplemental content can be on websites (for example Leeds, Grenville and Lanark District Health Unit), existing videos (with sound) and/or videos produced specifically for this campaign.

The first video will focus on Smoke Free Ontario regulations that define rules for smoking/vaping in public spaces. It will link to a Health Unit Instagram video on the regulations and to resources that assist folks to quit smoking/vaping.

The Carleton Place Canadians organization has a strong mental and physical health focus. The committee will explore collaboration opportunities within the campaign. Players might, for example, be featured in supplementary videos.

Other potential collaborators, who may have existing supplementary material, are the OPP and health service providers. There may also be an opportunity to collaborate with high school students via school board real-world learning which “involves activities, project-based learning and community partnerships.”

**From:** Shewfelt, Danielle <Danielle.Shewfelt@healthunit.org>
**Sent:** Thursday, June 6, 2024 10:04 AM
**To:** Mark Hinton <mhinton@carletonplace.ca>; David Somppi <david.somppi@uwaterloo.ca>; Harry Sidhu <sidhuh@live.com>; Kevin Clouthier <KClouthier@opendoors.on.ca>
**Subject:** RE: June 6 2024 MDS Meeting

Hello MDS friends,

I am back in business and just wanted to follow up on this request for the media campaign. Speaking with Mark it sounds like you were looking for some videos around substance use prevention and mental health/stress. See a few ideas below to ponder.

Our substance use health promoter is interested in any plans we may have in producing some videos to address stigma around substance use and addictions. She is looking for contacts or connections to a person or persons working on this so if that is in the cards I can connect you to her.

Additionally here are some general web links on substance use

Alcohol

- Link to Communications Toolkit (click on the toolkit tab and there are sample posts for various platforms)
- Drink Calculator (an interactive tool to help people figure out how much they are actually drinking)
- Canadian Cancer Society Alcohol Information (some general stats and facts for posts or videos)
- Rethink your Drink there is a video on the importance of policy on this page, maybe good for when we want to garner support for improvements to municipal alcohol policy

Cannabis

Link to Cannabis lower use guidelines which also has other resources and some videos'

Lower Use Guidelines for Cannabis printable version.

This can also be a good place to direct people in the videos or SM posts to determine if their substance use may be problematic and where to go. It has the whole continuum on it so would be a good resource for the general public who could be anywhere along this line. Alcohol & Substance Use - Leeds, Grenville and Lanark District Health Unit

Here are the resources for LLG assistance in Lanark, Leeds and Grenville for those who need help for a variety of challenges.

https://healthunit.org/health-information/alcohol-other-drugs/where-to-go-for-help/

There are also these videos that are more for schools but may have some good messaging that you could pull from for your messages on SM or the development of video scripts. They outline how to create supportive environments that help reduce substance use.

https://healthunit.org/for-professionals/educators/substance-use-addictions/

This is a good mental health video that could be shared: Taking care of your mental health: video - Canada.ca

Happy to discuss further at our next meeting or via email.

Danielle

***Danielle Shewfelt***

***R.N., BNSc Public Health Nurse,***

*(Pronouns: She/Her)*

***Population Health Department***

***Leeds Grenville and Lanark District Health Unit***

79 Spring Street

Almonte Ontario

K0A 1A0

danielle.shewfelt@healthunit.org

Mississippi Valley Conservation Authority

October 21, 2024

**Board Summary Report**

Municipal Clerks/Chief Administrative Officers,

**Re: FOR DISTRIBUTION TO COUNCIL**

As a member of the Authority, please find below highlights from the October 21, 2024 Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the September 9, 2024 Board of Directors Meeting.

**Employee Presentation: Review of Stewardship Program and Objectives**

Staff presented a summary of the 2024 stewardship program and plans for 2025. Highlights included:

- The ALUS Lanark program has expanded to become ALUS Mississippi-Rideau and is now available to 31 municipalities.
- Project carried out under the shoreline naturalization and planting program and the Ottawa Rural Clean Water Program.
- Community outreach initiatives.

**Watershed Update**

2024 has had above average rain resulting in higher flows throughout the watershed. MVCA issued water safety bulletins in February, March, April, June, July and August relating to unsafe conditions and higher than normal flows. The system has functioned as intended, reducing flooding impacts to the watershed. The fall lake drawdown schedule is posted on the MVCA website.

**GM Update**

- **K&P Trail** - MVCA has received an updated Agreement of Purchase & Sale from the three counties, with an appended Lease Agreement.
- **Renewal of Morris Island CA License of Occupancy –** the license agreement with OPG and the City of Ottawa was recently renewed for a ten-year period.
- **Operating System Windows 10** – Microsoft is discontinuing support of Windows 10 on October 14, 2025 and several computers will require replacement.

**Job Evaluation and Implementation Plan & Salary Review**

The Board approved changes in job ratings and appointed the Executive Committee to review management compensation.

**Proposed Budget Assumptions**

The Board directed staff to develop the 2025 budget and related documents in accordance with the following parameters:

1. An increase of 2.9% plus assessment growth to the Operating Levy;

2. An increase of 8.5% plus assessment growth to the Capital Levy;
3. An assumed assessment growth rate of 1.5%;
4. A cost of living increase to the 2025 Pay Scale of 2.0%; and
5. Transfer $64,664 onto the Municipal Levy for Workforce Plan Adjustments.

**Draft Land Conservation and Resource Strategy**

The Board received the Draft Land Conservation and Resource Strategy. A virtual information session was held October 29 from 4:30 – 6:30 p.m. Visit our website to view the draft document and the presentation and video from the info session. The comment period ends on **November 22**. All municipalities have been circulated. Following the consultation period, the document will be amended as needed and rise to MVCA's Board of Directors for approval December 9.

**Education Program Review**

The Board approved reinstatement of a Nature Education Program for 2025.

**MVCA Asset Management Plan**

The Board approved the *MVCA Asset Management Plan*.

**Fee Schedule Update**

The Board approved updates to schedules D and E of the *MVCA Fee Schedule*. Schedule D fees are related to Conservation Areas, rentals, programs and administration and Schedule E fees are related to stewardship services.

**Appointment of 2024 Auditor**

The board approved appointment of the firm Baker Tilley REO as the Authority's auditor for the year 2024.

**ATTACHMENTS**

- Draft minutes of the October 21, 2024 Board of Directors Meeting.
- Approved Minutes of the September 9, 2024 Board of Directors Meeting.

# MINUTES

Hybrid Meeting Via Zoom and at MVCA Office | Board of Directors Meeting | October 21, 2024

| | |
|---|---|
| **MEMBERS PRESENT** | Paul Kehoe, Chair<br>Jeff Atkinson, Vice Chair<br>Allan Hubley<br>Allison Vereyken (Virtual)<br>Bev Holmes<br>Cathy Curry (Virtual)<br>Cindy Kelsey<br>Clarke Kelly (Virtual)<br>Dena Comley<br>Glen Gower<br>Helen Yanch (Virtual)<br>Janet Mason<br>Mary Lou Souter<br>Richard Kidd<br>Roy Huetl |
| **MEMBERS ABSENT** | Steven Lewis<br>Taylor Popkie |
| **STAFF PRESENT** | Sally McIntyre, General Manager<br>Juraj Cunderlik, Director of Engineering<br>Alex Broadbent, Manager of IC & T<br>Scott Lawryk, Properties Manager<br>Matt Craig, Manager of Planning & Regulations<br>Stacy Millard, Treasurer (Virtual)<br>Jennifer North, Water Resources Technologist<br>Marissa Okum, Stewardship Technician<br>Kayla Cuddy, Stewardship Field Assistant<br>Krista Simpson, Administrative Assistant (Virtual)<br>Kelly Hollington, Recording Secretary |
| **GUESTS** | Joanne Glaser, Cornerstones Management Solutions Ltd. |

P. Kehoe called the meeting to order at 1:00 p.m.

Declarations of Interest (Written)

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

Agenda Review

There were no additions or amendments to the agenda.

**BOD24/10/21 - 1**

**MOVED BY: D. Comley**

**SECONDED BY: R. Huetl**

**Resolved, that the agenda for the October 21, 2024 Board of Directors Meeting be adopted as presented.**

**"CARRIED"**

**MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, September 9, 2024

There were no additions or amendments to the minutes.

**BOD24/10/21 - 2**

**MOVED BY: G. Gower**

**SECONDED BY: J. Atkinson**

**Resolved, that the minutes of the Board of Directors Meeting held on September 9, 2024 be received and approved as printed.**

**"CARRIED"**

2. Employee Presentation: Review of Stewardship Program and Objectives, Marissa Okum & Kayla Cuddy

M. Okum and K. Cuddy presented a review of MVCA's stewardship program for 2024. M. Okum highlighted the expansion of ALUS Lanark to ALUS Mississippi Rideau, covering 31 municipalities. She reviewed the stewardship projects for 2024 including: ALUS, Ottawa Rural Clean Water Program, and shoreline naturalization and planting. K. Cuddy reviewed community engagement and outreach projects including the City Stream Watch program, an invasive species removal from Watt's Creek funded through the Invasive Species Action Fund, TD Tree days planting event and UnSmoke Canada litter removal event. M. Okum reviewed the program's funding and partnerships and planned projects for 2025.

P. Kehoe asked about the current condition of Poole Creek and if it is still considered a cold-water creek. He noted that he has seen large amounts of litter in Poole Creek. M. Okum responded that there are indicators that Poole Creek is still a cold-water creek. MVCA staff are in the process of analysing 2024 temperature logger data and City Stream Watch results, with a report to be completed later this year. She noted that during the UnSmoke Canada litter removal event, large amounts of litter were removed from Poole Creek including construction debris.

3. Watershed Update, Report 3448/24, Jennifer North.

J. North recapped conditions from the end of 2023 until present. She highlighted the above average rain and higher flows seen throughout the watershed. Water safety bulletins were released in February, March, April, June, July and August regarding unsafe conditions and higher than normal flows. She reviewed significant spring and summer peak water levels throughout the system related to rainfall. She noted that the system has functioned as intended, reducing flooding impacts to the watershed. She reviewed the fall lake drawdown schedule.

4. GM Update, Report 3449/24, Sally McIntyre.

S. McIntyre presented the GM update. She highlighted the receipt of updated Agreement of Purchase & Sale of the K&P Trail from the three counties, with an appended Lease Agreement that would apply to the trail while land ownership issues are being resolved. She noted that under the new legislation, any lease agreements exceeding 5-years in duration must be approved by the Minister. She highlighted the renewal of Morris Island Conservation Area License of Occupancy for a 10-year period with the City of Ottawa. She highlighted Microsoft's discontinuation of support of Windows 10 by October 14, 2025 and the need to invest in new hardware.

M. Souter asked about the significance of the new regulation regarding lease agreements. S. McIntyre explained that this change falls under Ontario Regulation 686/21. She believes that the Province wants to ensure that Conservation Authorities are managing land assets appropriately.

R. Kidd asked if another organization leased MVCA-owned land if it would also fall under the regulation. S. McIntyre said that she believes the rule applies whether MVCA leases land to or from another organization/entity it would fall under the regulation, but that that she would confirm whether all types of lease agreements exceeding 5-years fall under the regulation.

5. Job Evaluation & Implementation Plan, Report 3439/24, Sally McIntyre.
6. Salary Review, Report 3440/24, Sally McIntyre & Stacy Millard.

Items 5 and 6 were considered together, in camera. P. Kehoe noted that Joanne Glaser from Cornerstones Management Solutions Ltd. will consult with the Board.

**BOD24/10/21 - 3**

**MOVED BY: M. Souter**

**SECONDED BY: J. Mason**

**Resolved, That the committee move to in-camera session for discussions of the following matter:**

- **Labour relations or employee negotiations**

**And further resolved, that Sally McIntyre and Joanne Glaser remain in the room.**

**"CARRIED"**

**BOD24/10/21 - 4**

**MOVED BY: J. Atkinson**

**SECONDED BY: M. Souter**

**Resolved, That the Board of Directors move out of in-camera discussions.**

**"CARRIED"**

**BOD24/10/21 - 5**

**MOVED BY: J. Atkinson**

**SECONDED BY: J. Mason**

**Resolved, That the Board of Directors approve the changes in job ratings as recommended and further resolved that the Board of Directors appoint the Executive Committee to review management compensation.**

**"CARRIED"**

7. Proposed Budget Assumptions, Report 3442/24, Stacy Millard.

S. McIntyre reviewed the budget process and MVCA's approach to establishing the municipal levy envelop and building the annual budget. She reviewed the Workforce Plan adjustment amount that has been in place since 2021. She explained that the Board approved investments in the workforce in 2021 that could not be accommodated by a municipal levy increase and that were paid using the operating reserve. Those costs are being phased onto the levy over time. The residual net pressure for 2025 is $129,327 (based upon one position being deemed redundant.) It is recommended that 50% be phased onto the municipal levy in 2025 and the

balance onto the levy in 2026. She reviewed the recommended assumptions and levy impacts by municipality.

M. Souter asked if the recommended assumptions are parameters for MVCA to work within when developing the budget to fit project needs. S. McIntyre confirmed and explained that the recommended assumptions are referred to as the municipal levy funding envelope.

**BOD24/10/21 – 6**

**MOVED BY: D. Comley**

**SECONDED BY: G. Gower**

**Resolved, That the Board of Directors direct staff to develop the 2025 budget and related documents in accordance with the following parameters:**

1. **An increase of 2.9% plus assessment growth to the Operating Levy;**
2. **An increase of 8.5% plus assessment growth to the Capital Levy;**
3. **An assumed assessment growth rate of 1.5%;**
4. **A cost of living increase to the 2025 Pay Scale of 2.0%; and**
5. **Transfer $64,664 onto the Municipal Levy for Workforce Plan Adjustments.**

**"CARRIED"**

8. Draft Land Conservation and Resource Strategy, Report 3445/24, Sally McIntyre.

S. McIntyre reviewed process used to develop the draft Land Conservation & Resource Strategy including public consultation regarding the Discussion Paper and the recreational facilities survey. She highlighted that the most valued features by survey respondents at their top hiking sites can be found at MVCA's conservation areas. She reviewed the programs and services that MVCA provides, their key goals and objectives within each program area. She highlighted her use of the term *conservation area-type parkland* and explained that this is referring to properties that have similar features/attributes to a conservation area but are not necessarily owned by MVCA.

J. Mason expressed concern that MVCA is going outside it's mandate with some objectives related to land acquisition and conservation preserves and conservation areas. She commented that it is not MVCA's responsibility to fill recreation gaps. She commented that the objectives are setting expectations among others that MVCA plans to acquire property to meet objectives. She commented that organizations such as Mississippi Madawaska Land Trust and Ducks Unlimited Canada are better set up to acquire and manage land for conservation purposes. S. McIntyre clarified that the regulation requires that MVCA consider the assets within the watershed as a whole and to determine the needs of the area and how MVCA fits in.

She stated that member municipalities and the counties have not conducted an analysis of large parks available to residents at this scale.

P. Kehoe commented that the LC&RS policies regarding these lands are not binding to the MVCA Board or future Boards. He noted that objectives are worded in a way that they are considerations to keep in mind but not prescriptive. He added that regulations may change in the future that will affect MVCA's mandate.

J. Mason commented that the most acceptable way to approach the recreational needs of the watershed is to work with organizations that are set up to manage and conservation area-type parklands.

B. Holmes expressed concerns that MVCA is taking on too much. She asked if the LC&RS could have a statement that highlights the partnering with organizations to within the watershed to meet objectives. S. McIntyre responded that the language would be amended in the next draft version of the document to clarify.

P. Kehoe suggested a definition of *conservation area-type parkland* could be added.

R. Kidd expressed concern regarding the expectations the document will set with the public. He commented that more information is needed to clarify that land acquisition is dependent on funding and available opportunities. S. McIntyre responded that she will amend the executive summary within the LC&RS to capture the changes discussed. She asked the Board if a statement should be added that MVCA would be willing to support other organizations in an operational sense in regards to *conservation area-type parklands.*

B. Holmes expressed concerns that MVCA does not have the funds or staff time to support other organizations in this way. P. Kehoe suggested that support could be offered on a cost-recovery basis to offset funding needs. M. Souter commented that the term *supporting* needs amending to co-operating with/partnering with. J. Mason added that the amendments need to clarify that MVCA will only partner/co-operate/support other organizations when it is financially viable.

M. Souter asked for a definition of *sterilization* as it relates to undevelopable land. S. McIntyre explained that in the 1990s, MVCA took advantage of a federal funding program to purchase lands in Cedardale that are within the floodplain to ensure development could not take place in the area; the lands were *sterilized* to prevent any future development within the floodplain.

S. McIntyre reviewed next steps to complete the LC&RS. P. Kehoe commended S. McIntyre and the MVCA team for the work that went into the development of the LC&RS.

**BOD24/10/21 – 7**

**MOVED BY: B. Holmes**

**SECONDED BY: R. Huetl**

**Resolved, That the Board of Directors receive the Draft Land Conservation & Resource Strategy.**

**"CARRIED"**

9. Education Program Review, Report 3451/24, Scott Lawryk.

S. Lawryk presented the education program review including analysis conducted by Bill Elgie and report recommendations. He presented the proposed 2025 education program plan and budget targets. He noted that the summer camp program is projected to operate on a full cost-recovery basis.

B. Holmes asked if the field trips mentioned in the 2025 plan would include trips to the Mill of Kintail museum. S. Lawryk responded that the field trip plan details have not been fully developed and that museum visits could be included. B. Holmes commented that field trips are an opportunity to educate the community on the programs that MVCA offers and operates.

B. Holmes asked if the FTE position is permanent, part-time or temporary. S. Lawryk responded that based on the program, the hope is that the position would be a 1-year contract. B. Holmes asked if there are available funds for the education program position. S. Lawryk responded that the current funding support for the education program comes from the $20,000 set aside in the Category 3 MOUs. The long-term goal of the program is to have full cost-recovery by the end of Year 4 of the agreements. He noted that there are plans to include additional educational programming for adults

R. Kidd asked if there is a rental charge associated with the summer camp program and for the major costs that are being recovered. S. Lawryk responded that facility costs have not yet been incorporated into the education program budget. The major cost being recovered from the program is labour-related, including a program coordinator and support staff.

R. Kidd asked what the cost for a session of summer camp is. S. Lawryk responded that in 2023 a full week was $250 and a short week was $200. For 2024, the suggested fees are $260 for a full week and $210 for a short week. R. Kidd asked if summer students are hired for the summer camp program. S. Lawryk stated counsellor positions are open to anyone with an interest in applying, not just students and that MVCA aims to have a ratio of 1 camp counsellor per 8 campers for larger programs and 1:6 for smaller programs.

**BOD24/10/21 – 8**

**MOVED BY: J. Atkinson**

**SECONDED BY: B. Holmes**

**Resolved, That the Board of Directors approve reinstatement of a Nature Education Program in 2025.**

**"CARRIED"**

10. MVCA Asset Management Plan, Report 3450/24, Juraj Cunderlik.

Juraj Cunderlik reviewed the *Asset Management Plan* (AMP) goals and objectives. He outlined the contents of the AMP. He noted that in the future, the plan is to add more chapters for other MVCA assets including conservation areas and vehicles. He reviewed the water and erosion control infrastructure (WECI) asset inventory, operational objectives and considerations, and external considerations such as federal and provincial standards and guidelines for dam owners. He presented the proposed levels of service for MVCA's WECI assets and the criteria descriptions and the classifications for each water control structure. He reviewed the AMP implementation plan.

**BOD24/10/21 - 9**

**MOVED BY: J. Mason**

**SECONDED BY: M. Souter**

**Resolved, That the Board of Directors approve the *Asset Management Plan* attached to report 3450/24.**

**"CARRIED"**

11. Fee Schedule Update, Report 3452/24, Stacy Millard.

S. McIntyre explained that the province imposed a freeze on planning and regulation fees in 20223 and 2024, and that it is unknown whether the freeze will extend to 2025. The updated fees being tabled are not planning and regulations related. Planning and regulation related fees will be tabled with the Board in December and take effect if the province does not extend the freeze into 2025.

S. McIntyre presented the proposed updates to schedules D and E of MVCA's Fee Schedule. Schedule D is related to Conservation Areas, rentals, programs and administration; and Schedule E is related to stewardship services. She highlighted that in schedule D, under Information and Professional Services, the Field Crew (2 staff) plus mileage rate of $85/hour is

related to enable cost recovery for providing conservation area type services to other organizations.

**BOD24/10/21 – 10**

**MOVED BY: C. Kelsey**

**SECONDED BY: R. Huetl**

**Resolved, That the Board of Directors approve Schedules D and E of 2025 Fee Schedule as set out in report 3452/24.**

**"CARRIED"**

**CONSENT ITEMS**

12. Receipt of Draft Minutes:

    a. Finance and Administration Advisory Committee Meeting, September 30, 2024.

    b. Policy and Planning Advisory Committee Meeting, October 7, 2024.

For information.

13. Staff Compensatory Benefits, Report 3441/24, Stacy Millard.

For information.

14. Appointment of 2024 Auditor, Report 3443/24, Stacy Millard.

**BOD24/10/21 – 11**

**Resolved, That the Board of Directors appoint the firm Baker Tilley REO as the Authority's Auditor for the year 2024.**

**"CARRIED"**

**Adopted by consent agenda**

15. LC&RS Community Surveys & Recreational Findings, Report 3444/24, Sally McIntyre.

For information.

16. Portage Routes: History and Use, Report 3446/24, Alex Broadbent.

For information.

**ADJOURNMENT**

**BOD24/10/21 - 12**

**MOVED BY:** **A. Vereyken**

**SECONDED BY:** **H. Yanch**

**Resolved, That the Board of Directors meeting be adjourned.**

**"CARRIED"**

The meeting adjourned at 3:17 p.m.

K. Hollington, Recording Secretary

# MINUTES

Hybrid Meeting Via Zoom and at MVCA Office | Board of Directors Meeting | September 9, 2024

| | |
|---|---|
| **MEMBERS PRESENT** | Paul Kehoe, Chair |
| | Jeff Atkinson, Vice Chair |
| | Bev Holmes |
| | Cathy Curry (Virtual) |
| | Clarke Kelly (Virtual) |
| | Dena Comley |
| | Glen Gower |
| | Janet Mason |
| | Mary Lou Souter |
| | Steven Lewis |
| | Taylor Popkie |
| **MEMBERS ABSENT** | Helen Yanch |
| | Roy Huetl |
| | Allan Hubley |
| | Allison Vereyken |
| | Cindy Kelsey |
| | Richard Kidd |
| **STAFF PRESENT** | Sally McIntyre, General Manager |
| | Juraj Cunderlik, Director of Engineering |
| | Matt Craig, Manager of Planning and Regulations |
| | Stacy Millard, Treasurer |
| | Scott Lawryk, Properties Manager |
| | Alex Broadbent, Manager of IC&T |
| | Kelly Hollington, Recording Secretary |
| **GUESTS** | RoxAnne Darling, Community Engagement Officer, Ginawaydaganuc Village |
| **VIRTUAL GUESTS** | Lyne Trahan, Senior Advisory (Volunteer), Ginawaydaganuc Village |
| | Karen Bisson, Executive Director/Treasurer/Operations Advisory, Ginawaydaganuc Village |
| | Marthe & Glen Bucci |

P. Kehoe called the meeting to order at 1:00 p.m.

Declarations of Interest (Written)

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

Agenda Review

P. Kehoe noted no additions to the agenda were received.

**BOD24/09/09 - 1**

**MOVED BY: M. Souter**

**SECONDED BY: D. Comley**

**Resolved, that the agenda for the September 9, 2024 Board of Directors Meeting be adopted as presented.**

**"CARRIED"**

**MAIN BUSINESS**

1. Approval of Minutes: Board of Directors Meeting, July 8, 2024.

P. Kehoe asked members if there were any comments or additions to the minutes. No comments were received. S. McIntyre noted that an amendment to the minutes was circulated to board members via email: Item #2: Employee Presentation: Enforcement Activity Update (Will Ernewein) "…MVCA is on par with other CAs with an average of 2-5 charges a year and roughly ~~100~~ 700 inquiries.".

**BOD24/09/09 - 2**

**MOVED BY: J. Mason**

**SECONDED BY: M. Souter**

**Resolved, that the minutes of the Board of Directors Meeting held on July 8, 2024 be received and approved as amended.**

**"CARRIED"**

2. Delegation Presentation: Ginawaydaganuc Village, Roxanne Darling.

Roxanne Darling, Community Engagement Officer, from Ginawaydaganuc Village introduced herself the board, and highlighted her membership with the MVCA board from 2018-2022. She noted the virtual attendance of Ginawaydaganuc Village board of Directors and Staff members, Lyne Trahan and Karen Bisson. She explained that the Land Acknowledgement speech that Jeff Atkinson provided at the September 2021 board of Directors meeting left a lasting impression,

she requested that he provide the same speech to open her presentation. J. Atkinson read the Land Acknowledgement statement he delivered at the board meeting that preceded the first National Day for Truth and Reconciliation.

R. Darling outlined the Ginawaydaganuc Village (GV) project, an Indigenous-led, multi-purpose eco-cultural-education centre and tourist destination planned for Algonquin territory near Almonte. She reviewed accomplishments since their establishment in 2022 and identified an opportunity to partner with MVCA. Her presentation was closed with a video recording of comments from Elder John Henri Commanda. He highlighted the importance of fostering relationships and reconciliation.

R. Darling recommended that the board pass a motion to explore a mutually beneficial partnership with GV and the possibility of a sub-committee including staff, board members and representatives from GV.

J. Mason asked if GV is working with any municipalities or other organizations on this project. R. Darling responded that they have been coordinating with Mississippi Mills and Mayor Lowry. She noted that GV is looking for land in Mississippi Mills to establish their centre. MVCA is the first organization that they have approached. She explained that presentations are planned with Lanark County and other local municipalities.

P. Kehoe thanked R. Darling for her presentation. He explained that the information presented will be reviewed and tabled at a future board of directors meeting. P. Kehoe asked S. McIntyre to follow up on the GV presentation.

3. GM Update, Report 3433/24, Sally McIntyre.

S. McIntyre presented the GM Update. She updated the board on the ongoing work in preparation of the *Land Conservation Resource Strategy* document, due at the end of 2024. She explained that public consultation has been ongoing for the summer, including circulation of documents and surveys to all member municipalities and board members. She noted the promotion of the documents and surveys on social media, local news papers, and local libraries.

She highlighted the need for feedback from the board on the future direction of MVCA including programs and services, policies, direction and role. She will be sending the board the documents with a set of questions, drafted specifically for Board members.

Other matters she highlighted from her report included: updated regulation mapping, conservation area capital projects, monitoring system improvements, bathymetric surveys, agricultural projects, shoreline plantings, and the contract with TRCA. She also noted the invitation to the Reconciliation and Thanksgiving Harvest, and the opportunity to attend the 2024 Latornell Conference.

M. Souter asked if there is an extension for comments on the *Land Conservation Resource Strategy* surveys to September 20th. S. McIntyre responded that an extension was provided to municipal and county staff and council. She highlighted that she is interested in getting the board member's personal thoughts and unique perspectives on the *Land Conservation and Resource Strategy*. She re-iterated that she will be sending a set of unique questions on key matters to the board.

S. Lewis asked about the survey questions on recreational facilities in regards to managing marinas and the responses on this topic. S. McIntyre responded that there has been little demand for marinas in the feedback received so far. She noted that a demand for campsites/campgrounds and discussion is required on this topic. S. Lewis commented that he attempted to open a campground and that it was cost prohibitive because of permit requirements.

4. 2024 WECI Application Results and Project Awards, Report 3434/24, Juraj Cunderlik.

S. McIntyre explained that the Province changed the funding model for the Water and Erosion Control Infrastructure (WECI) program to a two-year agreement with constraints around using the funding in the same year. MVCA applied for WECI funding to support studies in Year 1 with capital works in Year 2. MVCA was denied approval for Year 1 projects but received approval for Year 2 projects. Without a source of funding for studies, MVCA would not be in a position to complete the associated capital works in Year 2. MVCA pooled funds allocated for the two studies to carry out one of the two studies in 2024 in order to access the Year 2 WECI funding to implement the capital works. S. McIntyre and J. Cunderlik will be coordinating with the Ministry of Natural Resources (MNR) on the challenges with the WECI program.

P. Kehoe commented that there is a possibility to meet with the local Member of Provincial Parliament (MPP) to discuss the WECI program and the challenges and barriers experienced in the application for funding. He asked the board for their input. M. Souter expressed her approval in meeting with the local MPP. She noted that the mayor of Mississippi Mills has been supported by the local MPP on many advocacy projects. P. Kehoe noted that members of the board nodded in agreement in regards to the opportunity for a meeting with the local MPP. He stated that the findings from this meeting with be tabled with the board in the future.

5. Kashwakamak Lake Dam Class EA – Preferred Alternative, Report 3435/24, Juraj Cunderlik.

J. Cunderlik presented the Kashwakamak Lake Dam Class EA Preferred Alternative report. He explained that the Kashwakamak Lake Dam EA is a multi-year and multi-million-dollar project. Funding was secured through the Infrastructure Canada's Disaster Mitigation and Adaptation Fund (DMAF). Funding is further supplemented by WECI funding on an annual basis. The Environmental Assessment (EA) identified 5 technical solutions/alternatives for the project.

The preferred technical solution is alternative 4--to replace the existing dam at the same location. He explained that this option will enhance existing water management of the lake. The dam will be built according to current dam safety guidelines including consideration of climate change, adding to the dam's resiliency and safety during future storm events. He highlighted that there will be no change in water levels, environment, aquatic habitat, and public or private properties associated with the updated design. Previous studies also recommended replacement of the dam at the same location.

M. Souter asked how dependent this project is on provincial funding to complete future phases. J. Cunderlik responded that the Federal government is funding 40% of the project costs, and WECI is providing an additional 30%. He highlighted that MVCA has been 100% successful in receiving provincial WECI funding for the Kashwakamak Lake Dam project.

S. Lewis asked for the price difference between options 3 and 4. J. Cunderlik responded that option 3, repairing the existing structure, has been explored and repairing the 115-year-old concrete dam is not effective due to high amounts of erosion. Repairing the dam is an extensive and expensive project and would only extend the dam's lifespan by 10 years. Replacement will result in a functioning dam for many years. S. Lewis asked for the cost of option 4. J. Cunderlik responded that project costs for option 4 are estimated at $6 million.

S. McIntyre asked if J. Cunderlik has a ball-park cost for option 3. J. Cunderlik responded that during a risk assessment study of the dam in 2000, a cost-benefit analysis determined that there was no benefit investing in a repair as it would only extend the life of the dam by 10 years and replacement of the dam would still be required. He estimated the cost to repair at around 50% of the cost to replace. S. McIntyre summarized that the value for money analysis was in favour of alternative 4.

**BOD24/09/09 - 3**

**MOVED BY: J. Atkinson**

**SECONDED BY: G. Gower**

**Resolved, That the Board of Directors endorse Alternative 4 as identified through the Class EA process as the preferred approach for replacing the Kashwakamak Lake Dam.**

**"CARRIED"**

6. Summer Nature Camp Program, Report 3436/24, Scott Lawryk.

S. Lawryk presented the Summer Nature Camp Program report. He highlighted the success of the 2024 program and noted that it increased public exposure to the Mill of Kintail site. He commented that Emma Higgins, Camp Program coordinator, was instrumental in the success of the program. He summarized that the program sold out with a wait-list, generated $34,000 in

revenue and received positive feedback from campers and parents. He reviewed the goals for the 2025 program: higher participation rates, better tailored to suit a range of ages.

G. Gower asked how the 2024 camps program was promoted and if demographics were collected. S. Lawryk responded that the program was advertised on social media including sponsored ads, in local newspapers and using posters at local community spaces. S. Lawryk explained that the demographic information was captured but it has not been analysed at this time. He noted that analysis will consider how far participants are willing to travel.

S. Lewis commented that word will spread in the community about the camps program.

J. Mason commented that a budget and cost-recovery breakdown of the 2025 program should be presented to the board. S. McIntyre responded that the cost projection of $78,000 for the 2025 program is fully cost-recoverable and the detailed numbers will be presented with the budget. She clarified that approval today would allow for MVCA to add the 2025 program to the budget.

M. Souter commented that Almonte has a large population, there are few summer camps in the area, and that there is room to grow the program. She added that she would like to see the 2025 summer camp program in budget deliberations.

P. Kehoe suggested that the resolution should state that approval of the program is dependent on budget approval.

**BOD24/09/09 - 4**

**MOVED BY: S. Lewis**

**SECONDED BY: T. Popkie**

**Resolved, That the Board of Directors authorize renewal of the Summer Nature Camp program at the Mill of Kintail for 2025, budget dependent.**

**"CARRIED"**

7. Land Inventory Update, Report 3437/24, Sally McIntyre.

S. McIntyre outlined updates to the *Land Inventory* report since it was tabled in March, and items still outstanding. She stated that staff update the *Land Inventory Report* to include recent findings and will become a living document that is updated as new information is obtained and conditions change.

J. Mason noted references to *Carp Creek* that require amending to *Carp River*.

8. Financial Update – YTD June 30, 2024, Report 3438/24, Stacy Millard.

S. Millard presented the Financial Update. Year-to-date expenditures are at or below projections and revenues are on track. She explained that projections for compensation were not completed due to a significant number of leaves being replaced by consulting services. She noted the difficulty in projecting consultant costs. Projections show a surplus at the end of 2024 going into Category 2 and 3 operating reserves. She explained that MVCA applied for 10 student grants and did not receive any. Student hiring cannot be conditional upon grant approvals because approval is received after students have started their positions.

M. Souter asked if inquiries were submitted as to why funding was denied. She commented that the local libraries did not receive finding for summer students this year. S. Millard explained that the Member of Parliament has a say in the area of interest or priority for funding. The area of interest for 2024 was not in education or conservation. M. Souter suggested that MVCA contact the member of parliament to ask why funding was denied.

D. Comley commented that the member of parliament will generally identify their area of interest prior to the application date. She noted that 2024 had a focus on helping seniors. Applications can be tailored to suit the areas of interest as they change annually.

P. Kehoe noted that the student grant funding is a federal program and the MPP would be Scott Reid.

9. Auditor Update, Report 3439/24, Stacy Millard

S. Millard presented the Auditor Update report. The recommendation is to withdraw appointment with KPMG for the 2024 audit. She noted that she has reached out to municipalities and other conservation authorities for recommendation of an auditing firm for 2024, and has reached out to several of those firms.

D. Comley noted that the report says 2025 and requires amendment to read 2024.

S. Lewis asked if the firms contacted would be interested in completing the audit for 2024. S. Millard confirmed. S. Lewis expressed his dislike toward KPMG as an auditing firm. C. Curry expressed her concern regarding comments directed at KPMG. She commented that KPMG is a reputable firm and has had good experiences with them in the past at many organizations. S. Lewis apologized to C. Curry for his comments. He commented that KPMG may work better with larger organizations. P. Kehoe agreed that KPMG may work well for large organizations. He noted that in his experience, it does not go as well for smaller organizations. C. Curry added

that comments regarding the firm as a whole are not warranted when experience with a particular auditor within the organization has been negative.

**BOD24/09/09 - 5**

**MOVED BY:** **S. Lewis**

**SECONDED BY:** **J. Mason**

**Resolved, That the Board of Directors withdraw appointment of KPMG for the 2024 Financial Audit.**

**"CARRIED"**

**ADJOURNMENT**

**BOD24/09/09 - 6**

**MOVED BY:** **D. Comley**

**SECONDED BY:** **S. Lewis**

**Resolved, That the Board of Directors meeting be adjourned.**

**"CARRIED"**

The meeting adjourned at 2:15 p.m.

K. Hollington, Recording Secretary