



## **Committee of the Whole Agenda**

**Tuesday, December 17, 2019  
Immediately Following the Council Meeting  
Town Hall Council Chambers**

Please silence all electronic devices.

**Pages**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**Suggested Motion:**

THAT the agenda be accepted as presented.

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

**4. MINUTES TO BE APPROVED AND RECEIVED**

**a. Committee of the Whole Minutes**

**7**

**Suggested Motion:**

THAT the Committee of the Whole Minutes dated December 3 and December 10, 2019 be accepted as presented.

**5. DELEGATIONS/PRESENTATIONS**

**a. Trisa McConkey, Treasurer**

Presentation of the 2020 Draft Budget

## 6. REPORTS

### Physical Environment

- a. **Update on Bridge Street Reconstruction Project (Communication 131010)** 15

Dave Young, Director of Public Works

#### **Suggested Motion:**

THAT Council authorizes R.V. Anderson Associates Limited to present the preferred approach for the reconstruction of Bridge Street based on a preliminary cost estimate of \$2.1 million (as outlined in their presentation to Committee of the Whole on December 10, 2019) to the public at a Public Information Centre scheduled for Monday, January 27, 2020.

### Planning and Protection

- b. **Parking By-law Amendment (Communication 131011)** 17

Pascal Meunier, Director of Protective Services, Dave Young, Director of Public Works

#### **Suggested Motion:**

THAT a By-law to amend parking on four (4) Town streets to one side of the street be forwarded to Council for approval.

- c. **Confirmation of Emergency Management Committee Membership (Communication 131012)** 21

Pascal Meunier, Director of Protective Services

**Suggested Motion:**

THAT Council hereby confirms the following appointments to the Carleton Place Emergency Management Committee for 2019:

- Chair: Pascal Meunier, Director of Protective Services;
- Mayor Doug Black;
- Diane Smithson, CAO;
- Sgt. Rob Croth, OPP;
- David Young, Director of Public Works;
- Graham Patterson, Public Works;
- Randy Shaw, Carleton Place & District Memorial Hospital;
- Travis Mellema, Lanark County Paramedics;
- Mark Dorman, Public Member & Carleton Place CERV representative;
- Duncan Rogers, Emergency Management Assistant;
- Dave Joy, Deputy Chief; and

THAT this information be forwarded to the Office of the Fire Marshall and Emergency Management Ontario.

- d. **DP3-12-2019, 11487710 Canada Inc., 29 Roe Street – Daycare Facility (Communication 131013)**

22

Tyler Duval, Planning Consultant

**Suggested Motion:**

THAT the Committee authorizes application DP3-12-2019 for the construction of Phase 1 of the proposed Daycare Facility at 29 Roe Street and directs Staff to move forward with the drafting of the Development Permit Agreement with conditions attached including:

1. THAT a minimum 3m wide undisturbed vegetated buffer be maintained inside the rear property line in order to provide some protection to the Hooper Drain and where the 3m wide buffer does not currently exist, the buffer shall be established with native plant species;
2. THAT prior to the construction of Phase 2, the Applicant shall hire a qualified professional to conduct an Environmental Impact Statement as per the recommendation of the MVCA. Until an EIS concludes that the minimum required 15 metre setback from the Hooper Drain may be reduced to the proposed 8 metres, only Phase 1 of the development may be constructed;
3. THAT a Class 1A Development Permit application be submitted for Phase 2 of the proposed development. The application will require an EIS in support of the proposed development in proximity to the Hooper Drain.
4. THAT the Committee authorizes staff to issue a Development Permit upon receipt of all required information, fees and securities.

- e. **DP3-11-2019, De Saulniers Construction, 10 Bennett Street – Addition to Autoparts Supply Outfit Benson Auto Parts (Communication 131014)**

29

Tyler Duval, Planning Consultant

**Suggested Motion:**

THAT the Committee hereby authorizes application DP3-11-2019 to construct a 708.2m<sup>2</sup> pre-engineered, metal-clad addition to the Benson Auto Parts building at 10 Bennett Street and directs Staff to move forward with the drafting of the Development Permit Agreement with conditions attached; and

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

- f. **DP3-07-2019, ZanderPlan Inc., Roe Street – NAPA Autoparts Supply Outfit (Communication 131015)**

Tyler Duval, Planning Consultant

**Suggested Motion:**

THAT the Committee defer making a decision on application DP3-07-2019 to provide an opportunity for the applicant to work with staff to reconsider and reconfigure the proposed site plan to better adhere to the Development Permit’s Design Criteria regarding the proposed building location; and

THAT once modified, the revised site plan be presented to the Committee at a future meeting.

**7. NEW/OTHER BUSINESS**

None.

**8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES**

- a. **Advisory Committee Minutes and Updates**

**Suggested Motion:**

THAT the following minutes be received as information:

- Municipal Drug Strategy Committee - October 10, 2019
- Urban Forest River Corridor - November 27, 2019
- Parks and Recreation Committee - December 2, 2019
- Emergency Management Committee - December 5, 2019

Motions Received from the Parks and Recreation Committee

- b. **Parkland Dedication (Communication 131008)**

Joanne Henderson, Manager of Recreation and Culture

**Suggested Motion:**

THAT the municipal-owned property located at 196, 200 and 204 Bridge Street be dedicated as parkland by By-Law.

c. **Naming of Municipal Property (Communication 131009)**

**Suggested Motion:**

THAT staff follow the Commemorative Naming Policy and advertise the properties at 196, 200 and 204 Bridge Street and the park on Dunlop Road for naming.

**9. INFORMATION LISTING**

62

- BIA Office Report November 2019

**Suggested Motion:**

THAT the Information Listing dated December 17, 2019 be received as information

**10. NOTICE OF MOTIONS**

None.

**11. ADJOURNMENT**

**Suggested Motion:**

THAT the meeting be adjourned at \_\_\_\_ p.m.

## Committee of the Whole Minutes

**Tuesday, December 3, 2019  
Immediately Following the Council Meeting  
Town Hall Council Chambers**

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

STAFF PRESENT: Diane Smithson, CAO, Stacey Blair, Clerk, Trisa McConkey,  
Treasurer

### 1. CALL TO ORDER

The Chair called the meeting to order at 7:17 p.m.

### 2. APPROVAL OF AGENDA

**Moved by:** Deputy Mayor Redmond

**Seconded by:** Councillor Fritz

THAT the agenda be accepted as presented.

**CARRIED**

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

None.

### 4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

**Moved by:** Councillor Tennant

**Seconded by:** Councillor Atkinson

THAT the Committee of the Whole Minutes dated November 22 and 26,  
2019 be accepted as presented.

**CARRIED**

## 5. DELEGATIONS/PRESENTATIONS

1. David Somppi, Chair, Municipal Drug Strategy Committee - Planet Youth Lanark County Project Update

David Somppi of the Municipal Drug Strategy (MDS) Committee made a presentation to update Council on the progress of Planet Youth Lanark County which is based on an Icelandic initiative focused on reducing harmful use of substances among youth.

Mr. Somppi provided some statistical highlights about Planet Youth's success in Iceland. He also gave an update on the status of the Planet Youth Lanark County Steering Committee and what activities they will be undertaking in 2020 to move the project forward including surveying local youth regarding substance abuse.

## 6. REPORTS

### Corporate Services

1. 2020 Fee Schedule (Communication 131000)

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Tennant

THAT Council adopt the proposed comprehensive Fees and Charges By-law incorporating both proposed new rates and rates which are not being recommended to change in 2020.

**CARRIED, BY LAW PREPARED**

2. Municipal Modernization Program Application (Communication 131001)

**Moved by:** Councillor Fritz

**Seconded by:** Deputy Mayor Redmond

THAT Council authorizes the application for Intake #1 of the Municipal Modernization Program for funding to undertake the development of an Asset Management Implementation Strategy and an Asset Management Systems Review.

**CARRIED, MOTION PREPARED**

3. Updated Advisory Committees' Terms of Reference Template (Communication 131002)

**Moved by:** Councillor Atkinson  
**Seconded by:** Councillor Tennant

THAT the amended Terms of Reference template be used for all of the Town's Advisory Committees/Boards;

AND THAT a Special Considerations section be added to capture any of the special provisions of any committees or boards; and

THAT it be clarified that student positions are non-voting and do not count towards quorum.

**CARRIED, CONSENT**

4. CAO's Report - Delegated Authority (Communication 131003)

**Moved by:** Deputy Mayor Redmond  
**Seconded by:** Councillor Fritz

THAT Council accept the CAO's Delegated Authority Report dated December 3, 2019 as information.

**CARRIED, CONSENT**

## 7. **NEW/OTHER BUSINESS**

None.

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

1. BIA Office Report - October 2019

**Moved by:** Councillor Fritz  
**Seconded by:** Deputy Mayor Redmond

THAT the BIA Office Report from October 2019 be received as information.

**CARRIED**

## 9. **INFORMATION LISTING**

**Moved by:** Councillor Fritz  
**Seconded by:** Councillor Atkinson

THAT the Information Listing dated December 3, 2019 be received as information

**CARRIED**

**10. NOTICE OF MOTIONS**

None.

**11. CLOSED SESSION**

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Tennant

THAT the Committee move into closed session at 8:10 p.m. to discuss matters subject to:

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

AND THAT Diane Smithson, CAO (Item 1) and Stacey Blair, Clerk (Item 2), remain in the room.

1. Council/Staff Relations
2. Performance Appraisal - Chief Administrative Officer

**CARRIED**

**Moved by:** Councillor Atkinson

**Seconded by:** Councillor Fritz

THAT the Committee return to regular session at 9:35 p.m.

**CARRIED**

**12. RISE AND REPORT**

Item 1 - The Committee discussed the matter but no direction was provided.

Item 2 - The Mayor received direction regarding the CAO's performance appraisal.

**13. ADJOURNMENT**

**Moved by:** Mayor Black

**Seconded by:** Councillor Seccaspina

THAT the meeting be adjourned at 9:37 p.m.

**CARRIED**

---

Councillor Toby Randell

---

Stacey Blair, Clerk

## Committee of the Whole Minutes

**Tuesday, December 10, 2019  
Immediately Following the Council Meeting  
Town Hall Council Chambers**

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

**STAFF PRESENT:** Diane Smithson, CAO, Joanne Henderson, Manager of Recreation and Culture, Liam MacIntosh, Public Works Technician, Graham Patterson, Public Works Superintendent

**OTHERS:** David O'Sullivan, R.V. Anderson Associates Limited  
Nick Palomba, R.V. Anderson Associates Limited

### **1. CALL TO ORDER**

Chair Councillor Randell called the meeting to order at 6:00 p.m.

### **2. APPROVAL OF AGENDA**

**Moved by:** Councillor Fritz

**Seconded by:** Mayor Black

THAT the agenda be accepted as presented.

**CARRIED**

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

No declarations were made.

### **4. DELEGATIONS**

1. David O'Sullivan, R. V. Anderson and Associates Limited

Mr. O'Sullivan made a presentation to Committee on the preliminary design options and associated cost estimate for the reconstruction of Bridge Street which provided information on the following:

- Background of the Central Bridge and Bridge Street Reconstruction projects;
- Review of items to be included in the Bridge Street Reconstruction i.e. streetlighting, street furniture,
- Identified members of the Working Group;
- Community consultations held on August 26, 2019 and October 8, 2019 to develop the preferred approach to streetscaping design developed by McWilliam & Associates in consultation with R.V. Anderson;
- Reviewed objectives of the design approach
- Items included in the design including sidewalks, pavement, decorative streetlighting, new and improved pedestrian crosswalks, street furniture, decorative planter boxes, and other custom streetscape features;
- Reviewed nine (9) possible “opportunity areas” where enhancements could be made and reviewed suggested treatments for these areas;
- Showed some indicative renderings of several areas along Bridge Street;
- Reviewed parking and tree elements for the project;
- Presented a new preliminary cost estimate of \$2.1 million

Following the presentation, members of Council were afforded the opportunity to ask questions. After all questions had been addressed, Chair Councillor Randell thanked Mr. O’Sullivan for his presentation.

**Moved by:** Mayor Black

**Seconded by:** Councillor Tennant

**THAT** the presentation by R.V. Anderson Associates Limited on the preliminary design options and cost estimate for the reconstruction of Bridge Street be received as information.

**CARRIED**

Councillor Randell advised Committee members that this matter would be considered further at the Committee of the Whole meeting on December 17, 2019 in order for Council to provide further direction to the consultants. Timely direction is required in order to prepare for the open house in late January.

**5. ADJOURNMENT**

**Moved by:** Councillor Atkinson

**Seconded by:** Deputy Mayor Redmond

THAT the meeting be adjourned at 6:34 p.m.

**CARRIED**

## **COMMUNICATION 131010**

Received From: Dave Young, Director of Public Works  
Addressed To: Committee of the Whole  
Date: December 17, 2019  
Topic: Update on Bridge Street Reconstruction Project

### **SUMMARY**

Preliminary work is well underway on the reconstruction of Bridge Street. The next step in the project is to undertake a Public Information Centre to obtain feedback from the public on the work undertaken to date. In order to move forward with a PIC, approval from Council is required to authorize the Town's consultant, R.V. Anderson Associates Limited to proceed.

### **BACKGROUND**

On June 27, 2019, Council passed the following motion with respect to the reconstruction of Bridge Street:

#### **Motion No. SP2-130-03**

**Moved by Deputy Mayor Redmond, seconded by Councillor Tennant**

**THAT** Council engage R.V. Anderson Associates Ltd. to proceed with up to two (2) community consultations to provide input into reconstruction Option 3 (Complete replacement of all hard surfaces and streetlight replacement, street furniture and landscaping features) for Bridge Street.

**CARRIED**

At that meeting, the following were the options presented with cost estimates:

- Option 1 - Replacement of asphalt pavement - \$455,000
- Option 2 - Replacement of asphalt pavement, sidewalks, curbs and splash pads - \$1.09 million
- Option 3 - Replacement of asphalt pavement, sidewalks, curbs and splash pads. New decorative streetlighting, street furniture (benches, waste receptacles, bike racks), planter beds, landscape plantings and streetscaping improvements - \$1.44 million

### **DISCUSSION**

Since the motion was passed on June 27, 2019, community consultations were held on August 26, 2019 and October 8, 2019 to develop the preferred approach to streetscaping design which was developed by McWilliam & Associates in consultation with R.V. Anderson.

In order to allow this project to be undertaken with the construction of Central Bridge in 2021, a timely decision by Council to further instruct the consultants is required to allow a Public Information Centre (PIC) to occur in late January. The date for the PIC has been set as Monday, January 27, 2020 in the small upper hall at the Neelin Street Community Centre.

Following public consultation, final designs will need to be completed in order to allow this project to be tendered with the Central Bridge Reconstruction as early as possible to attract better tender pricing. By combining the tendering of the two projects, there is the potential of economies of scale. In addition, it makes sense to complete the work at the same time to minimize disruption to businesses in the downtown core. It is estimated both projects will take 10-12 months to complete.

As key partners, Staff will continue to communicate and work with both the Downtown Carleton Place Business Improvement Area (BIA) and Carleton Place Chamber of Commerce throughout both the design and construction of the project.

### **FINANCIAL IMPLICATIONS**

The new preliminary cost estimate for the reconstruction of Bridge Street is \$2.1 million. This does not include design or contract administration fees which will add another \$320,000 to the project bringing the total to \$2.42 million.

As this project will be completed in concert with the replacement of Central Bridge in 2021 and will be a project which will benefit the community for many years to come, it is recommended that the cost of this project be long term financed with the balance of the Central Bridge project costs after grant funding.

Another option would be for Council to partially finance this project with up to \$1 million of Hydro Reserves and long term borrow the balance of the project with the Central Bridge financing.

### **STAFF RECOMMENDATION**

THAT Council authorizes R.V. Anderson Associates Limited to present the preferred approach for the reconstruction of Bridge Street based on a preliminary cost estimate of \$2.1 million (as outlined in their presentation to Committee of the Whole on December 10, 2019) to the public at a Public Information Centre scheduled for Monday, January 27, 2020.

## **COMMUNICATION 131011**

Received From: Pascal Meunier, Director of Protective Services  
Dave Young, Director of Public Works  
Addressed To: Committee of the Whole  
Date: December 17, 2019  
Topic: Parking By-law Amendment

### **SUMMARY**

This is a further report to Communication 130213 considered at the November 26, 2019 Committee of the Whole meeting. At that meeting, staff proposed a parking by-law amendment that was deferred to a later date to allow staff to complete a closer review of all streets in the Town of Carleton Place.

This amendment was brought to Council because of increased traffic on roads due to growth. To better manage parking and to ensure safety concerns are addressed in certain neighbourhoods, staff proposes that for some streets, parking only be permitted on one side of the street and for the narrowest streets, parking on both sides be prohibited. However, staff requires more time to complete the research and review all streets. In the interim, Staff recommends immediately eliminating parking on one (1) side of four (4) specific streets that pose a serious safety hazard.

### **BACKGROUND**

During the November 26, 2019 Committee of the Whole meeting, staff and Council agreed to defer the report until further study of the streets is completed and reviewed. More time and research are needed before staff can provide Council with a complete list of proposed streets. Until a list is brought back to Council in early 2020 for Council for review, staff proposes immediately eliminating parking on one (1) side of four (4) specific streets that pose a serious safety hazard.

As discussed during the November 26 meeting, over the last decade, Carleton Place has seen significant growth. A significant increase in traffic has resulted on Town streets as a result of growth. Many streets in Carleton Place are not wide enough to facilitate parking on both sides of the street without safety issues such as low visibility, sufficient space for traffic flow and limited or inadequate space for the movement of emergency vehicles and snow removal equipment. This is creating a serious safety hazard as emergency vehicles need to respond to scenes as quickly as possible with little interference and snow removal equipment needs to be able to clear streets for the safe movement of traffic.

In recent years, there have been situations where cars have parked on both sides of narrow streets, blocking fire trucks from responding to emergency calls. Serious time is lost when fire trucks need to back up and find alternate routes to an emergency scene. This is also stressful for first responders who are trying to do their jobs as efficiently as possible.

Snow plow operators are also challenged during the winter months to clear snow due to vehicles parking on both sides of narrow streets. Attempting to maneuver heavy equipment around vehicles is difficult and time consuming and also poses a liability if damage to vehicles occurs.

Further, staff often receive complaints from residents who live on the narrower streets who are unable to exit their driveways or make it through an area when cars are parked on both sides of their street.

Eliminating parking on one (1) side of four (4) specific streets as detailed below will reduce the most hazardous areas and provide easier access for emergency vehicles and snowplows.

**DISCUSSION**

As staff continue with further research and a detailed overview of all streets in Town, we propose immediately eliminating parking on one side of 4 specific streets that currently pose a serious safety hazard as follows:

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3 Between</b>	<b>Column 4 Prohibited Days /Times</b>
Bridge St.	West	Mailey Dr. & 180m north	Anytime
Code Cres.	Even addresses	Morris St & Morris St.	Anytime
Code Cres.	9m in each direction from the fire hydrant adjacent to 39 Code Cres.		Anytime
King St.	South	Francis St & Park Ave	Anytime
Riddell St.	Odd addresses	Flegg Way & Rathwell St.	Anytime

Council can expect an updated list of all proposed streets in early 2020 once research and analysis has been completed.

Attached to this report is the proposed amended by-law.

**FINANCIAL IMPLICATIONS**

There will be minimal financial implications tied to the approval of this by-law. Financial implications will be related to the installation of signage by Staff can be accommodated within the operations budget.

**STAFF RECOMMENDATION**

THAT a By-law to amend parking on four (4) Town streets to one side of the street be forwarded to Council for approval.

## BY-LAW NO. XX-2020

### A BY-LAW OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO AMEND TRAFFIC AND PARKING BY-LAW NO. 46-2003

**WHEREAS** Section 11 (3) 1. of the Municipal Act, 2001, S.O. 2001, c25 authorizes municipalities to pass by-laws relating to Highways, including parking and traffic on highways;

**AND WHEREAS** Section 11 (3) 8. of the Municipal Act, 2001, S.O. 2001, c25 authorizes municipalities to pass by-laws relating to parking, except on highways;

**AND WHEREAS** Section 27 of the Municipal Act, 2001 S.O.2001, c25 permits a municipality to regulate the Traffic and Parking on municipal streets that they have jurisdiction over;

**AND WHEREAS** Section 63(1) of the Municipal Act, 2001 permits a municipality to remove, impound, restrain or immobilize an object or vehicle placed, stopped, standing or parked on a highway in contravention of a by-law that a municipality has passed regarding placing, stopping, standing or parking an object or vehicle on a highway;

**AND WHEREAS** the Council of the Town of Carleton Place adopted By-law 46-2003, the Traffic and Parking By-law;

**AND WHEREAS** it is deemed expedient and necessary to amend By-law 46-2003;

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

1. THAT Schedule "I" to Parking By-law No. 46-2003 No Parking be amended to add the following rows to the Table:

<b>Column 1 Street</b>	<b>Column 2 Side</b>	<b>Column 3 Between</b>	<b>Column 4 Prohibited Times or Days</b>
Bridge St.	West	Mailey Dr. & 180m north	Anytime
Code Cres.	Even addresses	Morris St & Morris St.	Anytime
Code Cres.	9m in each direction from the fire hydrant adjacent to 39 Code Cres.		Anytime
King St.	South	Francis St & Park Ave	Anytime
Riddell St.	Odd addresses	Flegg Way & Rathwell St.	Anytime

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS  
8TH DAY OF JANUARY, 2020.

---

Doug Black, Mayor

---

Stacey Blair, Clerk

DRAFT

**COMMUNICATION 131012**

Received from Pascal Meunier, Director of Protective Services  
Addressed to Committee of the Whole  
Date December 17, 2019  
Topic Confirmation of Emergency Management Committee Membership

**SUMMARY:**

The Office of the Fire Marshall and Emergency Management Ontario requires confirmation from municipalities of the membership of local Emergency Management Committees on an annual basis.

**RECOMMENDATION:**

THAT Council hereby confirms the following appointments to the Carleton Place Emergency Management Committee for 2019:

- Chair: Pascal Meunier, Director of Protective Services;
- Mayor Doug Black;
- Diane Smithson, CAO;
- Sgt. Rob Croth, OPP;
- David Young, Director of Public Works;
- Graham Patterson, Public Works;
- Randy Shaw, Carleton Place & District Memorial Hospital;
- Travis Mellema, Lanark County Paramedics;
- Mark Dorman, Public Member & Carleton Place CERV representative; and
- Duncan Rogers, Emergency Management Assistant.
- Dave Joy, Deputy Chief; and

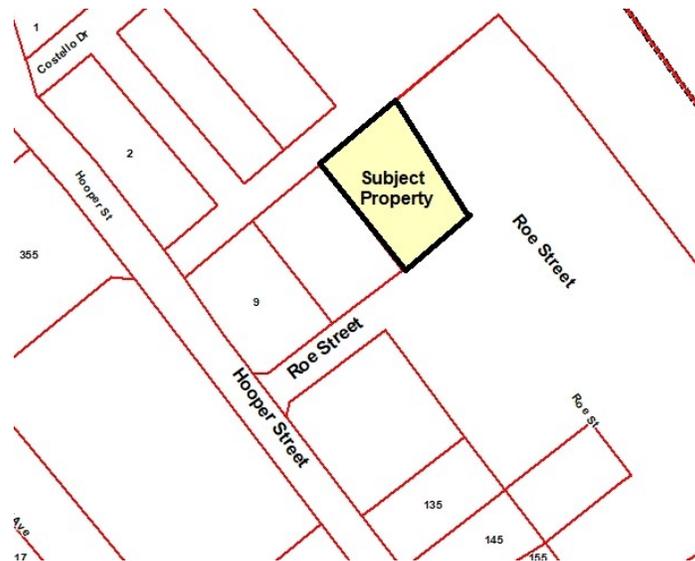
THAT this information be forwarded to the Office of the Fire Marshall and Emergency Management Ontario.

## COMMUNICATION 131013

Received from: Tyler Duval, Planning Consultant  
Addressed to: Committee of the Whole  
Date: December 17, 2019  
Topic: DP3-12-2019, 11487710 Canada Inc.,  
29 Roe Street – Daycare Facility

### SUMMARY

An application has been submitted for a Class 3 Development Permit for the property locally known as 29 Roe Street, legally described as Parts 1 and 2 on Plan 27R9338; Town of Carleton Place. The property is designated as *Employment District – Business Campus* in both the Official Plan and the Development Permit By-law. The application proposes the phased construction of a privately owned *Daycare Facility* (Phase 1: a 709.78 m<sup>2</sup> one-storey building; Phase 2: a 117.1 m<sup>2</sup> addition to the Phase 1 building). The proposed *Daycare Facility* use is considered a Discretionary Use in the *Business Campus*. Discretionary Uses are uses that are likely suitable for a property but require a Committee decision on whether or not they are appropriate on a case-by-case basis. The application meets or exceeds all required landscaping, open space and parking provisions and does not require any variations to the Development Permit By-law.



### COMMENT

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

The Carleton Place Development Permit By-Law regulates the development standards and site-specific provisions within the Town. The proposed development will not require any variations to the Development Permit By-law.

The proposed *Daycare Facility* use is considered a Discretionary Use in the *Business Campus*. Discretionary Uses are uses that are likely suitable for a property but require a Committee decision on whether or not they are appropriate on a case-by-case basis. Staff is of the opinion that the proposed *Daycare Facility* use is both suitable and appropriate in the context of the Town's business park. Currently, there are no adjacent land uses that would be considered incompatible with the proposed land use.

### **Provincial Policy Statement**

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

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

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

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

This proposed application is consistent with the Provincial Policy Statement as it will make use of existing municipal infrastructure and provides employment opportunities within an urban settlement area.

### **County of Lanark Sustainable Communities Official Plan**

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

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

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

### **Town of Carleton Place Official Plan**

Section 3.4 of the Town of Carleton Place Official Plan sets out the intent and objectives of the *Employment District*. The objectives of the *Employment District* include:

- To support the expansion of the Town's employment;
- To provide for commercial uses which require larger land areas; and

- To enhance economic development opportunities.

The *Employment District* is further divided into specific designations including the *Business Campus* designation. The *Business Campus* is intended to accommodate various types of business employment uses. Permitted uses for the *Business Campus* include all those uses deemed appropriate or compatible with a business park as described in the implementing Development Permit By-law (the Development Permit By-law lists the proposed *Daycare Facility* as a Discretionary Use).

The proposed *Daycare Facility* is an appropriate and compatible use for the property and surrounding area. It is not anticipated to have any negative impacts on adjacent land use.

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

### **Town of Carleton Place Development Permit By-law**

This property is designated *Employment District – Business Campus* in the Development Permit By-law. The proposed *Daycare Facility* use is considered a Discretionary Use in the *Business Campus*. Discretionary Uses are uses that are likely suitable for a property but require a Committee decision on whether or not they are appropriate on a case-by-case basis. Staff is of the opinion that the proposed *Daycare Facility* use is both suitable and appropriate in the context of the Town's business park. Currently, there are no adjacent land uses that would be considered incompatible with the proposed land use.

The application proposes the phased construction of a privately owned *Daycare Facility*. Phase 1 proposes a 709.78 m<sup>2</sup> one storey building, whereas Phase 2 proposes a 117.1 m<sup>2</sup> addition. The application proposes 38 parking spaces for Phase 1 (minimum requirement of 34 spaces). Phase 2 proposes 5 spaces where the addition would require a minimum of 6 additional spaces, however once fully constructed, the site will provide a total of 43 parking spaces (exceeds the minimum total requirement of 40 spaces).

The application meets or exceeds all required landscaping and open space development standards. The proposed development will not require any variations to the Development Permit By-law.

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

### **Mississippi Valley Conservation Authority Comment - Hooper Drain**

As part of the application's technical circulation, on November 7, 2019, the Mississippi Valley Conservation Authority (MVCA) submitted the following comments in regards to the development's proximity to the Hooper Drain.

*"As per guidelines prepared in support of the Provincial Policy Statement (PPS), a minimum setback of 30 m is generally recommended from fish habitat. However, in cases where fish habitat has been assessed through an EIS and determined to be limited, MVCA may support a lesser setback.*

*It is our understanding the Hooper Drain is a manmade feature that was designed to convey stormwater. Aquatic habitat was not deemed to be present on or adjacent to the subject property (refer to Species at Risk Assessment) i.e. the report did not recognize the drain as fish habitat. However, it is unclear as to how this conclusion was drawn given that a fish habitat assessment of the drain was not found in this report. In addition, we note that fish habitat was deemed to be present on a downstream section of Hooper Drain, on an adjacent property to the south of the subject site (#10316 Highway 7). An Environmental Impact Statement, which was prepared in support of the adjacent property, found a fish community in the drain and assessed it to be very limited in species and numbers.*

*Based on the above, it is assumed that Hooper Drain consists of fish habitat, unless demonstrated otherwise. Given that the drain is a manmade feature and limited fish habitat is anticipated, a lesser setback of 15 m from the high water mark (HWM) of the drain, would be acceptable. It is unclear from the information provided if a minimum setback of 15 m has been provided for the subject proposal.*

[...]

*The applicant should be advised that, pursuant to Ontario Regulation 153/06 – ‘Development, Interference with Wetlands and Alterations to Shorelines and Watercourses’, a permit is required from MVCA for any alterations to the shoreline of the drain.*

*We advise consultation with Fisheries and Oceans Canada (DFO) prior to conducting any work within the drain, in order to assess potential impacts to fish habitat. Authorization from DFO may be required for such work.”*

The staff recommendation will take into consideration the MVCA’s technical review of the application.

### **COMMITTEE OPTIONS**

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

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

- e) Approve the application, require that conditions be met before issuing a Development Permit and, when the conditions have been met, issue a Development Permit with further conditions attached

### **STAFF RECOMMENDATION**

**THAT** the Committee authorizes application DP3-12-2019 for the construction of Phase 1 of the proposed Daycare Facility at 29 Roe Street and directs Staff to move forward with the drafting of the Development Permit Agreement with conditions attached including:

1. **THAT** a minimum 3m wide undisturbed vegetated buffer be maintained inside the rear property line in order to provide some protection to the Hooper Drain and where the 3m wide buffer does not currently exist, the buffer shall be established with native plant species;
2. **THAT** prior to the construction of Phase 2, the Applicant shall hire a qualified professional to conduct an Environmental Impact Statement as per the recommendation of the MVCA. Until an EIS concludes that the minimum required 15 metre setback from the Hooper Drain may be reduced to the proposed 8 metres, only Phase 1 of the development may be constructed;
3. **THAT** a Class 1A Development Permit application be submitted for Phase 2 of the proposed development. The application will require an EIS in support of the proposed development in proximity to the Hooper Drain.
4. **THAT** the Committee authorizes staff to issue a Development Permit upon receipt of all required information, fees and securities.

APPENDIX 1





**COMMUNICATION 131014**

Received from Tyler Duval, Planning Consultant  
Addressed to Committee of the Whole  
Date December 17, 2019  
Topic DP3-11-2019, De Saulniers Construction,  
10 Bennett Street – Addition to Autoparts Supply Outfit  
Benson Auto Parts

**SUMMARY**

An application has been submitted for a Class 3 Development Permit for the property locally known as 10 Bennett Street, legally described as Pt PKLT 13 PI 3913 Lanark S Beckwith AKA PI 6743 Lanark N; Pt Lt 14 Con 11 Beckwith being Pt 2, 26R2426; Town of Carleton Place. The property is designated as *Employment District – Business Campus* in both the Official Plan and the Development Permit By-law. The application proposes to construct a 708.2m<sup>2</sup> pre-engineered, metal-clad addition to the existing light industrial use (Benson Auto Parts). The existing *Auto Parts Supply* use is permitted in the *Business Campus*. The application meets or exceeds all required landscaping, open space and parking provisions and does not require any variations to the Development Permit By-law.



**COMMENT**

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

The Carleton Place Development Permit By-Law regulates the development standards and site-specific provisions within the Town. The proposed development will not require any variations to the Development Permit By-law.

### **Provincial Policy Statement**

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

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

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

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

This proposed application is consistent with the Provincial Policy Statement as it will make use of existing municipal infrastructure and provides employment opportunities within an urban settlement area.

### **County of Lanark Sustainable Communities Official Plan**

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

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

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

### **Town of Carleton Place Official Plan**

Section 3.4 of the Town of Carleton Place Official Plan sets out the intent and objectives of the *Employment District*. The objectives of the *Employment District* include:

- To support the expansion of the Town’s employment;
- To provide for commercial uses which require larger land areas; and
- To enhance economic development opportunities.

The *Employment District* is further divided into specific designations including the *Business Campus* designation. The *Business Campus* is intended to accommodate various types of business employment uses. The existing distribution centre/warehousing and wholesaling outlet is listed as a permitted uses for the *Employment District*.

The proposed addition to the existing building is appropriate and will not have any negative impacts on adjacent land uses.

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

### **Town of Carleton Place Development Permit By-law**

This property is designated *Employment District – Business Campus* in the Development Permit By-law. The existing automotive parts distribution outlet is listed as a permitted use in the *Business Campus* (defined as a *Class I - Light Industrial Use*).

The application proposes to provide 26 parking spaces whereas the minimum requirement for a use of this scale is 24 parking spaces.

The application meets or exceeds all required landscaping and open space development standards. The proposed development will not require any variations to the Development Permit By-law.

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

### **COMMITTEE OPTIONS**

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

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

### **STAFF RECOMMENDATION**

**THAT** the Committee hereby authorizes application DP3-11-2019 to construct a 708.2m<sup>2</sup> pre-engineered, metal-clad addition to the Benson Auto Parts building at 10 Bennett

Street and directs Staff to move forward with the drafting of the Development Permit Agreement with conditions attached; and

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

APPENDIX 1



Above: View from Bennett Street



Above: View from Findlay Avenue



**COMMUNICATION 131015**

Received from: Tyler Duval, Planning Consultant  
Addressed to: Committee of the Whole  
Date: December 17, 2019  
Topic: DP3-07-2019, ZanderPlan Inc.,  
Roe Street – NAPA Autoparts Supply Outfit

**SUMMARY**

An application has been submitted for a Class 3 Development Permit for a vacant property currently owned by the Town of Carleton Place located in the northwest corner of the intersection of Roe Street and Cavanagh Road, legally described as Part Lot 16, Con 11 Beckwith being Part of Part 1 on Plan 27R10635. The property is designated as *Employment District – Business Campus* in both the Official Plan and the Development Permit By-law. The application proposes to construct a two-storey, 1031.6 square metre NAPA Auto Parts distribution centre. An *Auto Parts Supply* use is permitted in the *Business Campus* under the guise of a *Light Industrial (Class I)* use. The application meets or exceeds all required landscaping, open space and parking provisions and does not require any variations to the development standards of the Development Permit By-law. However, the application seeks relief of the Development Permit By-law’s Built Form Design Criteria. The application proposes the building to be located at the center of the lot with parking provided in the front of the building whereas the design criteria would require the building to be oriented towards the intersection with parking provided at the rear or side of the building.



## **COMMENT**

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

The Carleton Place Development Permit By-Law regulates the development standards and site-specific provisions within the Town. The proposed development will not require any variations to the development standards of Development Permit By-law, however it seeks relief of the Development Permit By-law's Built Form Design Criteria.

### **Provincial Policy Statement**

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

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

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

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

This proposed application is consistent with the Provincial Policy Statement as it will make use of existing municipal infrastructure and provides employment opportunities within an urban settlement area.

### **County of Lanark Sustainable Communities Official Plan**

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

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

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

### **Town of Carleton Place Official Plan**

Section 3.4 of the Town of Carleton Place Official Plan sets out the intent and objectives of the *Employment District*. The objectives of the *Employment District* include:

- To support the expansion of the Town's employment;
- To provide for commercial uses which require larger land areas; and
- To enhance economic development opportunities.

The *Employment District* is further divided into specific designations including the *Business Campus* designation. The *Business Campus* is intended to accommodate various types of business employment uses. Permitted uses for the *Business Campus* include all those uses deemed appropriate or compatible with a business park including the proposed distribution centre/warehousing and wholesaling outlet which is listed as a permitted uses for the *Employment District*.

The proposed *Auto Parts Supply* use is appropriate and compatible for the property and surrounding area. It is not anticipated to have any negative impacts on adjacent land uses.

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

### **Town of Carleton Place Development Permit By-law**

This property is designated *Employment District – Business Campus* in the Development Permit By-law. The proposed *auto parts supply* outlet is listed as a permitted use in the *Business Campus* (defined as a *Class I - Light Industrial Use*).

The application proposes to provide 25 parking spaces whereas the minimum requirement for a use of this scale is 24 parking spaces.

The application meets or exceeds all required landscaping, open space and parking provisions and does not require any variations to the development standards of the Development Permit By-law. However, the application seeks relief of the Development Permit By-law's Built Form Design Criteria. The application proposes the building to be located at the center of the lot with parking provided in the front of the building whereas the design criteria would require the building to be oriented towards the intersection with parking provided at the rear or side of the building.

Specifically, the design criteria state that:

- *Buildings should be oriented towards the street and parking provided in the rear or side of building. Where property fabric will not lend itself to the provision of parking except at the front of the building, parking will be buffered and screened by landscape materials providing an element of all season screening. At no time will parking be provided within the front yard setback.*
- *Buildings located at intersections should provide exterior details on both street fronts. These areas will provide gateways into the commercial node.*

At the time of the initial pre-consultation meeting (on May 9<sup>th</sup>, 2019), Staff disclosed to the applicant that the proposed location of the building does not comply with the design criteria of

the by-law. On a corner lot, such as this, the building should be tucked into the corner of the lot where the streets intersect. Only when a lot is shaped in a way that there is no alternative to providing parking in the front of a building, should it be considered. The subject lot fabric does however lend itself to providing parking at the side (interior side) or rear of the building.

The Town's vision for corner lots, and the intent of these specific design guidelines, is to establish a street front presence and to limit unnecessary asphalt surfaces. As proposed, the building's location in the center of the lot, surrounded by pavement, does not comply with the intention of the design criteria. The later was also disclosed at the May 9th pre-consultation meeting. This lot has an opportunity to define the street edge and gateway into the business park with an aesthetically appealing building oriented towards the street.

It is the opinion of the Planning Department that the property is able to accommodate a building much closer to the front corner of the lot, at the intersection of Roe Street and Cavanagh Road. Ideally, there is no need to have a building on an island in a sea of asphalt when it is not required.

In defense of the proposed building location, the applicant had the following remarks:

- *“Pertaining to the Built Form Design Criteria, building location and parking the lot fabric does lend itself to parking along the side and rear, but the nature of the use proposed does not lend itself to only having parking at the side or rear. The 10 parking spaces to the front of the building will be for quick stops and pick-ups of parts. These parts vary in size and weight and may not lend themselves to being transported across the entire site to a rear parking area. The proponent is seeking an exception to the Built Form Design Criteria to allow a portion, but not all, of the parking to the front of the building. [...] The layout with respect to building location and asphalt area is consistent with the majority of uses in the business park and surrounding area.”*
- *“Exterior details can be added to the Cavanagh Road side of the building.”*

It is the opinion of the Planning Department that the guidelines be maintained wherever and whenever possible.

## **COMMITTEE OPTIONS**

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

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

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

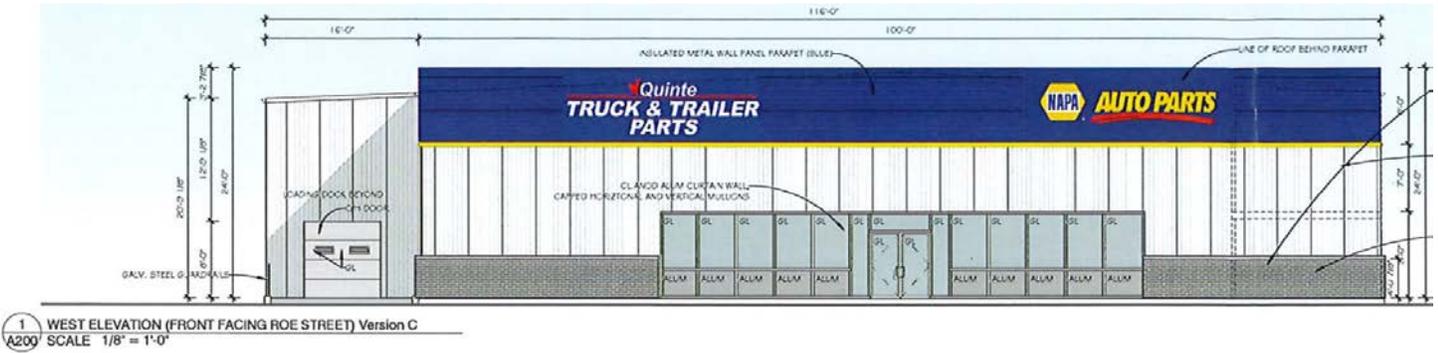
- e) Approve the application, require that conditions be met before issuing a Development Permit and, when the conditions have been met, issue a Development Permit with further conditions attached

**STAFF RECOMMENDATION**

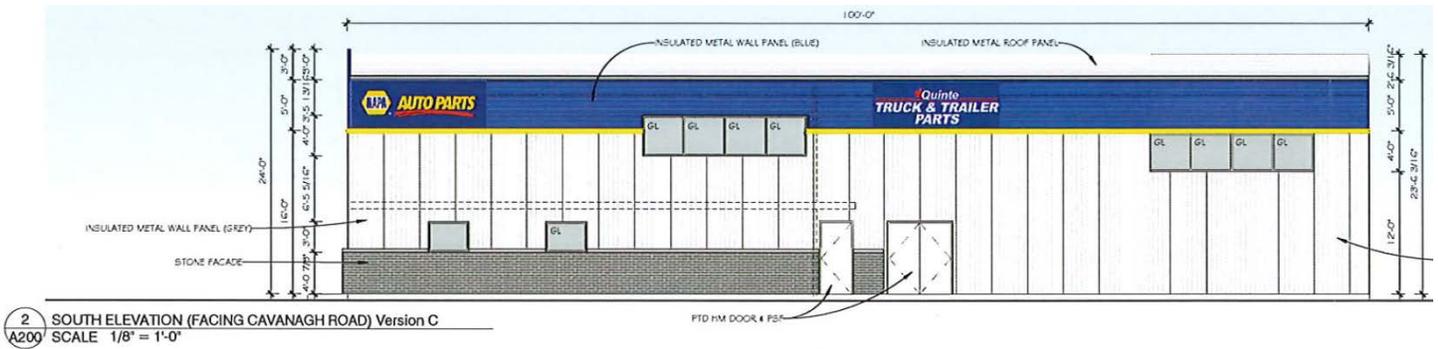
THAT the Committee defer making a decision on application DP3-07-2019 to provide an opportunity for the applicant to work with staff to reconsider and reconfigure the proposed site plan to better adhere to the Development Permit's Design Criteria regarding the proposed building location; and

THAT once modified, the revised site plan be presented to the Committee at a future meeting.

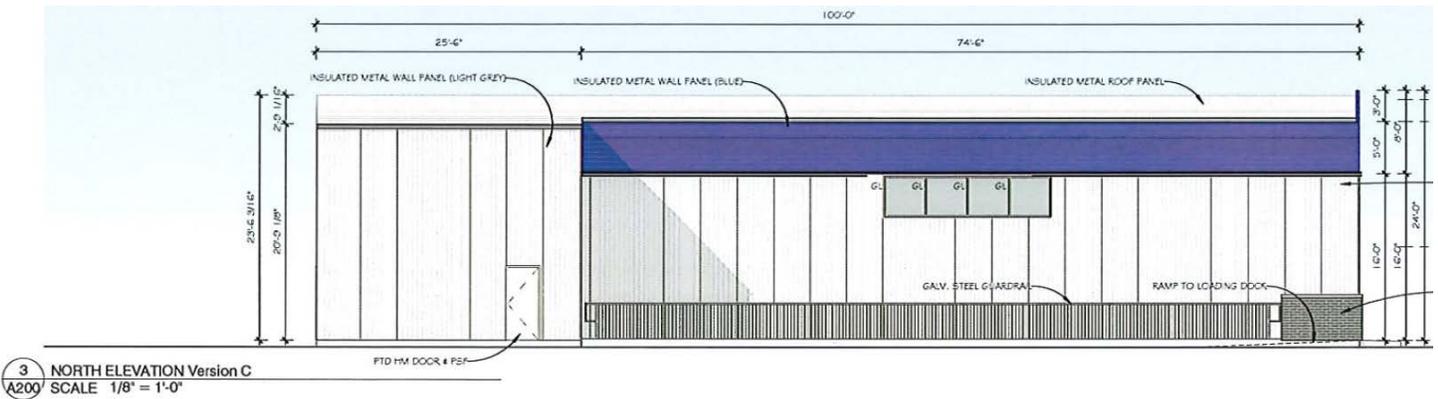
**APPENDIX 1**



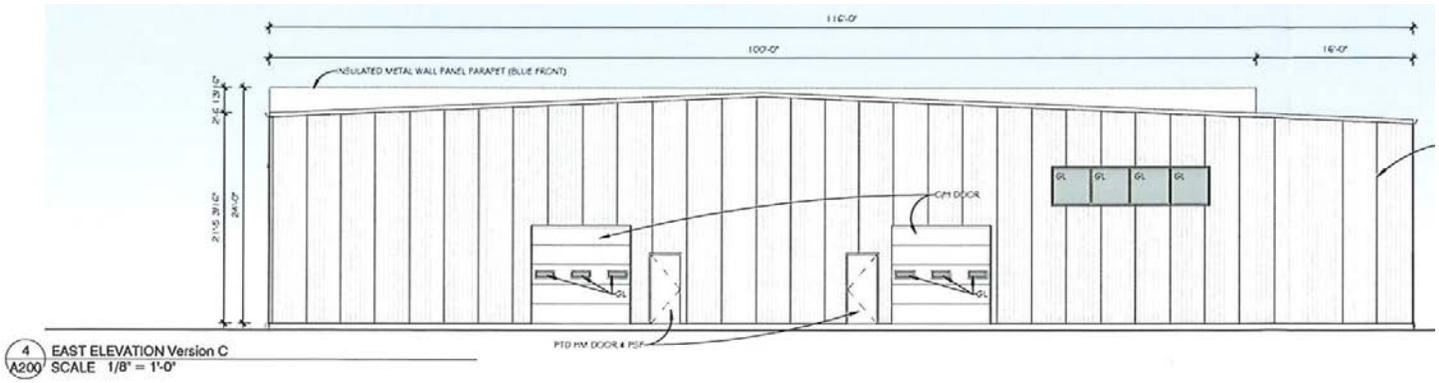
**ABOVE: FRONT OF BUILDING (FACING ROE STREET)**



**ABOVE: EXTERIOR SIDE OF BUILDING (FACING CAVANAGH ROAD)**

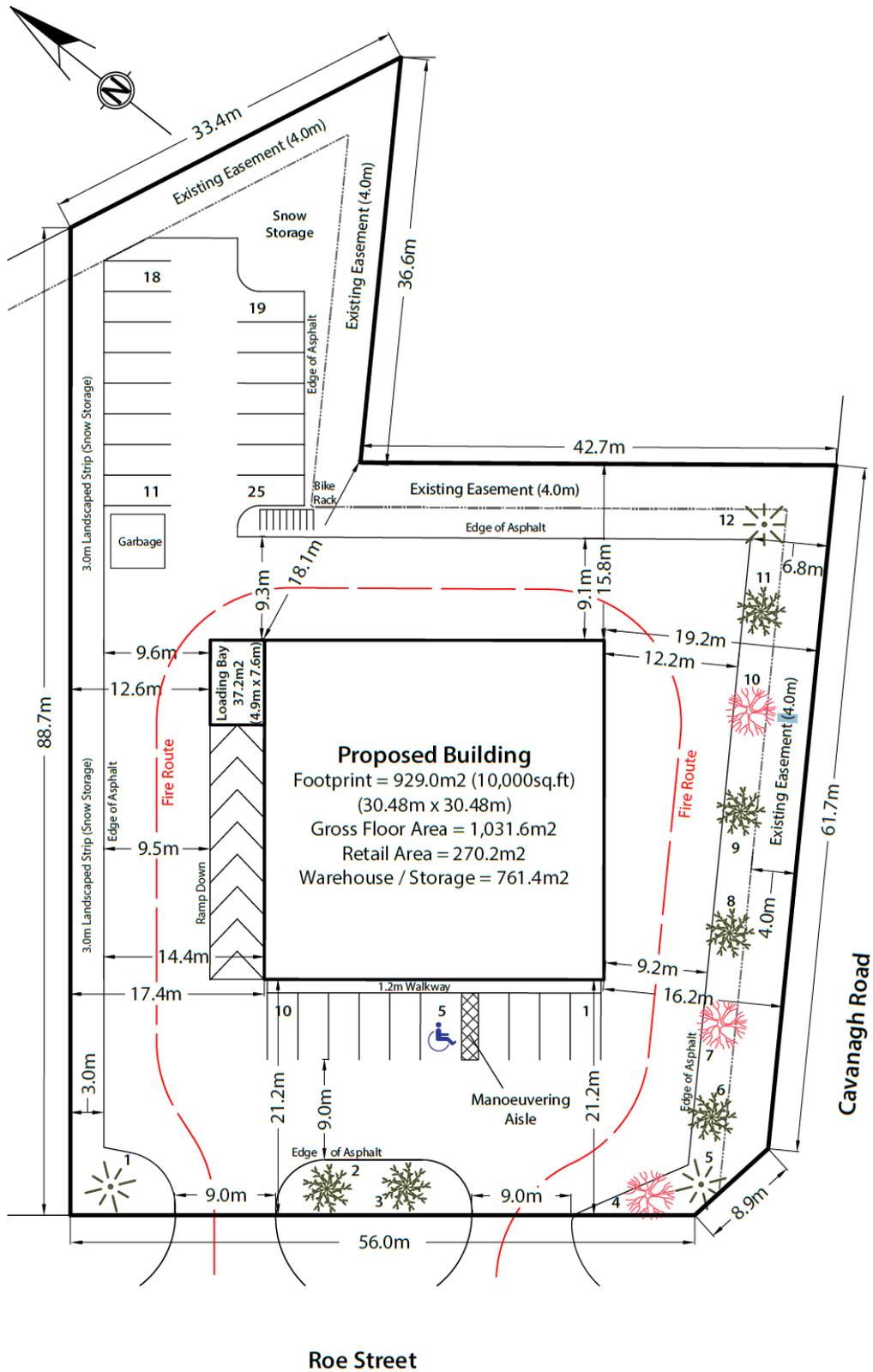


**ABOVE: INTERIOR SIDE OF BUILDING (OPPOSITE CAVANAGH ROAD)**



**ABOVE: REAR OF BUILDING (OPPOSITE ROE STREET)**

APPENDIX 2



# Carleton Place



## **The Corporation of the Town of Carleton Place**

### **Drug Strategy Committee Meeting**

#### **75<sup>th</sup> Meeting**

**Oct 10, 2019**

#### **Minutes**

1. Call to Order – Welcome at 7:00PM
  - a. David Somppi - Chair
  
2. Welcome Continuing Members and Guest (s)
  - a. Attendees: Brenda MacDonald Rowe, Nicole Pearson, Steve Stressman, Sean Redmond, David Somppi, Rosemary Jones
  - b. Regrets: Brian Turner, P/C Joe Tereschuk, Glenn Pierce, Kevin Clouthier
  - c. Guest: Danielle Shewfelt, LG&L Health Unit

3. Declaration of Conflict of Interest : None Declared

4. Approval of Meeting Minutes – Apr 11, 2019

Moved: Brenda Second: Sean Motion carried

Business arising from April 11 Minutes

Nicole reported that (as actioned in the Apr 11 minutes) the existing MDS website was being decommissioned. In the short term the domain [www.cpdrugstrategy.ca](http://www.cpdrugstrategy.ca) was being utilized for “Run for Your Life” operations. The domain name will be retired once the 2019 run’s operations are complete. In the meantime, legacy content related to the CP MDS are being removed from the website.

David confirmed that the Town’s official website is available, on a go forward basis, to host MDS content

5. Additions to Agenda: none

6. **SUB-COMMITTEE Update- The Brett Pearson Run for Your Life – Nicole (Chair)**
  - a. Nicole provided a fulsome report on the 9<sup>th</sup> annual run. In spite of the rain, the committee was pleased with the level of participation and thankful for the level of participation. Her report is included as Appendix A.
7. Nicole Pearson and Steve Streesman left the meeting at 7:57
8. Planet Youth Lanark County – (prevention pillar)
  - a) Status Update

David reported that the PYLC project was moving ahead with the plan to conduct surveys of grade 10 students in Feb 2020. Each municipality in Lanark County and the Town of Smiths Falls is being asked to participate by receiving and responding to findings in its report. Reports will be available in the spring of 2020.
  - b) CP MDS Role Planet Youth Lanark County roll out

The CP MDS committee will receive the Carleton Place specific PYLC report and be responsible for sharing results with the broader community.  
A workshop will be conducted in January to assist all communities in planning their work.
9. Other agenda items
  - a. Not all committee members have been able to regularly attend meetings. The chair was asked to reach out to members and determine if they will be able to attend future meetings.
10. **ADJOURNMENT** Moved by Sean Redmond that the meeting adjourns at 8:20.

**The 9<sup>th</sup> annual Brett Pearson Run for Your Life**

- 1<sup>st</sup> time we had rain for the event in 9 years – it still attracted a good crowd
  - Carleton Place, Smiths Falls, Perth, Lanark, Greely, Ottawa, Orleans, Kanata, Aylmer, Toronto, Peterborough, Almonte
- Celebrated Carleton Place 200<sup>th</sup> anniversary – Joanne Henderson display booth handing out 200<sup>th</sup> anni. Water bottles
- Speeches were delivered by:
  - Matt Skube (wanted to come back this year as he was touched by the event in 2018) – mentioned the Ottawa police officer that died by suicide the night before in the Ottawa Station and of Matt’s own extended family that struggled with mental illness
  - Orlando Da Silva, Senior Crown Counsel, former President of the Bar Association, Ontario Ministry of the Attorney General for the most serious frauds occurring in Canada- his speech had to be the most impactful, courageous, frank story in the 9 years since we have had the event. He spoke so eloquently about his own struggles with depression and his suicide attempt 4 years ago.
  
- Parade of Life – New this year Almonte Legion Pipe Band (25 members)
  - Highland Dancers – Rosemary Breman School of Dance carrying the street banner
  - Due to the rain, Classical cars and motorcycles cancelled but said that they will be back next year
  - Returned – PTSD service dogs Evolution K9
  - Followed by ceremony at Cenotaph laying of wreaths for families, and First Responders, Military
  
- 5k walk/run – a good # of participants
  - New this year – Scavenger hunt – bright coloured tags along the trail in exchange for a prize
  - Several Girls hockey teams
    - Cyclones - age 11-12
    - CPC Cyclone Bantam A - age 13-14
    - Midget C Cyclone - age 15,16,17
  - CP Canadians Hockey Team – on trail cheering on the participants

- Many student volunteers (CPHS and NDHS- met with the students at CPHS) sign volunteer sheets
  - Ski Patrols – First-Aid- Patient forms (confidential info)
  - Disclaimer forms – on site registration (question re: student volunteers/volunteers)
  - Donated extra fruit – Hunger stop food bank in CP
- Display Booths : 10 booths
    - New this year: Creative Wellness form Smiths Falls and CornerStone Landing Youth Services (project Algonquin College – mobile homes homeless)
- Proceeds:
    - CornerStone Landing Youth Services – help them with their efforts to stop youth homelessness
- Donation: \$200 Almonte Pipe Band
  - Food: Beckwith Butcher
  - Entertainment: Emily Burgess and Band – Tshirt
  - Town Square: Umbrellas of Hope
    - Positive feedback from Chambers of Commerce (to donate umbrellas to Chambers for public to use)
- Business window decorating competition: expanded this year over the bridge on Bridge street and The Mews ( theme: umbrellas)
    - 1<sup>st</sup> place Carousel (sign we are all under one umbrella)
    - 2<sup>nd</sup> IDA Pharmacy
    - 3<sup>rd</sup> Wisteria
- Networking: many stories were shared (debrief is scheduled next week for our planning committee)
    - One that stands out Dave Smith Youth Treatment Centre (one participant inspired)
- PHAC and HC: rendition Brett Pearson Run – Run/walk for Youth Suicide Prevention October 31, 2019 (Colonnade and Carling ave.) President and Public Health Officer Dr. Teresa Tam
- Charitable status: still waiting – paperwork was submitted (late Spring 2019)
- Thank you:
    - CP MDS

- OPP
- Sean – opening remarks
- Brian T.- article EMC
- Glenn – CPMDS display booth



## **Carleton Place Urban Forest/River Corridor Advisory Committee**

175 Bridge Street, Carleton Place, Ontario K7C 2V8

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

Email: [jdmccready@rogers.com](mailto:jdmccready@rogers.com)

### **Minutes of meeting November 27, 2019**

**7:00 p.m. CP Library Facility**

**Next Regular Monthly Meeting January 22, 2020 @ 7PM – CP Library Facility**

#### **Attendance:**

Jim McCready (chair), Joanne Woodhouse, Ron Wood

Andy Kerr-Wilson, Councilor Toby Randell, Janet McGinnis, Doreen Donald, Jack Havel (CEPAC)

Absent: Dale Moulton

Member of the Public: None

1. Welcome-Approval of the Agenda
2. Minutes of October 23 meeting (already approved)
3. Minutes of the November 25, 2019 approved( Joanne Woodhouse/Doreen Donald)
4. Business Arising from October 23, meeting
  - None-being cover under this agenda
5. Presentation Mississippi Lakes Assoc. (Doreen Donald)
  - History
    - 1816 first European settlement on the lake / steamboats linking CP to Innisville
  - Geography
    - ~1200 properties on lake (~600 fulltime, 600 cottages – number of fulltime occupants is increasing), 55km of shoreline
    - 2 large and provincially significant wetlands (PSW) on the lake
    - Larger of the two PSWs covers 307 hectares at west end of lake where River enters the lake through Innisville wetland which is also one of the largest wetlands in Lanark County and is designated an Area of Natural and Scientific Interest (also includes a National Wildlife Area and Migratory Bird Sanctuary
    - Mississippi Lake is the drinking water source for the Town of Carleton Place
  - Watershed
    - Drainage area of 3750 sq kms, headwater at Mazinaw Lake, about 268 lakes make up the watershed and elevation drops 210 metres
  - Lake Association
    - Mandate to foster and protect the environmental considerations of the lake, adhere to marine laws and act as conduit for landowners on the lake
    - 8 Directors, Committees include: environment, roads, communication, boating and recreation and municipal engagement (new)
  - Environmental Projects:
    - Ecological Modelling
      - Joint project with MVCA and Queens using variables input into computer modelling to simulate different resulting conditions in the

- lake (e.g. increase in lake temp by 3 degrees and what would happen), model predicted algae blooms within a 2-week window,
    - Water sampling conducted at 11 different sites for 3 years was input into the model
- Algae monitoring
  - With MVCA and MLA – blue green algae (BGA) increasing in the lake, last year blooms were in the narrows and into the middle lake, BGA seems linked to temperature spikes/climate change
- State of the Lake Report
  - Published annually, water results stable over the past few decades – good news but we cannot be complacent
- Loon Survey
  - Conducted with Mississippi Valley Field Naturalists and MLA
  - Loon population is doing well, 15% chick survival rate and average for north America is 10%
  - There is concern around increased boat traffic affecting loon population
- Invasive Aquatic Species Monitoring
  - European Frogbit, Cutleaf Pondweed, Eurasian Water Milfoil found
  - While not aquatic, MLA also monitors invasive phragmites, purple loosestrife
  - Eurasian Water Milfoil is of particular concern, it takes over quickly and greatly reduces recreational activities in a lake and significantly reduce property values and it is spreading through the lake
  - Conducted a manual pull of Frogbit at Innisville in 2019
- Fish Habitat Creation
  - Shoreline does not have a lot of woody debris
  - Worked with Watersheds Canada and installed ~20 bundles of brush into the lake at strategic locations to increase fish spawning habitats
  - Brush bundles are sanctioned by DFO
- Drone
  - Monitoring invasive species, cautionary buoys, algae blooms, and wild rice
  - Also doing some mapping on the lake
- Water Rangers
  - Citizen science project doing basic water sampling and testing,
  - MLA owns 10 kits which measure conductivity, temp, pH, dissolved oxygen, Secci Depth (clarity of water), chlorine concentration, alkalinity, and hardness
  - All the data goes into a mobile app (open platform)
  - Data has shown consistent readings across the summer (June to Oct)
  - MLA would like to expand the program ([waterrangers.ca](http://waterrangers.ca))
  - Program also records incidental observations such as invasive species, odours, etc.
- Microplastics Survey
  - Conducted in 2019 in conjunction with Watersheds Canada
  - 100% of samples have microplastics
  - Predominant material found was fibre
  - Average concentration was 3.7 particles/litre (higher than average)
- Other areas of interest for the MLA
  - Fishing Tournaments (# of tournaments, boat speed, # of boats on lake)
  - Wild Rice
  - Septic Inspections
  - Natural Edge Program (rehabilitating and naturalizing the shoreline),

- Love Your Lake (education for residents on how their property measures up)
  - Lake signage to educate the users of the lake (to be placed at CP Boat Launch)
6. Terms of Reference for the Committee
- Former terms of reference were 20 years old
  - Jim drafted the TOR, comments received from the committee and Jim will send to Stacey Blair
  - TOR will be valid until the election of the next council

7. Planning

- DP3-07-2019 75 Roe St, NAPA
  - Response to URFC committee comments on development of easement – developer does not want to plant within easement, no thought given to permeable pavement
- NU Globe Phase 1
  - South of Coleman, across from Lepine, landscape plan was good, in Carleton Place we request 2/3 of the burlap and wire be removed to have more root exposure
  - accept the tree conservation report but how Environmental Impact Statement has been implemented should have been undertaken before construction begins
  - **Recommendation to Staff and Council look at how developers are implementing the EIS prior to any construction with a holdback**

General conversation on Town development:

- OP and DP are being revamped to allow for more review of developments (one year to 18 months to completion)
- New positions being added at the Town to provide more oversight
- **Toby would like a copy stand mapped in the vicinity of Roy Brown Boulevard, big sugar maples. Jim to provide**
- DP 3 –12-2019 29 Roe St. Day Care
  - Private daycare, landscape plan in site plan is confusing, no species or sizes listed
  - What will happen to the existing trees
  - Landscape plan must address what is going to happen during the construction
  - Sugar maple in place of honey locust
  - Landscape plan needs number of trees along the fence and not mono culture
  - More trees at back of property
  - Consider permeable pavement
  - Response to comments has not yet been received
- Benson Auto Parts-10 Bennett St.
  - Comments received: landscape plan has been created, TR means tree, TPC was a typo, trees that can be protected will be try to be protected, permeable pavement recommendation was disputed by the committee
  - We need more information on permeable pavement. Ron & Doreen to look into it. Jim working with CA's to see where they stand.
  - **Town needs a LID strategy – permeable pavement, swails etc.**
  - Council should have it in the OP and a policy paper outlining the strategy, UFRC can assist
  - Then UFRC and planning will be properly supported

8. Joint Meeting with Environment Committee January 22. 2020

- Committee members should think about topics to be discussed
- **Doreen will give the presentation on the Mississippi Valley Watershed Plan**

9. Open House Interim Control By-law December 4, 2019 (4:30 – 7:30 open house format)

- Toby reminded the committee about the survey online that they are encouraging the public to fill out

10. Clarification of meeting dates 2020

Jan 22<sup>nd</sup> (couldn't get Wednesday in Feb and March so Thursday's Feb 27<sup>th</sup> and March 26<sup>th</sup>)

11. Appreciation Night.

Majority of committee members will attend

9. Other Business

- New documentaries from the Lanark County Stewardship council: landowner clips, watershed movies

Meeting adjourned 8:45pm

**Meeting Dates for 2020**

**DATES:**

- Jan 22, Feb 27, March 26, Apr 22, May 27, June 24, Sept 23, Oct 28, Nov 25



**Parks and Recreation Committee Minutes  
for the December 2, 2019 meeting held at 7:00 p.m. in the  
Large Board Room at the Neelin Street Community Centre**

**Present:** Councillor Linda Seccaspina, Reeve Richard Kidd, Bill Levesque,  
John Andrews, Paul Pillsworth, Todd Boyce, Facilities Clerk Steph  
Scollan, Manager of Recreation and Culture Joanne Henderson  
**Absent:** Jan Ferguson (regrets), Tom Marshall (regrets)

---

- 1) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF** – now or anytime during the meeting. No declarations were made.
  - 2) PUBLIC MEETING – NONE THIS EVENING**
  - 3) REGISTRATION OF PUBLIC WISHING TO SPEAK**
  - 4) PLEASE SILENCE ALL ELECTRONIC DEVICES**
- 

**Communication 131005**

Received from: Joanne Henderson, Manager of Recreation and Culture  
Addressed to: Parks and Recreation Committee  
Date: December 2, 2019  
Topic: Dressing Room Policy

**SUMMARY**

Staff received an inquiry from a parent regarding what activities are permitted in the arena dressing rooms. Currently, there is no written policy regarding dressing room use and behavior.

**COMMENT**

Staff feels that a policy should be developed to ensure users are aware of what the expectations are with regards to dressing room use. For example, dressing rooms are places for changing attire and not for physical activity that could result in injury.

**Moved by Councillor Linda Seccaspina**

**Seconded by John Andrews**

**THAT** staff contact the various user groups who use the Neelin Community Centre to obtain their dressing room procedures.

**CARRIED**

**Communication 131006**

Received from: Joanne Henderson, Manager of Recreation and Culture

Addressed to: Parks and Recreation Committee

Date: December 2, 2019

Topic: Recreation Cost Sharing Minutes

**SUMMARY**

The minutes from the Recreation and Culture Cost Sharing Committee meeting held on Wednesday, October 16, 2019 are attached.

**COMMENT**

The following noteworthy items from each municipality were discussed:

**Carleton Place**

- 200<sup>th</sup> Anniversary Celebrations
- Carleton Junction Pump Track
- Pumpkin Festival
- Senior Programming at the Station
- Canada Infrastructure Application for the arena dressing rooms

**Mississippi Mills**

- Canada Infrastructure Application for the Gemmill Park basketball court
- Pakenham Dasherboard project
- Upcoming winter events in Mississippi Mills
- Adopt a Park Program

**Beckwith**

- Canada Infrastructure Application for an indoor track.
- Beckwith Athletic Club
- Turf in Beckwith

**Moved by Paul Pillsworth**

**Seconded by Bill Levesque**

**THAT** the minutes of the Recreation and Culture Cost Sharing Committee meeting held on Wednesday, October 16, 2019 be received as information.

**CARRIED**

**Communication 131007**

Received from: Joel Larocque and Martin Lacroix, Fabulous Fries  
Addressed to: Joanne Henderson, Manager of Recreation and Culture  
Date: December 2, 2019  
Topic: Request for Refreshment Vehicle in Riverside Park

**SUMMARY**

A request for an additional Refreshment Vehicle in Riverside Park has been received. The location requested is the same location used by Duffer's Fries in the past. The Refreshment Vehicle By-Law permits two (2) Refreshment Vehicles in Riverside Park.

**COMMENT**

The Owners of Fabulous Fries are requesting use of the park from March 20, 2020 to October 31, 2020. They plan to open from 10:30 a.m. – 7 p.m. daily. Staff feels that due to possible snow in March that they should not be permitted in the park until at least April 1, 2020. Fabulous Fries will be required to obtain a Refreshment Vehicle permit as well as pay the monthly park rental fee.

**Moved by Todd Boyce**  
**Seconded by John Andrews**

**THAT** Fabulous Fries be permitted to operate in Riverside Park from April 1, 2020 to October 31, 2020 subject to obtaining a Refreshment Vehicle permit as well as paying the monthly park rental fee.

**CARRIED**

**Communication 131008**

Received from: Joanne Henderson, Manager of Recreation and Culture  
Addressed to: Parks and Recreation Committee  
Date: December 2, 2019  
Topic: Parkland Dedication

**SUMMARY**

Request to have the municipal owned property at 196, 200 and 204 Bridge Street be dedicated as parkland by By-Law.

**COMMENT**

This property will be the home of the Roy Brown Statue and other parkland features.

**Moved by Paul Pillsworth**  
**Seconded by Todd Boyce**

**THAT** the municipal-owned property located at 196, 200 and 204 Bridge Street be dedicated as parkland by By-Law.

**CARRIED**

**Communication 131009**

Received from: Joanne Henderson, Manager of Recreation and Culture  
Addressed to: Parks and Recreation Committee  
Date: December 2, 2019  
Topic: Naming of Municipal Property

**SUMMARY**

Request to have the park on Dunlop Road and the municipal property located at 196, 200 and 204 Bridge be identified for naming.

**COMMENT**

As per the Commemorative Naming Policy, a park, facility or asset must be identified for naming before applications can be considered.

**Moved by John Andrews**  
**Seconded by Bill Levesque**

**THAT** staff follow the Commemorative Naming Policy and advertise the properties at 196, 200 and 204 Bridge Street and the park on Dunlop Road for naming.

**CARRIED**

# MINUTES

## CARLETON PLACE EMERGENCY MANAGEMENT COMMITTEE

A meeting of the Carleton Place Emergency Management Committee was held on Thursday, December 5, 2019 at 3:00 p.m. in the Upper Hall of the OWFC facility at 15 Coleman Street with the following members present:

Mayor Doug Black, Diane Smithson, C.A.O., Pascal Meunier, Fire Chief and CEMC, David Young, Director of Public Works, Mark Dorman, Carleton Place CERV, Sgt. Rob Croth, O.P.P. (joined the meeting in progress) and Duncan Rogers, Assistant to the Fire Chief.

### I Adoption of Committee Minutes:

Moved by Diane Smithson  
seconded by Mayor Black.

**THAT** the Committee Minutes of June 20, 2019 be approved.

**CARRIED**

### II Communications:

Topic: 2019 Annual Emergency Exercise  
Received from: Pascal Meunier, CEMC  
Date Received: 14/11/2019  
Addressed to: Emergency Management Committee

#### Summary:

The Annual Emergency Exercise was held this year on Thursday, October 17, 2019 at the OWFC Upper Hall and dealt with the scenario of a hostage taking incident at a high school. The Exercise was well attended and input was provided from a number of participants, including the OPP and a local High School Principal.

#### Committee Decision:

**THAT** the Final Report of the 2019 Annual Emergency Exercise be approved and forwarded to Council for information.

**CARRIED**

Topic: MVCA Watershed Conditions  
Received from: Pascal Meunier, CEMC  
Date Received: 14/11/ 2019  
Addressed to: Emergency Management Committee

**Summary:**

Staff have monitored the MVCA Watershed Condition Statements throughout the year. The most recent statement dated 31/10/2019 stated that watershed conditions have returned to normal flows.

**Committee Decision:**

**THAT** the report on MVCA Water Conditions Statement dated November 14, 2019 be received as information.

**CARRIED**

Topic: Committee Goals and Objectives for 2020  
Received from: Pascal Meunier, CEMC  
Date Received: 14/11/2019  
Addressed to: Emergency Management Committee

**Summary:**

A schedule of the Goals and Objectives for the Committee for 2020 has been prepared by staff.

**Committee Decision:**

**THAT** the Goals and Objectives of the Emergency Management Committee for 2020 be approved.

**CARRIED**

Topic: Emergency Management Committee Work Plan for 2020  
Received from: Pascal Meunier, CEMC  
Date Received: 14/11/2019  
Addressed to: Emergency Management Committee

**Summary:**

Staff have prepared a Work Plan for the Committee for 2020. This Plan contains proposed dates and times for meetings.

**Staff Recommendation:**

**THAT** the Work Plan of the Emergency Management Committee for 2020 be approved.

**CARRIED**

Topic: 2020 CERV Activity Plan  
Received from: Pascal Meunier, CEMC  
Date Received: 14/11/2019  
Addressed to: Emergency Management Committee

**Summary:**

Staff have prepared an Activity Plan for Carleton Place CERV for 2020.

**Comment:**

Information for the Committee.

**Committee Decision:**

**THAT** the Activity Plan for Carleton Place CERV for 2020 be approved as amended by clarifying that CERV activity during emergencies is “support with Search and Rescue”.

**CARRIED**

Topic: CERV Autumn Seminar  
Received from: Pascal Meunier, CEMC  
Date Received: 14/11/2019  
Addressed to: Emergency Management Committee

**Summary:**

The CERV Autumn Seminar on Flooding originally scheduled for Saturday, November 16, 2019 has been postponed until next spring in order for the Authority to provide further information on the subject of flooding.

**Committee Decision:**

**THAT** the update on the CERV Autumn Seminar be received as information.

**CARRIED**

Topic: Fall Capital Sector and Lanark County  
CEMC Meetings  
Received from: Pascal Meunier, CEMC  
Date Received: 14/11/2019  
Addressed to: Emergency Management Committee

**Summary:**

Staff were unable to attend the Fall Sector Meeting due to a previous commitment. The Fall Lanark County CEMC Meeting was held on Thursday, November 7, 2019 at the County of Lanark Administration Building. Highlights of the meeting include the following:

- Development of a consistent template for municipal website flood information.

- Develop printed material for door-to-door site visits to answer frequently asked questions.
- Coordinate sandbag pick-up and drop off sites with mapping on municipal 511 and social media posts.
- Ensure sandbag and sand pile inventories are maintained.
- Coordinate volunteer management with assigned tasks, meeting points and recognition after the fact.
- Engage Lake and Road Associations for the spread of information and registration of volunteers.
- EMO Compliance Submissions  
Mr. Welsh reminded members present of the deadline to file the 2019 Statement of Completion. Sector Officers are available to assist if required.
- Canadian Red Cross Update  
The Cortravco system is being used by CRC to identify additional emergency lodging at hotels throughout Lanark County. Personal Disaster Assistance Kits are available. Sea Can shipping containers are available with cot and supplies for up to 200 people.
- Watershed Conditions Update  
Conditions have stabilized due to increased rainfall throughout the system.
- Leeds, Grenville & Lanark District Health Unit Update  
Emergency Preparedness Campaign  
Boundaries for Health Units will change due to the consolidation of the number of Health Units. A review of approved shelters and reception and inquiry centers is planned for 2020.
- Emergency Preparedness Campaign for 2020  
All local municipalities are participating in the Lake 88.1 emergency campaign advertisements. The Emergency Preparedness Guide will be reprinted for 2020.

**Committee Decision:**

**THAT** the highlights of the Fall Sector Meeting held on November 7, 2019 be received as information.

**CARRIED**

Topic: 2019 Statement of Completion  
Received from: Pascal Meunier, CEMC  
Date Received: 14/11/2019  
Addressed to: Emergency Management Committee

**Summary:**

Regarding the Annual Review, the Emergency Management Committee has completed identified tasks for 2019. The tasks include a review and update of both the municipality's Emergency Plan and HIRA, the identification of Critical Infrastructure, the holding and completion of an Exercise and the annual training of the Municipal Emergency Operations Control Group as well as the maintenance of the Emergency Operations Centre.

**Committee Decision:**

**THAT** the 2019 Statement of Completion be completed and forwarded to Emergency Management Ontario.

**CARRIED**

Topic: Public Library – Warming Centre during extreme cold weather  
Received from: Pascal Meunier, CEMC  
Date Received: 14/11/2019  
Addressed to: Emergency Management Committee

**Summary:**

Staff have confirmed the use of the Library as a warming center for local residents for this winter.

**Committee Decision:**

**THAT** the update on the use of the Public Library as a warming centre during extreme cold weather events be received as information.

**CARRIED**

**III Other Business:**

- a) Fire Chief Meunier circulated correspondence from Field Officer Teresa Alonzi, Loyalist Sector, regarding the recently released 2019 Flood Report by the MNR. A brief discussion took part regarding the Report. Members were informed that the Report is available online.
- b) Mayor Black circulated a draft document from Mr. Bill Slade of the Carleton Place Environmental Advisory Committee regarding the environment and emergency situations. Following a discussion of the draft document, Mayor

Black agreed to circulate the same for review and comment by members of the Committee.

- c) The CEMC and the Assistant to the Fire Chief expressed well wishes and thanks regarding work completed with emergency management during 2019.

**IV Next Meeting Date:**

Thursday, March 26, 2020 at 3:00 p.m.

**V Adjournment:**

**THAT** the meeting be adjourned at 3:45 p.m.

**CARRIED**

**NOVEMBER 2019 OFFICE REPORT**

BIA Office Report will include, but is not limited to; beautification, façade Improvement, promotion and event updates. Subcommittee reports: (when available), meeting updates from outside the BIA, possible issues, insights and happenings in and around the BIA.

<p><b>'All Wrapped Up' in Downtown Carleton Place          November Shopping Night          November 14th          1pm-8pm</b></p>	<p>The stores reported that they were steady all day and into the evening. I did receive an email from Dena at the Granary, she was disappointed in not seeing new faces. She felt it was customer appreciation night more than an open house. Clearly, my understanding of an open house and her idea of what the event was to achieve was different. For next year, I will ask for a detailed list of what they want, in writing, and what they think an open house should do.</p>
<p><b>Santa Claus Parade:          Saturday Nov 23rd, 2019</b></p>	<p>In the end we had 61 'floats', as floats/entries brought more than just the one float, or the float had walkers. The parade was started on time at 5:00 pm and ended at 6:15. We do need more bodies at the staging area (Carambeck). Thank you to Mark Lovell and Rob Probert for volunteering their time for the parade. The general feedback is that we had record numbers of spectators for this parade. I was full on Tuesday, but we did allow an extra 5 and then of course we have extras.</p>
<p><b>Chocolate Party &amp; Golden Ticket – Granary led event/contest in the downtown          Saturday November 30th, 2019</b></p>	<p>HUGE Downtown involvement – Dena has been able to secure pretty much each retail business and restaurant. They are all working together and that is really great to see. I was at Chasin Turkey's for afternoon, with Mr. and Mrs. Claus. We did not see a lot of kids, but we did find out that Natural Pets had free Santa/pet/family pictures all day, and we did see a steady stream heading into that store. In terms of coordination for next year (only having 1 Santa stop) Natural Pet's is not easy to get a pulse on, as they have a lot of employees and they generally do their own thing. Either way, from an overall downtown perspective, the day brought lots of people into the town over the course of the day. I think by having more than one Santa could cause confusion for parents of children asking the hard questions. I will meet with Dena to ask how she would like to move forward with this event. There was some tension with Debbie (Acquisti Life) and Dena (Granary) and the Jackie (Chamber) so, I think I will let the dust settle then check in.</p>
<p><b>AGM Update:</b></p>	<p>Monday January 13th, small ball room at the Grand Hotel. Price to attend is, \$25.00 per person, which must be paid in advance. I will be going to each business with already made up invoices to make things easier, and to get the word out. I will also send out a December newsletter with the AGM information. I will send an email to the property owners that we have as well. We will set up bistro tables and a section where people can sit down to see the presentation.</p> <p>We will split the room into two parts, one will be for mingling the other will be set up for sitting. <del>Page 62 of 63</del></p>

<b>Entry Sign update</b>	We are applying for a permit! Chief Building Officer – Len, knows we want shovels in the ground as soon as the ground is thawed.
<b>Digital Main Street Update:</b>	We bought a 360 Camera, case and tripod. We will be able to use this for other things, other than Digital Main Street. Toby will be using this in the new year. Things have slowed due to the stores being preoccupied with the season. They are keeping the pressure on new sign ups and keeping in contact with those that have already signed up.
<b>Friendship Oven @ Carleton Junction</b>	The Chamber and the BIA went in on Pizza Oven Teaching Party at the Friendship Oven. This party was an auction item at the Chamber Golf Tournament in September. Once the oven is finished, led by Ian at Black Tartan, we will learn how to fire up the oven, use it and then have a fun time making our own pizzas. It will be a social gathering for both groups to chat, and to use the oven. Great photo op and all that jazz of course. It will be a spring event and will be just our two boards. Date and time to be discussed in Spring 2020.
<b>Town Appreciation Supper</b>	I will be attending this event with my husband Colin. I believe, Erin, and Mark Hinton will also be there. If you wish to attend, please RSVP to Stacey Bottema at Town Hall: <a href="mailto:sbottema@carletonplace.ca">sbottema@carletonplace.ca</a>