



Committee of the Whole Agenda

**Tuesday, February 18, 2020
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 January 30 and February 4, 2020 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

a. Treff Peters - Cycling Without Age Lanark Chapter

6. REPORTS

Planning and Protection

a. Sea Container Policy (Communication 131030)

13

Lennox Smith, Chief Building Official

Suggested Motion:

THAT Council approve the Sea Container Policy for utilization by the Building Department for all sea container building permit applications.

b. 31 Townline Road West, DP3-14-2019, Marchurst Development Group Inc. (Communication 131031)

18

Joanna Bowes, Manager of Development Services

Suggested Motion:

THAT the Committee hereby authorizes application DP3-014-2019 for the construction of a 14-unit apartment building at 31 Townline Road West and directs staff to move forward with the drafting of the Development Permit Agreement with the following conditions:

1. That both garbage and recycling are stored within the building and that both garbage and recycling are removed weekly;
2. That snow be removed from site after each significant snow fall;
3. That one-way signs be posted at the cost of the developer to guide or direct traffic;
4. That an 8-foot privacy fence be installed on the developer's side of the property line as indicated on the approved site plan;
5. That where possible, the developer will plant additional trees and shrubs to provide further privacy, to the satisfaction of the Town of Carleton Place;
6. That where possible the developer shall protect all root systems and branches of mature trees along the borders of the property;
7. That conditions as provided by Canada Post, Bell, and Enbridge be completed; and

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

c. Development Services Planning Activity Report - January 2020 (Communication 131032)

28

Joanna Bowes, Manager of Development Services

Suggested Motion:

THAT the Planning Activity Report for the month of January 2020 be received as information.

d. **Support for Continuation of Programs and Services from Mississippi Valley Conservation Authority (Communication 131033)**

30

Joanna Bowes, Manager of Development Services

Suggested Motion:

WHEREAS the Corporation of the Town of Carleton Place has been well served by the Mississippi Valley Conservation Authority (MVCA) and has representation on the Board of Directors; and

WHEREAS the Corporation of the Town of Carleton Place is an environmentally conscious community; and

WHEREAS the Board of Directors determines the policies, priorities and budget of the MVCA; and

WHEREAS the MVCA provides the Town of Carleton Place with expert advice on the environmental impact of land use planning proposals and the Municipality does not have staff with comparable expertise or experience nor appropriate funding to support the activities currently provided by the MVCA; and

WHEREAS the MVCA provides programs and services to the residents of the Town of Carleton Place which include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion as well as protecting life and property through a variety of measures;

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the Town of Carleton Place supports the continuation of the programs and services of the MVCA, both mandatory and non-mandatory, and that no programs of the MVCA or other Conservation Authorities including much needed flood risk reduction programs be dissolved at this time; and

THAT the Town of Carleton Place requests that the Provincial government improve their funding to Conservation Authorities including for flood risk reduction programs in order to provide a more stable funding base that would prevent any downloading of costs to municipalities and their tax base;

THAT the Provincial Government provide clear direction as to what programs and services are considered mandatory and non-mandatory and how those programs will be funded in the future; and

THAT this resolution be forwarded to the Ministry of the Environment, Conservation and Parks, Premier Doug Ford, MPP Randy Hillier, the Association of Municipalities of Ontario, the County of Lanark, the Mississippi Valley Conservation Authority, and Conservation Ontario.

e. CAO's Report - Delegated Authority (Communication 131034)

33

Diane Smithson, CAO

Suggested Motion:

THAT Council accept the CAO's Delegated Authority Report dated February 18, 2020 as information.

7. NEW/OTHER BUSINESS

None.

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

a. Committee Resignations

1. Brenda MacDonald Rowe - Municipal Drug Strategy Committee
2. Amanda Charania - Childcare Committee

Suggested Motion:

THAT the resignations of Brenda MacDonald Rowe from the Municipal Drug Strategy Committee and Amanda Charania from the Childcare Committee be accepted with regrets; and

THAT a letter of thanks be sent to Ms. MacDonald Rowe and Ms. Charania on behalf of the Town and Council.

b. Advisory Committee Minutes

35

Suggested Motion:

That the following minutes be received:

- Joint Meeting of Urban Forest/River Corridor Advisory Committee and Carleton Place Environmental Advisory Committee - January 23, 2020

c. Business Improvement Area Office Report - January 2020

38

Suggested Motion:

THAT the BIA Office Report for January 2020 be received as information.

9. INFORMATION LISTING

- Mississippi Valley Conservation Authority Statement of Remuneration and Expenses
- 2020 Court Security and Prisoner Transportation Grant Update
- Board of Health Meeting Summary - January 23, 2020

Suggested Motion:

THAT the Information Listing dated February 18, 2020 be received.

10. NOTICE OF MOTIONS

None.

11. CLOSED SESSION

Suggested Motion:

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

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

(h) Information explicitly supplied in confidence to the municipality by Canada, a province or territory or a Crown agency of any of them

1. Update on a Legal Matter
2. Negotiation Instructions Relating to a Road Issue
3. Annexation Proposal

AND THAT Diane Smithson, CAO and Stacey Blair, Clerk, remain in the room.

a. Approval of Closed Session Minutes

- b. Receive Legal Update
- c. Negotiation Instructions Relating to a Road Issue
- d. Annexation Proposal

12. RISE AND REPORT

13. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at _____.



**Special Committee of the Whole Minutes
January 30, 2020, 2:30 p.m.
Large Upper Hall, Neelin Community Centre**

PRESENT Mayor Black, Deputy Mayor Redmond, Councillor Fritz, Councillor Randell

ABSENT Councillor Seccaspina, Councillor Atkinson

STAFF: Diane Smithson, CAO
Joanna Bowes, Manager of Development Services
Paul Knowles, Town Engineer

1) CALL TO ORDER

Chair Councillor Randell called the meeting to order at 2:36 p.m.

2) APPROVAL OF AGENDA

Moved by Councillor Fritz

Seconded by Mayor Black

THAT the agenda be approved as presented.

CARRIED

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

No declarations were made.

4) DELEGATIONS/PRESENTATIONS

- a. Rhonda George-Hiebert, Sr. Project Manager Transportation Planning
Nadia De Santi, Sr. Project Manager,
WSP Consultants**

Ms. George-Hiebert and Ms. De Santi made a presentation to Council on the Highway 7 and 15 intersection improvements class Environmental Assessment and Draft Secondary Plan. Prior to commencing the presentation, Ms. George-Hiebert and the members of her team and of the Ministry of Transportation introduced themselves.

The presentation included the following:

- Study purpose and integrated process;
- Summary of existing environmental conditions
- Summary of intersection improvement alternatives considered and the evaluation undertaken regarding these alternatives;
- The recommended plan for intersection improvements;
- Potential environmental effects and proposed mitigation measures;
- A review of the Draft Highway District secondary plan
- A review of next steps includes:

Preliminary Design and Class Environmental Assessment:

- Review and respond to comments received;
- Refine the Recommended Plan and mitigation measures; and
- Prepare the Transportation Environmental Study Report for a 30-day public review period.

Secondary Plan:

- February 11, 2020 – notice of draft Secondary Plan is issued and the final Draft Secondary Plan and draft Official Plan Amendment will be finalized based on comments received during the public review period;
- March 3, 2020 – Special Committee of the Whole Statutory Public Meeting
- March 10, 2020 – Council meeting to consider the Secondary Plan and OPA for adoption. County of Lanark Approval of OPA to implement the Secondary Plan will follow

After the presentation, members of the Committee were afforded the opportunity to ask questions of the consultants.

Councillor Randell left the meeting at 3:24 p.m. and Councillor Fritz chaired the remainder of the meeting.

5) ADJOURNMENT

Moved by Deputy Mayor Redmond

Seconded by Councillor Tennant

THAT the meeting be adjourned at 3:25 p.m.

CARRIED

Committee of the Whole Minutes

**Tuesday, February 4, 2020
Immediately Following the Council Meeting
Town Hall Council Chambers**

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

COUNCIL ABSENT: Councillor Tennant, Councillor Atkinson

STAFF PRESENT: Diane Smithson, CAO, Jennifer Hughes, By-law Administrative
Clerk, Dave Young, Director of Public Works

1. CALL TO ORDER

The Chair called the meeting to order at 7:11 p.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Fritz

Seconded by: Deputy Mayor Redmond

THAT the agenda be accepted as amended, to delete item 6. a. **2019-2024 Fire Master Plan (Communication 131025).**

CARRIED

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

Councillor Seccaspina declared a Conflict of Interest regarding the Special Committee of the Whole meeting that took place on January 30th, 2020 pertaining to the Secondary Plan for Highways 7 and 15. Councillor Seccaspina's sons own property that could be impacted by this matter. She did not attend the January 30th, 2020 meeting.

4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

Moved by: Councillor Seccaspina
Seconded by: Deputy Mayor Redmond

THAT the Regular Committee of the Whole Minutes dated January 28 be accepted as presented.

CARRIED

6. REPORTS

Physical Environment

2. Gemmill St. Retaining Wall Repairs (Communication 131027)

Moved by: Councillor Fritz
Seconded by: Mayor Black

THAT the budget deviation of \$11,570.81 for the emergency repairs to the Gemmill Street Retaining Wall be funded from the Town's overall 2019 surplus position, if possible and if not, from reserves.

CARRIED, MOTION PREPARED

3. OCWA Operational Plan Endorsement (Communication 131028)

Moved by: Deputy Mayor Redmond
Seconded by: Mayor Black

THAT the Mayor and Clerk be authorized to endorse the Operational Plan for the Town's water system as submitted by the Ontario Clean Water Agency.

CARRIED, CONSENT

4. Wastewater Treatment Plant Heat Exchanger (Communication 131029)

Moved by: Councillor Fritz
Seconded by: Councillor Seccaspina

THAT Council supports utilizing funds from the 2019 Water and Wastewater Major Maintenance surplus to pay for the budget deviation of \$68,212.90 (\$138,212.90 less \$70,000 budget) for the replacement of the existing heat exchanger at the Town's Wastewater Treatment Plant.

CARRIED, MOTION PREPARED

Corporate Services

5. Rural Economic Development (RED) Program - Strategic/Economic Infrastructure Stream (Communication 131026)

Moved by: Councillor Fritz

Seconded by: Deputy Mayor Redmond

THAT Council authorize staff applying for the landscaping and streetscaping elements of the downtown Bridge Street revitalization as the Town's priority under the Strategic Economic Infrastructure Stream of the Rural Economic Development (RED) Program.

CARRIED, MOTION PREPARED

7. NEW/OTHER BUSINESS

None.

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

1. Municipal Heritage Committee Minutes - December 2019

Moved by: Councillor Fritz

Seconded by: Councillor Seccaspina

THAT the Municipal Heritage Committee minutes dated December 9, 2019 be received as information.

CARRIED

9. INFORMATION LISTING

Moved by: Deputy Mayor Redmond

Seconded by: Mayor Black

THAT the Information Listing dated February 4, 2020 be received as information.

CARRIED

11. ADJOURNMENT

Moved by: Deputy Mayor Redmond

Seconded by: Mayor Black

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

CARRIED

Councillor Toby Randell

Diane Smithson, Deputy Clerk

COMMUNICATION 131030

Received From: Lennox Smith, Chief Building Official
Addressed To: Committee of the Whole
Date: February 18, 2020
Topic: Sea Container Policy

SUMMARY

The Town of Carleton Place Building Department has been actively reviewing options to address the influx of sea container structures in Town. The Chief Building Official (CBO) has reviewed multiple options to limit liability to the Town while reducing financial strain on applicants that choose to use these pre-manufactured structures as buildings.

BACKGROUND

Since advising sea container owners of the planning/building including engineering requirements regarding these structures, staff has been questioned regarding whether sea containers are in fact structures. The CBO has found case law which clearly defines sea containers as structures under the Ontario Building Code and therefore they require building permits. A review of the Town's building files showed that there were no active applications for almost all of the sea containers in Town.

Due to concerns about the planning/building requirements for these structures, the CBO started to research options that would limit the Town's exposure to liability while providing a reasonable option to the public. The fact is that these structures have been in the community and the province for years now and there has been limited to no events which showcase their failure due to everyday weather events.

After thorough review of sea containers as a structure, municipal law and Ontario Building Code requirements, a reasonable solution was discovered, and verified by the Town's solicitor. This solution derives from Section 450 the Municipal Act, and the ability for the Town to develop a policy regarding discretionary requirements. As a result of this Municipal Act section, Staff feels that the engineering requirements of sea containers can be reduced as long as the following criteria are met:

- Shall be intact and unaltered from the original manufacturer's design in any way, except for one (1) hole no larger than 8"x8" for installation of a required vent which is always open for the passage of air. Painting is not considered an alteration
- Shall not consist of more than four (4) sea containers in a grouping side by side and/or end to end.
- Shall not have any visible signs of deterioration or structural fault in the floor, structural members, or exterior metal covering
- Shall be generally level and bear on a firm surface
- Shall not be heated more than 10°C on a continuous basis during the winter months.
- Shall only be used for non-commercial uses in a residential zone (i.e. workshop, storage of personal items for the household).
- Shall only be used for storage purposes in commercial/industrial zones (i.e. outdoor cold storage with minimal human occupancy for re-stocking, retrieving stock and taking items from storage for sale at the business).

- Shall not be stacked, have any roof installed over it, and shall not have any other structures attached to the container.
- Shall be anchored by means of the most appropriate engineered detail (dependent on soil type) provided by the Town of Carleton Place.
- Shall require a building permit from the Building Department, and shall require appropriate Planning approvals if required.

Any container meeting the above criteria would be deemed to be a “stock engineered sea container system” and will need a permit as required by the Ontario Building Code but will only be required to meet basic engineering as noted below. Any sea container that is installed which does not meet all of these criteria will require additional engineering to ensure that it is structurally adequate.

As a service to the persons seeking permit for basic sea container installations in the Town, the CBO is willing to obtain a standard design from a local Engineer for an anchorage detail to be used on the common soil types in the Town of Carleton Place. This detail will be provided at no cost for all standard unaltered sea container installations that meet the criteria above. This detail will be required and will be inspected after installation under the permit obtained from the Building Department.

Due to the recent tornado and down burst weather events in the area, the CBO feels this is precaution that must be in place to help reduce the likelihood of a weather event causing a container to be moved from its location, and causing harm to persons or property.

The full sea container policy can be viewed in “Appendix A” attached.

FINANCIAL IMPLICATIONS

There is no financial implication on the Town’s general budget related to this policy. There will be a cost to the Building Department Budget (paid for by building permits) for the engineering anchorage detail but that cost can be taken from existing budget provisions.

STAFF RECOMMENDATION

THAT Council approve the Sea Container Policy for utilization by the Building Department for all sea container building permit applications.



SEA CONTAINER POLICY

1.0 PURPOSE

The purpose of the Town Sea Container Policy is to:

1. address the recent influx of sea containers in the Town of Carleton place;
2. determine how to address the additional workload they require given current staffing levels; and
3. to provide guidance for building permit requirements for new and existing containers.

2.0 SCOPE

This policy shall apply to new and existing sea containers within the boundaries of the Town of Carleton Place to ensure they are being addressed in a responsible and reasonable matter, while reducing risk to the Town.

3.0 BACKGROUND

The Town of Carleton Place is currently experiencing an increasing utilization of retired sea containers by the public for storage purposes on properties throughout Town of Carleton Place. From review of Town records, there have been no recorded building permits issued for these containers per the "Building" definition in the Building Code Act.

Town staff has been receiving significant opposition from residents regarding the requirement for building permits for sea containers. The Building Department has been inundated with meetings to discuss sea containers with the general sentiments being that residents disagree with the requirement to provide proof of structural adequacy of the containers as they are already over-designed and owners not believing that they are a building as defined under the Building Code Act. If building permits are not obtained, the Town will be forced to issue orders and will have legal costs associated with enforcement.

The following two (2) recent court cases support the fact that sea containers meet the definition of a building under the Building Code Act:

- i. (2004) Building Code Commission (*Ruling 04-34-989*), and
- ii. (2019) Ontario Court of Appeals case: *R. vs 713758 Ontario Inc*

In terms of the requirement for engineering of the structures, an argument could be made that if unaltered, they are in fact engineered to a degree that would satisfy the Ontario Building Code. From the history of these containers in Carleton Place, there are no reports of any structural integrity issues from snow and ice loads, having structural failure due to rain and wind loads, or any instances of a sea container blowing away.

The Town of Carleton Place is a growing community and the Building Department has reasonable staffing to handle current growth levels. The Building Department strives to ensure the safety of persons and possessions within buildings, while balancing being reasonable with the public, where possible. The Department's current workload includes:

1. Over 4,000 inspections annually, not including sea containers;
2. 350+ permits per year issued with three (3) inspectors, not including sea containers;
3. Over 400 applications reviewed annually, not including sea containers;
4. 337 new dwelling units built in 2019 and over 200 in 2018.

If the Town adopts a policy of requiring building permits for sea containers the Department will be required to issue an order to comply for sea containers found without a permit, with non-compliance requiring the preparation of summons and court attendance by staff. The orders, court summons and attendance will require significant staff time and effort not accounted for by current staffing levels. In addition, any new sea containers installed on properties in the Town will require a building permit, permit review, inspection by staff and possibly engineering reports for each new installation.

Due to the additional workload addressing sea containers will require and the limited risk associated with unaltered sea containers, it is appropriate to develop a policy to address existing and new sea containers.

4.0 APPLICATION

Section 450 of the Municipal Act, RSO, 2001, S.O. 2001, c25 authorizes municipalities to enact a policy on discretionary powers. Given this ability, the Town and the Chief Building Official deem it expedient to enact a policy with respect to sea containers as follows:

Sea Containers for residential and/or commercial or industrial uses which meet all of the following criteria shall require no additional engineering and shall be by

discretion of the Chief Building Official and the Town of Carleton Place deemed structurally adequate:

1. Shall be intact and unaltered from the original manufacturer's design in any way, except for one (1) hole no larger than 8"x8" for installation of a required vent which is always open for the passage of air. Painting is not considered an alteration;
2. Shall not consist of more than four (4) sea containers in a grouping side by side and/or end to end;
3. Shall not have any visible signs of deterioration or structural fault in the floor, structural members, or exterior metal covering;
4. Shall be generally level and bear on a firm surface;
5. Shall not be heated more than 10°C on a continuous basis during the winter months;
6. Shall only be used for non-commercial uses in a residential zone (i.e. workshop, storage of personal items for the household).
7. Shall only be used for storage purposes in commercial/industrial zones (i.e. outdoor cold storage with minimal human occupancy for re-stocking, retrieving stock and taking items from storage for sale at the business);
8. Shall not be stacked, have any roof installed over it, and shall not have any other structures attached to the container;
9. Shall be anchored by means of the most appropriate engineered detail (dependent on soil type) provided by the Town of Carleton Place;
10. Shall require a building permit from the Building Department and shall require appropriate Planning approvals.

The Chief Building Official may request any of the above-noted conditions to be detailed in writing prior to permit issuance. Permits shall be issued per sea container or group of containers as long as they are attached together mechanically but anchored individually. Provided the following criteria are met to the satisfaction of the Town, only a basic inspection of the installation shall be required.

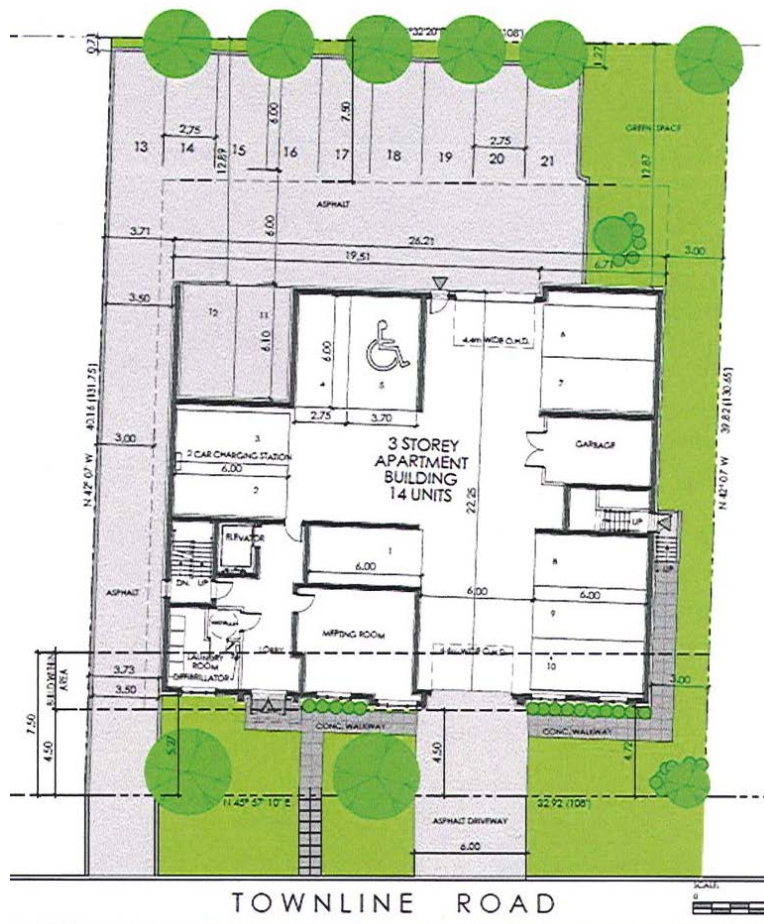
COMMUNICATION 131031

Received from Joanna Bowes, Manager of Development Services
Addressed to Committee of the Whole
Date February 18, 2020
Topic 31 Townline Road West, DP3-14-2019, Marchurst Development Group Inc.

SUMMARY

An application has been submitted for a Class 3 Development Permit for the property legally described as Pt Lt 14, PL 787, Lanark N Ramsay AKA PL 970 Pt 1, 26R-2053, Town of Carleton Place, also known as 31 Townline Road West. The proposed site is the old Barry's Pet Food site, located on the north side of Townline Road.

The property is designated Residential in both the Town of Carleton Place Official Plan and the Development Permit By-law 15-2015. The applicant is proposing to construct a 3-storey, 14-unit apartment building with the required 21 parking spaces. The first floor of the building is for parking/garbage while the remaining two (2) floors will have seven (7) residential units each. There will also be a meeting room, on-site laundry, an elevator and BBQ pit.



The applicant is requesting relief from the following Development Permit Conditions:

1. A variation is requested for greenspace in the rear yard. The developer is required to have 20% greenspace in the rear yard yet is currently providing 8% greenspace. The total amount of greenspace provided on the site is 20.1%.
2. Recognition of the existing frontage of 32.92 m

COMMENT

Higher level documents, such as the Provincial Policy Statement (PPS), the County Official Plan and the Town of Carleton Place Official Plan include policies and directions to consider while evaluating any development proposal. This development generally meets the requirements of these documents.

Provincial Policy Statement:

Section 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development Land Use Patterns.

“Healthy, livable, and safe communities are sustained by:

- a) Promoting efficient development and land use patterns which sustain the financial well being of the Province and municipalities over the long term;
- b) Accommodating an appropriate range of housing and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries, and long-term care homes), recreation, park and open space and other uses to meet long term needs;
- c) Avoiding development and land use patterns which may cause environmental or public health and safety concerns;
- d) Avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent to or close to settlement areas;
- e) Promoting cost effective development patterns and standards to minimize land consumption and servicing costs;
- f) Improving accessibility for persons with disabilities and older persons by identifying and removing land use barriers which restrict their full participation in society.

This project meets the above requirements.

Section 1.1.3 Settlement Areas

Section 1.1.3.1 of the PPS states “Settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. This project maintains growth in the settlement area and this site will be regenerated from the previous use.

Section 1.1.3.2 of the PPS discusses the positive nature of density in the fact that it aids in the efficient use of land and resources and is appropriate to efficiently use existing infrastructure which avoids the need for unjustified or uneconomical expansion.

This development is an example of increasing density on existing services.

Section 1.1.3.3 notes that Planning Authorities should identify locations to promote opportunities for intensification and re-development where it can be accommodated. This project is an infill site, on a main thoroughfare, and can accommodate this level of development. There is also sufficient infrastructure to support the proposal.

1.1.3.4 Appropriate Development should promote or facilitate intensification, development and compact form while avoiding risks to public health and safety. This project appropriately facilitates intensification and compact form in the change from a commercial building to a low-rise apartment building. The proposal does not occur on lands deemed to be hazardous in any respect and so also meets the requirements of *Section 3.1 Natural Hazards* and *3.2 Human-Made Hazards* of the PPS. The project is located in an area where one would expect this type of development.

Section 1.4 Housing

Section 1.4.3 provides details with respect to how development should occur. It notes that planning authorities should provide a range and mix of housing types and densities to meet the projected requirements of both current and future residents. It also notes that residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitates compact form, while maintaining levels of public health and safety are appropriate. In this case the development helps to continue to provide a mix of housing types in the area which currently ranges from single family homes to apartment buildings. Further, it is anticipated that these apartments will offer a lower cost of housing than much of the new development (i.e. townhomes, singles, etc.) in the Town of Carleton Place.

Section 1.6.6 Sewage, Water and Stormwater

Section 1.6.6.1 notes that development projects should direct and promote expected growth or development in a manner that promotes the efficient use and optimization of existing services. This project does not require additional servicing to be provided. Further, as with most developments in Town, this project is on public services.

Of note, the project does not disturb any natural heritage features (Section 2.1), water (Section 2.2), Agricultural Land (Section 2.3) nor has any relation to other sections of the PPS not outlined above.

County of Lanark Sustainable Communities Official Plan (SCOP)

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. This project meets the intent of the SCOP.

Town of Carleton Place Official Plan

Section 2 Community Design Framework

Section 2.2 looks at the objectives relating to what developers are expected to provide in their projects. These include things such as ensuring a high quality of design, incorporating pedestrian and cycling amenities, improving the esthetic appeal of gateways and thoroughfares leading into the downtown core and recognizing the importance of street trees. This development does all of these things by adhering to the general design policies found in the Official Plan, including bicycle storage, improving the esthetic appeal of Townline Road, a thoroughfare, and through the proposed addition of three (3) street trees along the front of the building. This will be discussed in more detail in the appropriate Development Permit By-law.

Section 2.3 General Design Policies include the review of items such as ensuring that the development maintains the character of the area and shows consistency and continuity with its surroundings, that is complementary and contributes to local landmarks, and that maintains the linkages to and from the area. The development proposed complements the area in the sense that the massing is on par with the developments across the street, the parking is hidden behind the building and is to be surrounded with either fencing or shrubs to ensure privacy of neighbours behind the development, it further brings new and needed development along a major thoroughfare and replaces the derelict building that once stood on the property. It maintains the current linkages to the downtown core.

An Urban Design Brief was provided to the Town for review which discusses how the proposed project meets the requirements of the Official Plan. This design brief notes that while the project does not intend to replicate the past, it does respect massing and uses materials similar and complementary to those found in the area. The design is visually interesting and there is no excessive ornamentation. Further, no significant views are obstructed, landscaping is provided, it is complementary to the surrounding area in terms of massing, setbacks and orientation to the street.

The roof is flat which in this particular neighbourhood suits because it fits the designs of the apartment buildings near by it and allows for the roof to provide stormwater retention. The architect also notes that a simple cornice was added at the roof level. This was done because it is a very traditional detail found on flat rooves in residential and mixed-use buildings in Carleton Place. The cornice creates an elevation more sympathetic to the neighbourhood and reduces the perceived height of the building,

Of further note, the building is an Insulated Concrete Form (ICF) that exceeds the latest requirements of the Building Code's SB012 energy efficient design requirements.

Section 3.5 Residential District

"A broad range of housing types and compatible services and amenities are permitted to make the most efficient use of available infrastructure". Section 3.5.1 notes that we are to promote efficient and diverse residential neighbourhoods as well as to provide a diverse range of housing types and densities. Residential uses are noted as a permitted use, and apartment uses are also listed as permitted in 3.5.2 and 3.5.3. Section 3.5.3.6 specifically notes "Where lots designated Residential District have

frontage on a Mississippi District Thoroughfare, new high-density residential uses and new commercial uses may be permitted provided that such new developments can be undertaken in accordance with the policies of Section 2.0 (outlined above). This project meets all the requirements of this section.

Section 3.5.4 Density Provisions

3. “Notwithstanding Section 3.5.3.1, where development is proposed on infill sites or sites which are a result of lot consolidations, and which infill sites or consolidated sites have areas of 3 hectares or less, residential density may be increased...”
The density of this project is 106.8 units/ha.

Section 4.1 Green Infrastructure

Section 4.1.2 Objectives lists the increase in the number of street trees as one objective to work towards under the Green Infrastructure section. Currently no street trees are located on this site. There are three (3) proposed street trees to be located in the front yard as a part of this development.

Section 4.3.5 Water, Wastewater and Stormwater Services

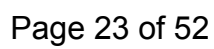
Section 4.3.5.1 General policies state that all development shall occur on the basis of full municipal water and wastewater services, and that the allocation of infrastructure capacity for infill and economic development purposes is encouraged. This project meets these requirements.

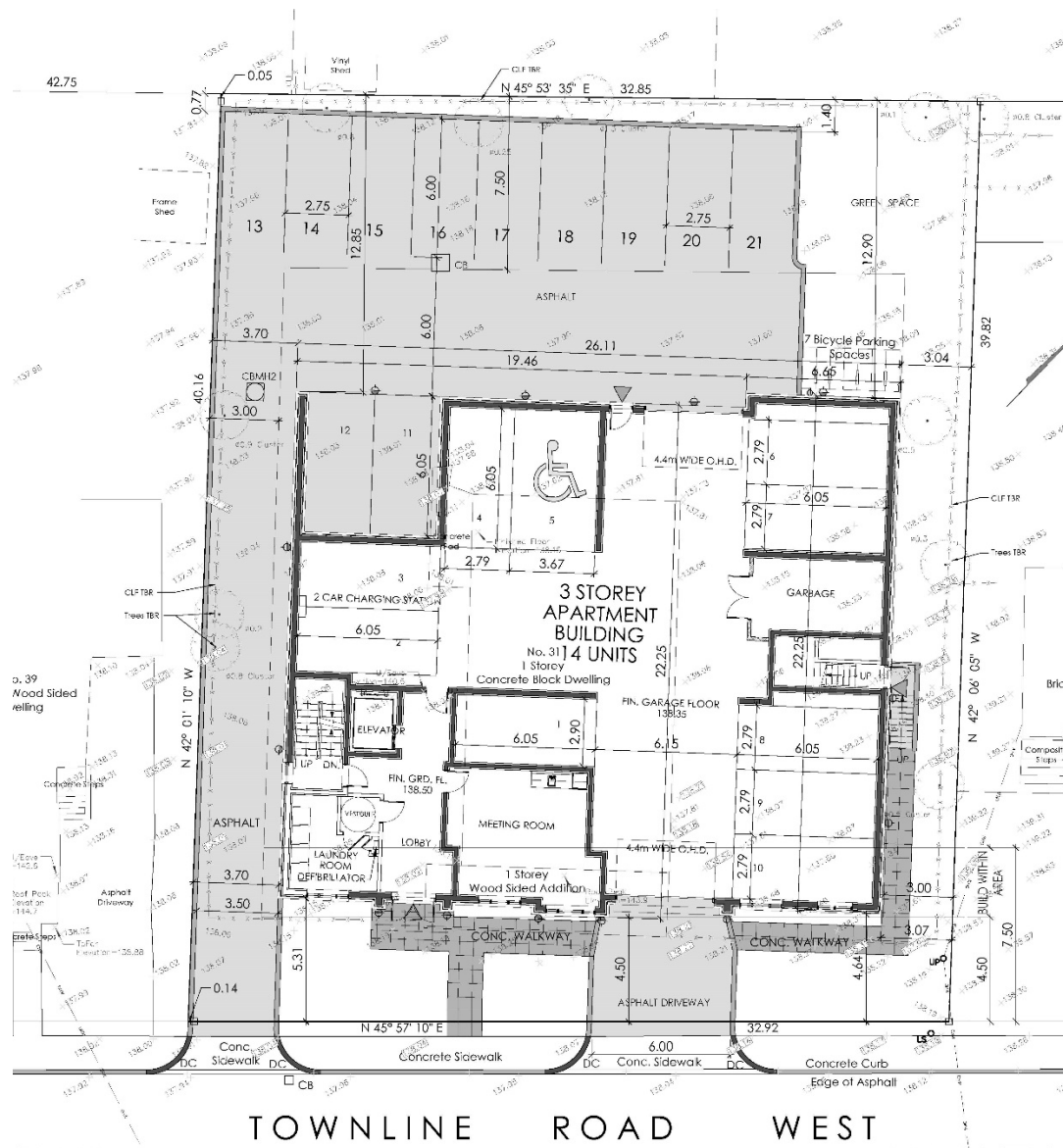
Section 6.12 Interim Control By-law

The Town of Carleton Place currently has an Interim Control By-law in place (51-2019), but this lot is not within the By-law area and is therefore exempt from the restrictions included within the By-law.

Town of Carleton Place Development Permit By-law 15-2015

Below are the proposed elevations and site plan for the project:





Below is a table indicating where the project meets or does not meet the requirements of the Development Permit By-law.

Site Provisions	Requirements	Provided
Lot Area	Nil	1316.9 square m
Lot Coverage (max)	60%	43.8%
Lot Frontage	35 m	32.92 m
Front Yard Build Within	4.5 m-7.5 m	5.27 m
Exterior Side Yard	4.5 m-7.5 m	n/a
Interior Side Yard (min)	3.0 m	3 m
Rear Yard (min)	7.5 m	12.97 m

Usable Landscape Open Space (Rear Yard Min)	20%	8% 20.1% of entire lot is greenspace
Building Height (max)	14 m	9.5 m
No Encroachment Area	2.5 m	5.27 m
Parking	21	21
Bicycle Parking	7	7 provided in the rear yard

It should be noted the original pre-consultation provided to the Planning Department was a proposal for a similar apartment, but 4-storeys and 21-units rather than the current rendition brought forward as an application. Parking requirements with the pre-consultation proposal could not be met on the site and some concern was expressed with respect to compatibility with the neighbourhood. And such, one (1) floor was removed from the project in order to meet as much of the Development Permit By-law as possible.

The first variance the developer is asking for is to recognize the existing frontage of the lot. The required frontage for an apartment building is 35 m, whereas the existing lot is 32.92 m.

The second variance requested is relating to a decrease in open space in the rear yard. The developer is requesting the variation from 20% to 8%, noting that the overall site has 20% open space. Further, parking was given a higher consideration than greenspace. Parking spaces could be removed to provide adequate greenspace, but a variance for parking would then have to be requested.

The developer has provided an area for a BBQ and has also provided three (3) street trees, none of which are currently in existence as well as six (6) additional trees to act as a privacy “living fence” for the neighbours to the rear of the property.

Section 13 and 14 of the Development By-law discuss Built Form and Design Criteria. These concerns with respect to compatibility with the neighbourhood were explored in the report above under Section 2.3 Community Design Framework and have been supported through an Urban Design Brief.

Interim Control By-law

The Town of Carleton Place currently has an Interim Control By-law in place (51-2019), but this lot is not within the By-law area and is therefore exempt from the restrictions included within the By-law.

Other Studies/Supporting Documents

As part of this application, the following studies and reports have been submitted to staff for review: Planning Rationale Report, Urban Design Brief, Site Plan, Landscape Plan, Coloured Elevations, Utility Plan, Grading and Drainage Plan and Stormwater Management Plan.

Comments received include the following:

The Engineering Department will work through all concerns with the developer.

Canada Post and Bell Canada have noted standard conditions and clauses to be included in the agreement.

Mississippi Valley Conservation Authority noted that they have no comments for this property.

Rogers offered no comments or concerns.

Canada Post, Enbridge and Bell Canada made general comments

The Municipal Accessibility Advisory Committee listed no concerns.

The Environmental Advisory Committee recommends that 4 “level 2” charging stations be wired into the parking lot (2 for use; 2 as needed). They further note air conditioning units should be provided due to the dangers of heat waves in summer months. They strongly recommend the provision of a larger greenspace area, as there is currently no room for a garden, compost area or rain barrel which the Town promotes. They also note that bicycle racks should be installed (they are to be included on the first level within the building, and to investigate the use of PG45 for walkways and other areas to reduce storm water run off. They also requested that an area for recycling be added. This is also to be included on the first level within the garbage area.

Residents of the area have provided comments, circulated in full, to both the developer and Committee which include concerns with respect to:

- Grading to be reviewed at the front of the property to ensure the sidewalks are clear of ice hazards during the winter as is the case with other developments in the area;
- The lack of open space is a concern for the majority of residents who commented;
- A comment was made with respect to a location for snow storage. A condition will be added to include snow removal from site, rather than snow storage;
- Concerns related to privacy, light pollution, and noise (vehicular and construction), privacy and property values;
- Concern related to air contaminants from construction on site which could impact health of residents;
- Concern with respect to damage of roots/branches of mature trees on adjacent properties;
- Concerns with impact of excavations on adjoining foundations;
- Concerns related to draining onto other properties. Staff reviews and approves all drainage plans to ensure water does not flow onto adjacent properties;
- Surveyors already have been on private property without permission;
- Concerns with relation to property ownership;

As with any Development Permit Application, the Committee has the option of the following decisions:

- (a) Refuse the application;
- (b) Approve the application and issue a Development Permit with no conditions attached;
- (c) Approved 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 conditions have been met, issue a Development Permit with conditions attached.

STAFF RECOMMENDATION

THAT the Committee herby authorizes application DP3-014-2019 for the construction of a 14-unit apartment building at 31 Townline Road West and directs staff to move forward with the drafting of the Development Permit Agreement with the following conditions:

1. That both garbage and recycling are stored within the building and that both garbage and recycling are removed weekly;
 2. That snow be removed from site after each significant snow fall;
 3. That one-way signs be posted at the cost of the developer to guide or direct traffic;
 4. That an 8-foot privacy fence be installed on the developer's side of the property line as indicated on the approved site plan;
 5. That where possible, the developer will plant additional trees and shrubs to provide further privacy, to the satisfaction of the Town of Carleton Place;
 6. That where possible the developer shall protect all root systems and branches of mature trees along the borders of the property;
 7. That conditions as provided by Canada Post, Bell, and Enbridge be completed;
- and

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

COMMUNICATION 131032

Received from: Joanna Bowes, Manager of Development Services
Addressed to: Committee of the Whole
Date: February 18, 2020
Topic: Development Services Planning Activity Report- January 2020

SUMMARY

Please find attached the monthly report for pre-consultations and applications received by the Planning Department until January 31, 2020. The report represents only those matters that were accompanied by a submitted application or pre-consultation with Planning Staff.

COMMENTS

The attached chart shows 39 pre-consultations and applications were received by the Planning Department as of January 31, 2020. January 2018 saw 9 applications and pre-consultations, while 17 were received in January of 2019. The workload received by the Department in January of this year was not reached in the previous two years until the end of March.

STAFF RECOMMENDATION

THAT the Planning Activity Report for the month of January 2020 be received as information.

Planning Applications / Stats for 2020

<u>Month</u>	<u>Pre-consultation</u>	<u>PLC</u>	<u>SUB</u>	<u>Consent</u>	<u>DP1</u>	<u>DP1a</u>	<u>DP2</u>	<u>DP3</u>	<u>DP4</u>	<u>OPA</u>	<u>DPA</u>	<u>Monthly Totals</u>
January	21	10			2	4				1	1	39
February	2											2
March												0
April												0
May												0
June												0
July												0
August												0
September												0
October												0
November												0
December												0
<u>2020 YTD Totals</u>	23	10	0	0	2	4	0	0	N/A	1	1	<u>41</u>
<u>2019 Totals</u>	123	29	0	2	22	16	7	14	N/A	0	0	<u>213</u>
<u>2018 Totals</u>	90	36	2	4	25	9	4	6	0	0	0	<u>176</u>
<u>2017 Totals</u>	99	23	2	7	31	9	8	6	1	0	2	<u>188</u>
<u>2016 Totals</u>	55	7	0	15	20	10	2	1	2	1	3	<u>118</u>
<u>2015 Totals</u>	50	10	2	9	9	9	7	1	0	1	3	<u>101</u>
<u>2014 Totals</u>	20	10	1	6	4	N/A	6	0	N/A	1	1	<u>49</u>

COMMUNICATION 131033

Received from: Joanna Bowes, Manager of Development Services
Addressed to: Committee of the Whole
Date: February 18, 2020
Topic: Mississippi Valley Conservation Authority

SUMMARY

The Ministry of the Environment, Conservation and Parks has been holding consultations across Ontario to determine the core mandate of Conservation Authorities. Unfortunately, no consultations were held within an acceptable distance for staff or Council to attend to provide input. As such, staff would like to forward comments to the Ministry which will help clarify the role of the Conservation Authority from the Town's perspective and provide support to them in the maintenance of their current role within the Province of Ontario.

COMMENTS

Conservation Authorities are typically understood to provide a role in relation to flood forecasting and warnings in order to protect residents and their properties within their respective watershed.

Other lesser known functions provided by Conservation Authorities include:

- core watershed management services such as floodplain mapping, watershed-scale data collection, management and modelling;
- researching, drafting and providing information through watershed-based technical studies, plans, assessments and strategies.

Many Conservation Authorities, municipalities and lake associations share the same challenges that can potentially be dealt with at a watershed level. Other more critical issues such as climate change can be viewed under a broader lens in conjunction with federal, provincial and municipal partners. From this perspective, working in conjunction with other levels of government, as well as through lake associations at the volunteer level, a great deal of information can be gathered and shared to not only ensure the safety of persons and property but also to help all Ontarians efficiently and cost effectively deal with various issues that face them including tourism, agricultural, biodiversity, climate change and source water protection.

Further, using both staff and volunteers Conservation Authorities provide many activities throughout the watershed including stewardship, restoration and rehabilitation projects, and provide outreach, education and communication with both municipalities and the public.

Existing Memorandums of Understanding have been signed between conservation authorities and the County (for all municipalities within Lanark County) which helps minimize red tape at the municipal level.

Conservation Authorities are currently being managed by elected representatives and community members from the respective communities within the watershed. It is the choice of the respective Councils whether to appoint Council representatives or community members to manage their interests within the watershed.

The Conservation Authority is aware of the criticism they have received and are currently taking the initiative to review their business processes, training staff and leading through other initiatives to ensure that they are providing efficient and cost-effective service related to their current mandate.

STAFF RECOMMENDATION

WHEREAS the Corporation of the Town of Carleton Place has been well served by the Mississippi Valley Conservation Authority (MVCA) and has representation on the Board of Directors; and

WHEREAS the Corporation of the Town of Carleton Place is an environmentally conscious community; and

WHEREAS the Board of Directors determines the policies, priorities and budget of the MVCA; and

WHEREAS the MVCA provides the Town of Carleton Place with expert advice on the environmental impact of land use planning proposals and the Municipality does not have staff with comparable expertise or experience nor appropriate funding to support the activities currently provided by the MVCA; and

WHEREAS the MVCA provides programs and services to the residents of the Town of Carleton Place which include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion as well as protecting life and property through a variety of measures;

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the Town of Carleton Place supports the continuation of the programs and services of the MVCA, both mandatory and non-mandatory, and that no programs of the MVCA or other Conservation Authorities including much needed flood risk reduction programs be dissolved at this time; and

THAT the Town of Carleton Place requests that the Provincial government improve their funding to Conservation Authorities including for flood risk reduction programs in order to provide a more stable funding base that would prevent any downloading of costs to municipalities and their tax base;

THAT the Provincial Government provide clear direction as to what programs and services are considered mandatory and non-mandatory and how those programs will be funded in the future; and

THAT this resolution be forwarded to the Ministry of the Environment, Conservation and Parks, Premier Doug Ford, MPP Randy Hillier, the Association of Municipalities of Ontario, the County of Lanark, the Mississippi Valley Conservation Authority, and Conservation Ontario.

COMMUNICATION 131034

Received from Diane Smithson, Chief Administrative Officer
Addressed to Committee of the Whole
Date February 18, 2020
Topic CAO's Report – Delegated Authority

SUMMARY

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

BACKGROUND

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

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

COMMENT

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

STAFFING:

There are no staffing matters to report on at this time.

PROCUREMENT:

1. Quotes were obtained on a 4-wheel drive pickup truck for the Fire Department. This purchase was included in the 2020 capital budget for the Fire Department at \$50,000.00 (estimated at \$42,000.00 for the vehicle plus \$8,000.00 for the lights and radio). The quote was awarded to the lowest of three (3) bidders, Smiths Falls Ford for the purchase of a 2020 Ford 4-Wheel Drive white pickup truck with lights and radio installation in the amount of \$47,905.00 plus HST. After taking into account the Town's HST rebate, the purchase will come in \$1,251.87 under budget.
2. Tender PW5-2019 was awarded for the construction of an extension to Costello Drive. Seven (7) bids were received at tender closing. The project was awarded to the low bidder, AWD Contractors in the amount of \$385,262.33 plus HST. The

2020 budget included \$420,000.00 for this project which is to be paid for from proceeds of sale of land on Costello Drive.

OTHER

None

FINANCIAL IMPACT

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

RECOMMENDATION

THAT Council accept the CAO's Delegated Authority Report dated February 18, 2020 as information.



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

Joint Meeting Urban Forest/River Corridor Advisory Committee (UFRC) & Carleton Place Environment Advisory Committee (CPEAC)

Minutes of meeting January 23, 2020

7:00 p.m. CP Library Facility

Next Regular Monthly Meeting February 27, 2020 @ 7 - 9PM – CP Library Facility

Attendance:

UFRC Committee: Jim McCready (Chair), Joanne Woodhouse, Dale Moulton, Janet McGinnis; Jennifer Rogers

CPEAC: Jeff Atkinson (Council Representative for Environmental Committee), Bill Slade, Colin MacDuff, Laura Cuffer, Dena Comely (Chair), Tracy Kwissa

Member of the Public: Gord Harrison (Lanark Climate Change Initiative),

1. Welcome, approval of agenda -Introductions
2. Minutes January 23, 2020 Approved (Jennifer Rogers, Dale Moulton)
3. Lanark Climate Change Initiative- *Gord Harrison*
 - Objective of the initiative is to bring people who are already working on this together, build a network, work with governments, and develop partnerships with those with expertise
 - what are the things that the initiative can drive and support, where can resources be provided
 - developing a workshop for County personnel – climate action planning 101
 - Alternative Land Use Services program – pay farmers to undertake ecological projects – steering committee will bring it to the County,
 - Videos are being produced that highlight farmers' successes
 - Partnering with Nature Canada to implement initiatives/projects
 - Formalizing the network with a steering committee, terms of reference etc.
 - Building a volunteer base
 - Seeking funding
 - Sat Feb 29th – workshop, open to the public and held at Algonquin College in Perth, working session to further share what projects are on the go, speaker (engagement organizing), establish working groups and lay out action plans
 - Energy needs – moving to green energy
 - Natural climate solutions
 - Part of Lanark stewardship council

- Funding for these initiatives was discussed (i.e. Federation of Canadian Municipalities)

Action: Jim to get the email addresses of the Committee to Gord Harrison so they can be up on the Lanark Climate Change Initiative

4. Mississippi Valley CA Watershed Plan – *Jim McCready*

- The Public Advisory Committee has had four meetings so far
- Structure of the public advisory committee was explained
- Working towards watershed plan for the Mississippi Valley Water Shed
- Background papers will be public later in the year (~March)
- Next steps were discussed with a handout.
- Public consultation over the summer 2020
- Target is to have the Draft Watershed Plan to four public open houses in October and Early November.
- Conservation authority selected the Public Advisory Committee working on the watershed plan

5. Key Projects for CPEAC 2020

- Majority of the members are new
- Committee is working on building relationships with council and staff
- a. Anti-idling education campaign
 - Print, social media, school involvement
- b. Development application review
- c. Local eco resources brochure
 - communicating resources that are already in place
- d. Wildflower planting
 - staff education
- e. Composting workshop for residence
 - similar to the UFRC tree planting workshop
- f. Building and improving relationships with town staff, other committees and council
- g. Climate Change Plan
 - never made it to council, it's time to revive it
- h. Lanark Climate Change initiative
- i. Adverse weather recommendations/resource for Carleton Place residents
- j. Public Fruit Trees

6. Key Projects for UFRC 2020

- Committee In existence since 1997, have established relationship with staff. Ice storm initiated a lot of the tree maintenance in Town
- b. Source Water Protection Plan
 - Top priority for the committee to watch
- c. Tree Planting Workshop May 6, 2020
 - Enhance the tree canopy in Town on private property
 - 8 species to select from in 2020
- d. Hackberry trees
 - McArthur Island hosts a large portion of the Hackberry population
 - Working with the developer to collect seed as the trees in Carleton Place are one of 3 northerly stands which will be important in climate change moving the species north.
- e. Main street redevelopment (trees)- meeting January 27 at the arena
 - Jim met with Dave Young. Manitock movers to see if trees can be moved to parks

- Contractor to find other communities that have gone through main street upgrades and how they incorporated trees.
- Honey locust, red oak and Hackberry are some species to consider.
- Structural soils, raised gardens are being recommended
- f. Review of Environmental Impact Statements (EIS), Storm Water and Landscape Plans (Planning staff, Engineering)
 - Like to get the EIS and tree conservation plans early in the development process for comments by the committee
 - There are guidelines on Tree conservation plans and landscape plans given to the developers at pre-consultation sessions.
 - Comment on landscape plan
- g. Working with staff
 - Public Works, Recreation, Planning and Bylaw are staff the committee works with on a regular basis.
 - Staff take comments from the committee to council for them
- h. U of T Master of Conservation-tour.
 - usually in May
 - been going on for ~9 years
 - demonstrates small community forest management/tree canopy preservation through volunteer/staff relationship
- i. Regional Forest Health Network
 - Carleton Place been a member since 2008 dealing with Invasive Species.
 - Emerald Ash Borer has come to CP and the Network was crucial in what steps to take
 - Other invasive dealing with: Asian Longhorned Beetle, Oak Wilt, Hemlock Woolly Adelgid, and Spotted Lanternfly. Not here but south of the St. Lawrence

Open discussion

- Committees success in discussion of retaining old growth forest (130 year old white pine and red oak) Sonnenburg Woods.
- Would like to keep tabs on development south of Highway 7 where there are a number of stands of trees worth keeping for parks.

Meeting adjourned – 9pm

Meeting Dates for 2020

DATES:

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



JANUARY 2020 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.

Bridge St. Reconstruction Coordination Committee:	Meeting to commence the coordination and communication of the project will be on Feb 18th 3:330 to 5:00 pm. If you have an idea, or thoughts that you would like to me to bring to the group please email me them before the meeting February 14th, would be helpful.
SURVEY Results for Jan reconstruction meeting:	Please see below
Arnprior Construction Meeting:	Monday March 30th, 6:00pm at the Town Hall auditorium. Communication and image will be going out next week. I have already sent a save the date to the Downtown messenger group. Arnprior has recently went through a very invasive reconstruction. They will be presenting their tips and tricks, what worked, what to do better, what they didn't think of etc.
PR Postgraduate Certificate work placement – Humber College – Emma Kinsman	<p>Emma reached out to me in January. She is a Carleton Place native and VERY keen to be placed with the BIA. Placement is 8 weeks or 280 hours starting in May 2020. I would have Emma help with the events and reconstruction communication pre-work.</p> <ul style="list-style-type: none"> - Marketing communications - Special event management - Media relations - Communications planning <p>Emma would work at the office.</p> <p>Compensation: stipend, weekly allowance. This could be a parking pass along with weekly BIA Bucks? \$100.00 or \$50.00 BIA bucks per week perhaps.</p> <p>I would be expected to supply on going feedback on performance via a review form.</p> <p>WSIB: Workplace Safety & Insurance Board is covered through Ministry of Training, College and Universities.</p> <p>I would like to go ahead with this placement.</p>

Entry Sign:	Met with Rod from Sign FX. Spring the sign will be up. He is going to apply for the permit and the locates, and I am going to attempt to meet with the owner (again) from the Carleton Place Vet Clinic.
Digital Main Street:	<p>Workshop has 10 people in attendance. 118 business contacted in total.</p> <p>Our progress is as follows:</p> <p>Grant Approved Giardino Et Cetera Chasin' Turkeys CP Dental</p> <p>Awaiting Approval Wisteria The Grand Surrounding Memories Sinders Acquisti Hamsa The Floral Boutique Darlington Massage Little Loves Co.</p> <p>Value add: Great news! Sasha, one of our Digital Service Squad members, is booking appointments to visit downtown eateries and give them some quick tips on phone photography.</p> <p>360 images: Businesses that wished to be filmed, have been. We will place another reminder in the March Newsletter. In total we have, 15 in total.</p>

Q1

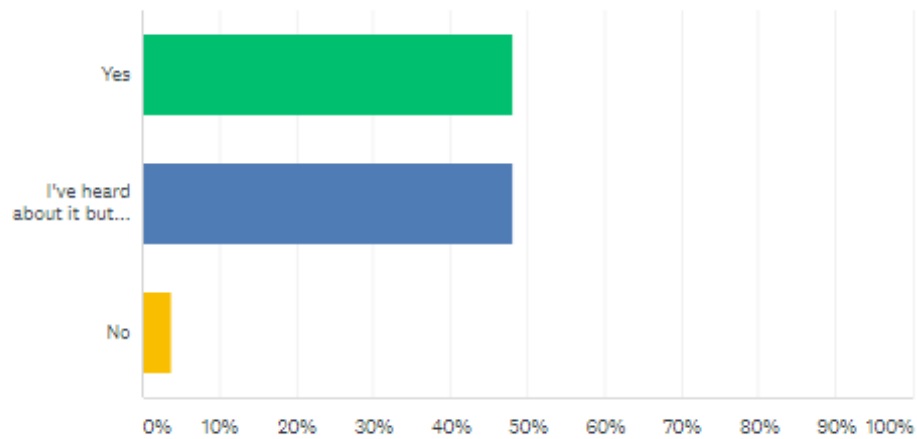


Customize

Save as ▼

Are you aware of the plans for the COMPLETE reconstruction of the Bridge St downtown core area set for 2021?

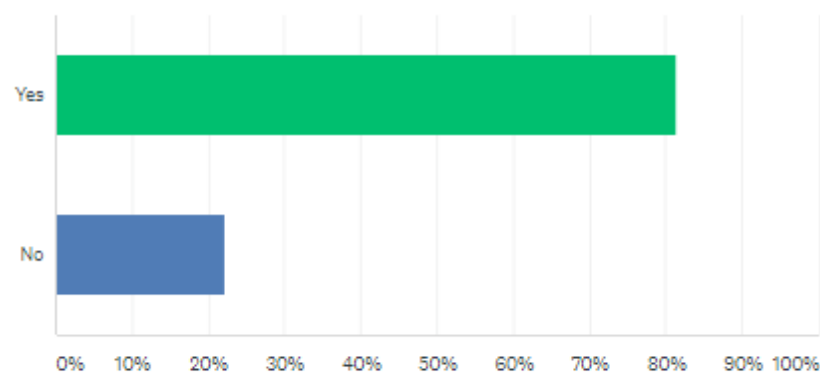
Answered: 27 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Yes	48.15%	13
▼ I've heard about it but need more informaton	48.15%	13
▼ No	3.70%	1
TOTAL		27

Do you intend to attend the very important MEETING ABOUT THE PLANS ON Monday January 27th, from 2-3 pm at the Carleton Place Arena? Please note, if you cannot attend meeting from 2-3 pm, there is an additional meeting from 4-7 pm, in the same room and location.

Answered: 27 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	81.48%	22
No	22.22%	6
Total Respondents: 27		



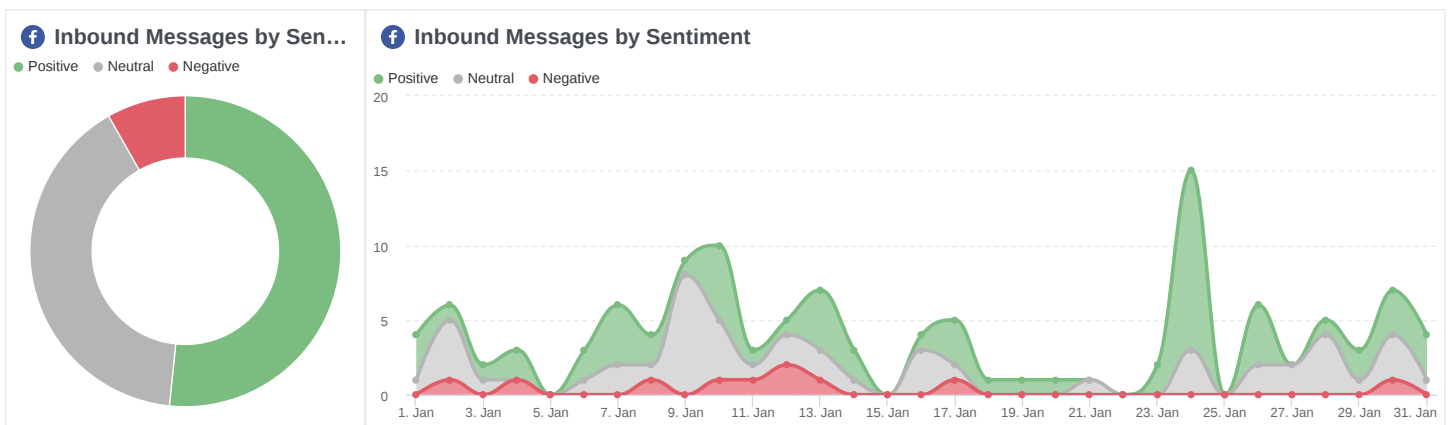
Facebook Overview


















Comparison between [Jan 01 - Jan 31, 2020](#) and Dec 01 - Dec 31, 2019





Downtown Carleton Place






Posts Table				
Date ▼	Message	Reactions	Comments	Shares
 Downtown Carleton... Jan 31, 12:25	 It's never too cold out to bowl! Shake off the January blues with some good old fashioned fun at Chasin Turkeys!	9	0	0
 Downtown Carleton... Jan 30, 13:10	 Country Ridge is having a sale!	3	1	0
 Downtown Carleton... Jan 30, 13:10	 Fashionable? Check! ✓ Warm? Check! ✓ Check out Natural Pet Foods for the latest in winter furry fashion. * #downtowncarletonplace #winterfashion	5	3	0
 Downtown Carleton... Jan 30, 03:54	 Everyone send positive vibes, hugs and encouragement to Ian and the Black Tartan family. GO BT IN CP!!!	137	13	12
 Downtown Carleton... Jan 29, 16:10	 Warm up with delicious teas and fair trade coffee at The Granary! #downtowncarletonplace	12	0	1
 Downtown Carleton... Jan 29, 12:52	 Happy Puzzle Day!! We have many stores in the downtown that sell puzzles for all ages and levels. Cozy up with puzzle this week.	8	0	1
 Downtown Carleton... Jan 28, 18:14	 We had a super turn out to the special consultation held yesterday afternoon for our Downtown Carleton Place business and property owners. They were eager to see the plans so far for downtown reconstruction, asking questions and giving feedback. Well Done! Would you like to see the renderings and give your feedback? Please visit: https://downtowncarletonplace.com/br...	12	4	3
 Downtown Carleton... Jan 28, 13:35	 (Post with no description)	2	0	0
				

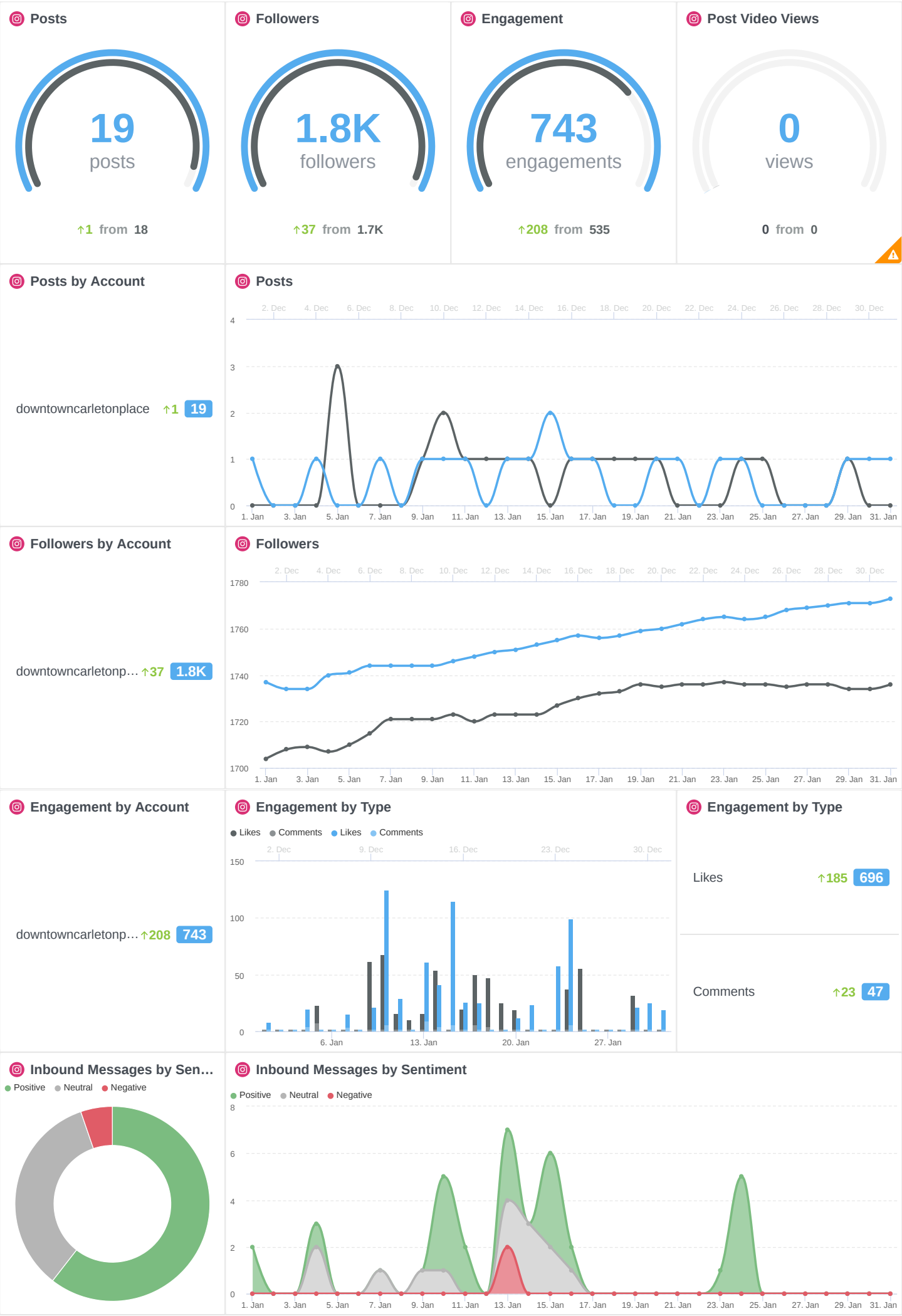
Date ▼	Video Description	👁 Reach	👁 Views	🎬 Video Le...	🕒 View Time	🕒 Average...
 Downtown Carleton... Jan 07, 13:34	#Peterspicks	1,046	413	2m 35s	0s	0
 Downtown Carleton... Jan 05, 23:20	Amazing!!!	895	421	37s	0s	0





















Instagram Overview

Comparison between [Jan 01 - Jan 31, 2020](#) and Dec 01 - Dec 31, 2019

 downtowncarletonplace



Posts Table				
Date ▲	Message	❤ Likes	💬 Comments	
 downtowncarletonplace Jan 01, 18:56	 <p>New Years Day Challenger: Finish that sentence! What will you do this year? #happynewyear #downtowncarletonplace #goalsetting #newyear #carletonplaceontario</p>	6	2	
 downtowncarletonplace Jan 04, 13:25	 <p>If you're thinking of changing your hair, READ THIS: We caught up with Diane and Nick from Giardino Lifestyle Salon to ask: What are the coolest new hair trends for 2020? Here's what they said: "Women want easy wear styles - long or short. We will see longer and healthier locks because of newer and better ingredients in hair care products, such as Oribe. On the opposite end of the spectrum, shorter lengths will reign with softer edg...</p>	16	4	
 downtowncarletonplace Jan 07, 15:45	 <p>Attention, Downtown Businesses! Join social media expert Cathy James for this one-hour free workshop and gain the insights you need to further your brand's online reach and convert followers into loyal fans. Cathy loves chatting business, so bring your best questions! This workshop has been made possible thanks to @digitalmainstreet and is hosted by @downtowncarletonplace . #downtowncarletonplace #socialmedia...</p>	12	3	
 downtowncarletonplace Jan 09, 16:25	 <p>We are so lucky to have two incredible bridal boutiques in #downtowncarletonplace - Sinders Bridal House and Renewed With Love Bridal Outlet! Tell us, who got engaged over the holidays?! ☺☺ #downtowncarletonplace #weddingbells</p>	20	1	
 downtowncarletonplace Jan 10, 12:25	 <p>Skating on the Mississippi River, winter 1916. Before the dam was reconfigured, residents of Carleton Place could actually skate on the river in downtown Carleton Place, since the river froze solid. The winter of 1916 is said to have been a very cold winter. Thank you, Carleton Place and Beckwith Heritage Museum for the photo. #downtowncarletonplace #mississippiriver #1916 #oldphotos #carletonplacepast #carletonplacehistor...</p>	119	6	
 downtowncarletonplace Jan 11, 15:10	 <p>Readers, share your book recommendations! It's the perfect time of year to get cozy with a good book, and there's a great selection at Foundry Books and Novelties! #downtowncarletonplace #foundrybooks #winterreading #carletonplaceontario</p>	27	2	
 downtowncarletonplace Jan 13, 14:01	 <p>Looking for a cozy place to enjoy a nice warm beverage or treat? Check out Gathering Grounds Cafe! Love the people and the atmosphere! ☺ #downtowncarletonplace</p>	52	9	
 downtowncarletonplace Jan 14, 19:01	 <p>#comewander</p>	37	4	
Video Views Table				
Date ▼	Message	👁 Views		
 downtowncarletonplace Jan 07, 15:45	 <p>Attention, Downtown Businesses! Join social media expert Cathy James for this one-hour free workshop and gain the insights you need to further your brand's online reach and convert followers into loyal fans. Cathy loves chatting business, so bring your best questions! This workshop has been made possible thanks to @digitalmainstreet and is hosted by @downtowncarletonplace . #downtowncarletonplace #socialmedia #socialmediahelp #digitalmainstreet #joinus #workshop...</p>	0		

File: F13-6

February 1, 2020

Mrs. Diane Smithson
Chief Administrative Officer
Town of Carleton Place
175 Bridge Street
Carleton Place, Ontario
K7C 2V8

Dear Mrs. Smithson:

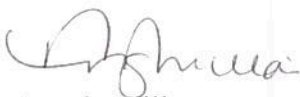
Re: Statement of Remuneration and Expenses

Under the provisions of the *Municipal Act*, the Mississippi Valley Conservation Authority is required to submit to you a statement of the remuneration and expenses paid to the member of the Authority who was appointed by your municipality.

As the calendar year represents the Authority's fiscal year, the following expenses have been paid during 2019 directly to Mr. Jeff Atkinson for attendance at Authority meetings and business:

Per Diem	\$ 1076.25
Mileage	\$ ---
Other	\$ 150.14
 Total	 \$ 1226.39

Yours very truly,



Angela Millar
Treasurer

cc: Mr. Jeff Atkinson, 2019 Representative

File: F13-6

February 1, 2020

Mrs. Diane Smithson
Chief Administrative Officer
Town of Carleton Place
175 Bridge Street
Carleton Place, Ontario
K7C 2V8

Dear Mrs. Smithson:

Re: Statement of Remuneration and Expenses

Under the provisions of the *Municipal Act*, the Mississippi Valley Conservation Authority is required to submit to you a statement of the remuneration and expenses paid to the member of the Authority who was appointed by your municipality.

As the calendar year represents the Authority's fiscal year, the following expenses have been paid during 2019 directly to Ms. Theresa Fritz for attendance at Authority meetings and business:

Per Diem	\$	717.50
Mileage	\$	12.10
Other	\$	
Total	\$	729.60

Yours very truly,



Angela Millar
Treasurer

cc: Ms. Theresa Fritz, 2019 Representative

Board of Health Meeting January 23, 2020

Summary

Chair and Vice-Chair

Doug Malanka, Mayor of Augusta, and United Counties of Leeds and Grenville municipal appointee to the Board of Health, was appointed Chair of the Board for 2020.

Candace Kaine, resident of Elizabethtown-Kitley and a provincial appointee to the Board of Health, was appointed Vice-Chair of the Board for 2020.

Land Control Budget

The 2020 Land Control budget was passed with no change in fees for 2020. As of January 1, 2020 the Health Unit has a formal arrangement with 19 of the 22 municipalities in Lanark and the United Counties to provide Land Control services (Part VIII under the Ontario Building Code Act).

Public Health Modernization

The Ministry of Health is conducting a consultation on their recently released Discussion Paper: Public Health Modernization. The Ministry will use the results of the consultation across the province to suggest how the public health system can be more effective and efficient. The paper includes six areas that the ministry would like feedback on:

- Insufficient capacity in all health units;
- Misalignment of health, social services and other services;
- Duplication of effort; and
- Inconsistent priority setting;
- Improving Francophone services; and
- Engagement with Indigenous Peoples.

The Board of Health reviewed the results of the consultation conducted with Leeds, Grenville and Lanark District Health Unit Board members, management and staff. They reiterated the importance of the following principles in any decisions the Ministry of Health might make about public health modernization:

- Appropriate municipal role in governance;
- No loss of service to our community;
- Meaningful involvement in planning ;
- Integrity of the Health Unit;
- Like Health Unit Populations grouped together; and
- Effective and efficient administration services.

They also supported the November 2019 Statement of Principles for Public Health Modernization from the Association of Local PUBLIC HEALTH Agencies (alPHA).

https://cdn.ymaws.com/www.alphaweb.org/resource/collection/FA7C5E7F-BA8C-4D15-9650-39628888027E/alPHA_Letter_PH_Principles_151119.pdf

The Board of Health discussed creating an improved public health system by having local public health agencies who are well connected with their specific communities, including health and social services, share some services to increase effectiveness and efficiency. A Regional Collaborative Council supported by all health units in a region could support priority setting, avoid duplication, and build capacity. A Provincial Lead Table would provide a vehicle for effective collaboration and priority setting between the Ministry of Health and representatives from the Regional Collaborative Councils. Provincial topic specific Public Health Advisory Committees could provide research reviews and guidelines to improve consistency in public health services across the province. The Health Unit's detailed responses to the Discussion Paper will be submitted to the Ministry of Health by February 10, 2020.

From: [OPP MPB Financial Services Unit \(OPP\)](#)
To: [Diane Smithson](#); [Trisa McConkey](#)
Subject: Carleton Place T - 2020 Court Security and Prisoner Transportation Grant Update
Date: February 3, 2020 7:28:59 AM

CAUTION: This email originated from an External Sender. Please do not click links or open attachments unless you verify the source.

Good day,

We are pleased to advise we have received notification from our Ministry's Public Safety Division of approval to continue the Court Security and Prisoner Transportation grant for another year. Based on estimated 2020 costs, the Municipality's allotment for the 2020 calendar year is \$7141.

Ontario Shared Services will issue a credit memo for 25% of the 2020 allotment in the amount of \$1785 by February 29, 2020.

We anticipate the remainder of the grant will be credited in September 2020. Please note that 2019 reconciled CSPT costs will be compared to the actual grant allocated for 2019 and any grant overpayment will be deducted from the outstanding grant allocation.

We have been asked by the Ministry of Solicitor General to share the information below with you.

"We are pleased to inform you that we will be proceeding with the Court Security and Prisoner Transportation (CSPT) Program for 2020, providing a maximum total of \$125M to assist municipalities in offsetting their CSPT costs.

Public safety is a top priority for this government. Please be assured that we are committed to providing frontline police with the additional tools, resources and supports they need to combat crime and keep our communities safe."

Respectfully,
MPB Financial Services Unit Team Members