

## COMMUNICATION 134021

Received From: Niki Dwyer, MCIP RPP, Director of Development Services  
Addressed To: Committee of the Whole  
Date: March 10, 2023  
Topic: Carleton Place Official Plan Council Working Session

***This report is a re-circulation of a similar report that was presented to Committee of the Whole on September 15, 2022. The direction from the previous Committee was to postpone decision making on the Official Plan until the newly elected Council was oriented.***

## BACKGROUND

The 5-year Official Plan Review offers an opportunity for the community to pause and reflect on how the Plan has been implemented to date and assess if the goals and objectives of the Plan are still reflective of the local interest. It also provides the chance to evaluate whether or not the policies are effective at regulating and guiding development as they were originally intended.

All land use planning documents are intended to be “living” documents and it is both normal and appropriate to critically review their mandates on a regular basis.

The purpose of the review is to:

- 1) Evaluate the consistency of the Official Plan with the 2020 Provincial Policy Statement;
- 2) Update certain policies to be consistent with changes to the Planning Act enacted by Bills 108, 109 and 23;
- 3) Update the Town’s growth projection (20,968 residents) in accordance with the County of Lanark’s Official Plan Amendment No. 8<sup>1</sup>;
- 4) Evaluate and reconcile land requirements for new residential and employment needs for the projected population increase; and
- 5) Update five (5) policy areas which have been found to be inconsistent with local community values.

The Official Plan Review was performed in two stages. **Stage 1** was used to assess whether there is sufficient serviced and un-serviced land available to accommodate the population projections; while **Stage 2** included the analysis and proposed amendments to specific policy areas

**Stage 1** resulted in the completion of the Town’s [Land Needs Background Study](#) by JL Richards and Associates. The Study produced three (3) Growth Scenarios to accommodate the population projections assigned by the County of Lanark. The study concluded that there is adequate land in all three (3) scenarios to accommodate the population without annexation of lands outside of the municipal boundary. Without the need for settlement area expansion,

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<sup>1</sup> The County of Lanark adopted the 2038 population projections in 2018 and is presently undertaking an update in 2023.

the Town no longer needs to complete the “Comprehensive Review” under Section 17 of the Planning Act; instead, the application will be considered as an “amendment” under Section 21.



**Growth Scenario 1:** Infill & Intensification of vacant lands and strategic properties in the existing built-up area only, excluding all greenfields.



**Growth Scenario 2:** Growth including urban greenfields in addition to all other vacant land within the existing built-up area, including a future residential district.



**Growth Scenario 3:** Growth including both urban greenfields and rural greenfields (e.g. annexed lands) in addition to all other vacant land within the existing built up area.

The growth scenarios were published and reviewed in an Open House and a Public Meeting in the spring of 2021. An “As We Heard It” report summarized the finds of the study and was presented to Council in August 2021. Of the 23 comments received, the majority supported the adoption of Scenario 2 as the preferred growth scenario. Council was not asked to provide final direction on the preferred Growth Scenario at that time.

**Stage 2** of the review involved the evaluation and discussion of the land use policies which shape and guide the type of growth we experience within the community. While the intent of an Official Plan is to provide overarching policies for implementation within the Development Permit By-law, the policies still need to provide sufficient direction to guide and enable that implementation.

Council authorized staff to recruit an Ad Hoc Committee and review five (5) specific policy areas of the Official Plan:

- 1) Mississippi District – Sections 3.1 and 3.2;
- 2) Highway Commercial – Section 3.3;
- 3) Residential District – Section 3.5;
- 4) Green Infrastructure – Section 4.1;
- 5) Affordable Housing – Section 6.21.1.

The Ad Hoc Committee met five (5) times between July-December 2021 to review the policies and provide feedback to staff. All meetings were streamed live to the Town’s Facebook page and archived meeting footage is still available for viewing. The recommendations of the

Committee have been summarized in the attached “As We Heard It Report” for Council’s consideration (Attachment 3).

Over the course of 2022, the Planning Department has consolidated information received during the 2021 community consultations into policy recommendations, reviewed updated legislation and upper tier Master Plans, consolidated recommendations from the Town’s Master Plans and drafted a new Red-line Official Plan for Council’s review and comments.

Council needs to provide staff direction on specific questions regarding the plan prior to moving forward with the statutory notice and public consultation process. Once direction has been provided, staff can conclude the review and bring back a final staff report for Council decision before forwarding the amendment to the County of Lanark for approval.

### **NEXT STEPS**

In order to conclude the Official Plan review, the Town is required to post notice of the proposed amendment and conduct an Open House and Statutory Public Meeting to receive feedback on the draft amendment. Staff would also like to circle back to the Ad Hoc Committee during the public consultation process to seek further recommendations for amendments.

Once an Open House and Public Meeting have been conducted, staff will provide Committee of the Whole with a final prepared amendment and summary of feedback received, following which, a by-law will be brought forward for adoption. Following adoption, staff will prepare a submission of the amendment to the County of Lanark who will review the file and provide final approval of the proposed amendment, advise of further modifications of the plan, or issue a denial of the proposed amendment.

To illustrate a timeline for the completion of the project, staff have provided a table sequencing of events.

Week 1	-	Issuance of Notice of Amendment
Week 3	-	Consultation with Ad Hoc Committee
Week 4	-	Open House
Week 6	-	Statutory Public Meeting
Week 8*	-	Staff Report to Committee of the Whole
Week 10*	-	Adoption of By-law

\*Week’s may be subject to change depending on the alignment with the Council/Committee schedules

### **COMMENT**

In order to finalize the Red-line Official Plan for public review and circulation, staff requires direction from Council on the following questions:

**Question 1 - Growth Scenarios:**

Option 1 - Infill & Intensification of vacant lands and strategic properties in the existing built-up area only, excluding all greenfields.

*Option 2 - Growth including urban greenfields in addition to all other vacant land within the existing built-up area, including a future residential district. (recommended)*

Option 3 - Growth including both urban greenfields and rural greenfields (e.g. annexed lands) in addition to all other vacant land within the existing built up area.

**Question 2 – Direction to Move Forward:**

*Option 1 – Accept the Red-Line Official Plan as prepared with amendment to reflect the preferred growth option. (recommended)*

Option 2 – Provide direction regarding specific further revisions to policies as specified by Committee of the Whole.

Option 3 – Hold further work in abeyance until the County provides updated population projections in 2023.

**Question 3 – Timeline of Notice of Amendment:**

Option 1 – Issue notice of public meeting and open house prior to the election.

Option 2 – Issue the notice of public meeting and open house after the election and prior to inauguration.

*Option 3 – Withhold issuance of notice of public meeting and open house until direction provided by new Council following inauguration. (recommended)*

**STAFF RECOMMENDATION:**

THAT Council provide direction to staff to undertake Growth Scenario Option \_\_\_\_ of the Communication \_\_\_\_\_ by the Director of Development Services, received on March 10, 2023; and

THAT Council provide direction to staff to undertake Direction to Move Forward Option \_\_\_\_ of the Communication \_\_\_\_\_ by the Director of Development Services, received on March 10, 2023; and

THAT Council provide direction to staff to undertake Timeline of Notice of Amendment Option \_\_\_\_ of the Communication \_\_\_\_\_ by the Director of Development Services, received on March 10, 2023.

**ATTACHMENTS:**

1. Red-line Official Plan Amendment (Working Draft)
2. Land Needs Background Study by JLR and Associates (March 23, 2021)
3. As We Heard It Report (August 2022)