



*CARLETON PLACE
OFFICIAL PLAN AMENDMENT*

AS WE HEARD IT: OFFICIAL PLAN REVIEW

Prepared: August 2022

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1.0 INTRODUCTION

The purpose of the “As We Heard It” Report is to provide a summary of the feedback staff have received during the initial public engagement respecting the update of the Town of Carleton Place Official Plan.

While the intent of the project was initially to complete a “Comprehensive Review”, findings in Stage 1 of the review concluded that the statutory Comprehensive Review was not necessary as the Town has adequate land designated to accommodate growth needs up to 2038.

While the adequacy of the Town’s land reserve was conclusive, Council directed that an Official Plan Amendment continue to review specific policy areas of the existing plan. With the assistance of residents and stakeholders alike, staff have produced a Red-Line Official Plan Amendment to present Council with the proposed changes for discussion.

The “As We Heard It” Report provides vital context for the amendments, as the majority of the proposed policy changes are reflective of the feedback received from the community. Also included in the report is the recommendations of a Provincial Policy Statement (PPS) conformity review to ensure consistency with the updated 2020 PPS.

This report makes reference to several additional reports and documents which are available on the Town’s website at www.carletonplace.ca/comprehensive-review.php. Notably, [the Land Needs Background Report](#) produced by JL Richards and Associates represents the thorough findings of Stage 1 of the project.

At this point in the project, the public engagement and feedback on the proposed changes are only at the mid-way point. Following direction by Council to public the Red-Line Official Plan Amendment, staff will launch a final statutory public consultation process in accordance with the provisions of the Planning Act. A summary of next steps can be found in Section 7.0 of this report.

2.0 BACKGROUND

In 2020, the Town of Carleton Place commenced a review of the Town's Official Plan and the policies therein. The current version of the Official Plan was adopted by Town Council in 2015 and has been subject to six (6) amendments since approval by the Ministry of Municipal Affairs and Housing in 2016.

The impetus for the undertaking related to two factors:

- 1) The County of Lanark adopted Amendment No. 08 to their *Sustainable Communities Official Plan* assigning new growth and employment projections to lower tier municipalities; and
- 2) In the past five years the Town has experienced an unprecedented increase of development and construction.

The population projection assigned by the County anticipates an increase from 10,644 to 20,964 (97%) by 2038. In the past four years, the Town has issued an average of 250 building permits. If growth maintains the present development trend, the County's growth projection will be met by 2033.

In coordination with J.L. Richards and Associates Limited, the Town released a Background Report with three potential growth scenarios to accommodate the projected population increase. In all scenarios, annexation and outward expansion was determined to be unnecessary to accommodate the population projection for the Town.

Following initial public consultation regarding the three proposed scenarios, Council directed staff to amend the scope of the review to include a policy analysis of five (5) specific sections of the Official Plan, rather than a traditional Comprehensive Review. The sections selected for review were recognized as being those which have been challenged in implementation in the past five years or have been demonstrated to be outdated based on conventional development trends.

FIGURE 1 – OFFICIAL PLAN PROCESS CHART



The five (5) policy areas of review include:

- 1) The Mississippi District Policy
- 2) Highway District Policy
- 3) Residential District Policy
- 4) Green Infrastructure Policy

5) Affordable Housing Policy

3.0 CONSULTATION METHODOLOGY

3.1 *Stage 1 Consultation*

Stage 1 of the Official Plan Amendment process included the analysis and review of the land required to provide sufficient employment and residential growth for the population projections assigned by the County of Lanark. This analysis was undertaken by JL Richards and Associates and resulted in the creation of the “Land Needs Background Study”. A complete methodology for the undertaking of the Background Study is available on the Town’s website but for the purposes of this report, it is pertinent to note that the study included the distribution of a virtual survey.

The survey was distributed by request via fillable PDF’s but more popularly was hosted through the platform Survey123. The purpose of this initial consultation survey was to see answers generally to the question “How and where should anticipated growth occur in Carleton Place?”. The survey was circulated in February 2021 and received 356 submissions and an additional 30 email responses.

Using the public preferences identified in the survey, JL Richards and Associates produced three (3) growth scenarios of varying densities to demonstrate how the Town could modify the existing Official Plan to accommodate the population and employment projections provided by the County of Lanark. Following the receipt of the findings of the Land Needs Background Study, staff advertised a “Virtual Open House” and “Virtual Public Meeting” to review the findings.

The Virtual Open House, which ran between May 10-14, 2021 presented an overview of the purpose and effect of the proposed population projections in each of the three scenarios, the background regarding the purpose of the Official Plan update and the groundwork which had been undertaken by the County of Lanark, the visual impact of what various densities would look like using local examples, and invited members of the community to provide their feedback on which of the three scenarios better satisfied the local preferences for growth. Responses were received from 58 members of the public.

The Virtual Public Meeting was conducted on May 25th, 2021, to present a verbal summary of the virtual open house materials and provide an opportunity for members of the public to ask questions and seek clarification. Two (2) members of the public registered as delegates and members of Council were awarded the opportunity to also ask questions regarding the three growth scenarios.

3.2 *Stage 2 Consultation*

In order to inform Council on the local perspective of policy implementation, a Stakeholder Ad Hoc Committee was established to work with staff to consider the implications of the current policies. The composition of the committee was designed to include an array of stakeholders with both professional and novice levels of experience in development and community building.

TABLE 1 – AD HOC COMMITTEE COMPOSITION

Sector Relevance	Number of Members
Member of the Community	5
Member with expertise in sustainability/climate change	2
Member with expertise in affordable/equitable housing	1
Representative from the BIA	1
Representative from the Chamber of Commerce	1
Member of the building/development sector	2
Member of Council (non-voting)	1

Due to the COVID-19 Pandemic, the Committee conducted their meetings virtually via Zoom. This format allowed for the meetings to be live-streamed and subsequently archived to the Town's social media pages where members of the public could view and comment in the public forum. Viewership averaged 700 views per meeting, with the initial meeting peaking at 1,200 views.

The initial kick-off meeting of the Committee provided staff the opportunity to educate the members about Official Plans and land use planning generally, update the members on work completed to date by J.L. Richards and Associates Limited and conduct a brainstorming session with members to analyze themes pertaining to development within the Town.

Meeting monthly, the Committee reviewed and commented on each policy section separately. In preparation for the meeting, Committee members were provided a copy of the existing policy and they were encouraged to think about how the policies have (or have not) been applied to development in the specific neighbourhood. Additionally, Committee members were encouraged to contemplate if the policy is still relevant today; if it was reflective of the type of development they want to see in the community; and if there were other policies or considerations that were not contemplated. The Committee openly discussed and debated the policies and provided general observations on development in each specific section. Staff minimally intervened in the debate and offered targeted discussion questions where necessary.

This colloquial and often anecdotal feedback was then analyzed by the Project Team and translated into land use policies for incorporation as a draft proposed amendment to the Official Plan which has been included in Section 5.0 of this report. The proposed amendments and the summaries found within this report were presented to the Ad Hoc Committee and Council for consideration, discussion and direction prior to undertaking the statutory public engagement sessions in accordance with the Planning Act.

4.0 LAND NEEDS BACKGROUND STUDY RESPONSES

4.1 Initial Survey

The following key questions are notable examples of responses to the overall growth preference study that was undertaken during the initial consultation with members of the public. As noted in Section 3.1, a complete summary of the methodology and findings of the survey can be found in the Land Needs Background Study on the Town's website.

TABLE 2 – GROWTH PREFERENCE SURVEY RESPONSES

Survey Question	Dominant Response
How important is it to you that the Town of Carleton Place implement the concept of the 15-minute Neighbourhood?	Participant answers to this question were mixed. A similar percentage of survey participants consider the concept of the 15-minute Neighbourhood as Extremely Important (29%), Very Important (28%) and Somewhat Important (27.5%).
What do you think should be a priority for growth management?	The top three (3) priorities for growth management based on average score are: 1) Residential 2) Parks & Open Space 3) Commercial-Employment
What type of growth would you support?	Most survey participants want to see the development and redevelopment of the existing built-up area. 228 participants (64%) believe that growth in the Town should be achieved through the redevelopment of lots within the existing built-up area. Another 168 participants (47%) want to see infill development within the existing built-up area, while 91 participants (26%) want to see intensification within the built-up area. While intensification was the least favourite option among survey participants, only 110 individuals want to see development on greenfield sites.
Which sub-district neighbourhood should be considered for development and redevelopment?	The top five (5) areas selected for development and redevelopment include: 1) Highway District-18 (McNeely and Hwy 7); 2) Residential District-43 (South of 7);

	<p>3) Residential District-36 (North of Townline Rd);</p> <p>4) Residential District-34 (Cavanagh Rd E); and</p> <p>5) Downtown District-33 (Bridge Street).</p>
Do you think development in these areas should be similar in use, character and density? (Built-up Area)	Overall, most survey participants (220) believe that growth should be accommodated through a balanced approach, which includes a mix of unit types and densities that also respond well to the existing character and densities of a neighbourhood or sub-district
Preferred dwelling types for the existing built-up area?	<p>The top three (3) choices for housing type were:</p> <p>1) Single detached dwelling (218 counts);</p> <p>2) Apartment Dwelling (161 counts); and</p> <p>3) Semi-detached dwelling (148 counts).</p>
Preferred dwelling types for Greenfield Areas	<p>The top three (3) choices for housing type are as follows:</p> <p>1) Single detached dwellings (240 counts);</p> <p>2) Semi-detached dwellings (168 counts); and</p> <p>3) Townhouse Dwelling (117 counts).</p>
Preferred dwelling types for Infill/ Intensification Sites	<p>The top three (3) choices for housing type are as follows:</p> <p>1) Single detached dwellings (202 counts);</p> <p>2) Semi-detached dwellings (143 counts); and</p> <p>3) Apartment Dwelling (125 counts).</p>
General growth themes of additional comments received	<ul style="list-style-type: none"> • More affordable housing options; • More growth upwards (i.e. intensification, infill); • More mixed-use / commercial; • More parks, recreation and open space; • Concerned about over-development / wants to see limited development; • Concerned about existing infrastructure and transportation;

4.2 Growth Scenarios Consultation

While not specifically intended to collect data regarding growth scenario preferences, the Virtual Open House resulted in the submission of 58 comments from residents and agencies, the majority of which presented preferences for a specific growth pattern. Of the comments received, 71% of respondents indicated a preference for Growth Scenario 2. For clarity, Scenario 2 can be described as follows:

Density Distribution: This scenario would see residential densities as follows:

- 40 units per net hectare on Strategic Properties (high density beyond the minimum requirement);
- Existing densities for each residential sub-district (the average for all of the Town's residential districts combined is approximately 22 units per net hectare);
- 30 units per net hectare for the selected four (4) intensification sites;
- 30 units per net hectare for the four (4) Urban Greenfields

The densities achieved through Growth Scenario 2 are balanced and likely more desirable based on the Town's Official Plan (OP) policy and existing development patterns.

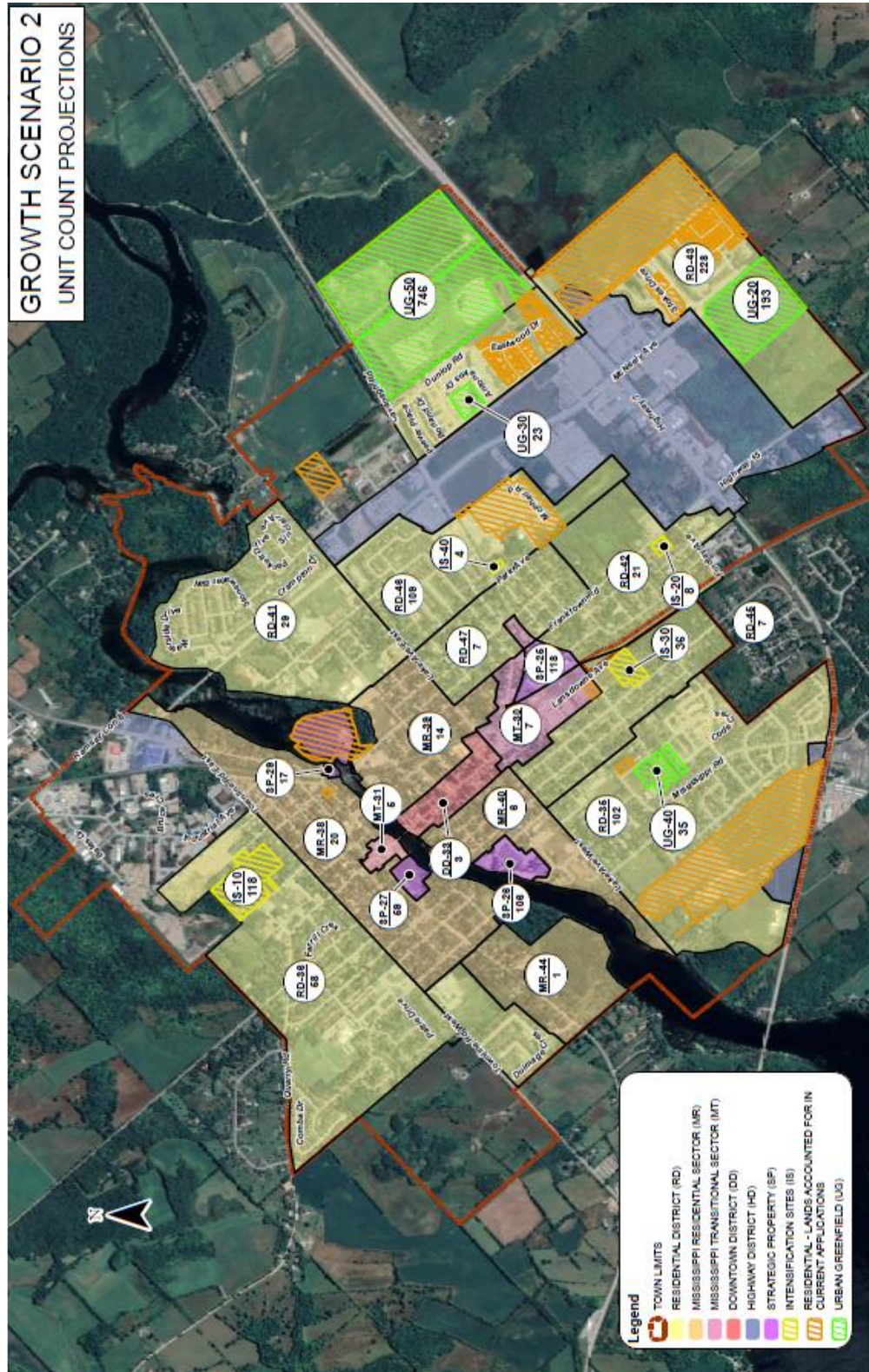
Built Form: Residential growth would be supported through low to high density development (Strategic Properties), and include a wider range of dwelling types, from singles to apartments.

Land Area: Growth Scenario 2 is desirable in that it makes use of land in the existing built-up area and a future development district already designated residential by the Town's OP.

Infill Compatibility: Sensitive infill could be achieved based on average densities in the existing residential districts.

Given the small sample size of respondents, it is not conclusive that the responses received are indicative of the wider community preference for Growth Scenario 2 as the preferred approach. However, if the responses are reviewed in consideration of the more statistically significant responses to the original resident preference survey, Growth Scenario 2 is reflective of the overall preference themes of balanced moderate growth.

FIGURE 2 – GROWTH SCENARIO 2



5.0 AD HOC COMMITTEE POLICY REVIEW

The purpose of the establishment of the Ad Hoc Committee was to gather practical lived commentary on how residents have been impacted by growth within the past 10 years. The issues and observations identified by residents and stakeholders were synthesised by staff into policy recommendations to be reflected in either the Official Plan Amendment or shared with other Departments for incorporation into their own Master Plans (i.e. the Parks and Recreation Master Plan).

The following tables summarize, generally, the key discussion points raised during the sessions.

5.1 MISSISSIPPI DISTRICT POLICIES

TABLE 3 – MISSISSIPPI DISTRICT RECOMMENDATIONS

Point Raised	How Can It Be Incorporated?
Beckwith Square – nice looking development, nicer than older developments. What discussion was had to get it here? Kept a lot of the trees and greenspace to assist in blending the development.	<p>Emphasize importance of ground floor commercial spaces in multi-residential buildings</p> <p>Ensure large buildings are buffered by tree retention to adjacent lower density neighbourhoods</p> <p>Stress the importance of design details and visually interesting façade that complement the existing district character</p>
Public point of access to the water – emphasis on wayfinding and identification of public access places – acquiring more lands.	<p>Encourage municipal acquisition and retention of waterfront lands</p> <p>Develop more public access points to the water – coordination with the Parks and Recreation Master Plan</p>
<p>Transitional Area south of the district – neglected area, commercial residential mixed-use ideal here.</p> <p>Façade improvement programs for the aesthetic gateways.</p> <p>Dilapidated</p>	<p>Opportunity to change the permitted uses – moving into more complementary uses to the downtown and residential neighbourhoods.</p> <p>Seek to create connectivity between the downtown and the commercial areas of Highway 7/McNeely</p> <p>Encourage the adoption of a façade improvement and streetscaping program</p>
Parks and Greenspaces should be identified specifically within the Residential layer – make sure there is a level of comfort that they will not be converted for an infill use.	Amend Schedule A to reflect “Parks and Greenspace” designation on Municipal lands presently used for parks.

<p>This is the historic area – architectural assets – policies need to enable thrive and survive mentality – redevelopment needs to meet a high bar, reviewed rigorously regarding exterior materials – particularly in focal points. Looking to build a gateway with the established aesthetic we want to be proactive in encouraging.</p>	<p>Emphasize strong urban design and property consolidation for redevelopments.</p> <p>Encourage the development of focal points at key intersections</p> <p>Improve public spaces and explore opportunities for public gathering spaces in the commercial areas</p>
<p>Signage for safe water entry – making sure it's included in maps.</p> <p>Commercial assets in the community – What can council do and not do?</p>	<p>Work with Parks and Rec to promote safe water use and create consistent Wayfinding</p> <p>Develop incentive programs for “desirable” new commercial development</p>
<p>Transitional area is a hugely important neighborhood and needs to be the gateway</p>	<p>Emphasize the transitional area as an infill and intensification area – encourage lot consolidation and redevelopment of mixed use/high density residential.</p>
<p>Opportunity to capitalize on the railway theme around the Wool Growers and creation of more public space – train museum – visibility of history.</p> <p>Recognition of history of town and creating more visible spaces for history – specifically a boardwalk/railway theme.</p>	<p>Embrace the creation of a linear parkway with connectivity to the railway history of the Town.</p> <p>Pass along to Parks and Rec Master Plan Committee for review</p>
<p>Highway uses should be out on the highway and not downtown</p>	<p>Examine permitted uses in the Transitional Area and seek to remove those that are not pedestrian oriented.</p>
<p>Highlights importance of controls and restrictions that will ensure proper development takes place in crucial areas (i.e. Transitional areas).</p> <p>Raise the bar – meet all 9 boxes, not just 6-7</p>	<p>Use empowering language to ensure development occurs according to the intended vision of the plan</p>
<p>Maintain historic character of the residential neighbourhood – infill should be sympathetic – feels like it has been there for a long time. Area identified is very expansive – identify certain areas within that can be included for a higher density.</p>	<p>Create stronger policy language around conformity standards and general policies for where intensified development is appropriate (i.e. Intersections and public space adjacency)</p>

Refine the residential area more to identify where infill and higher density is more appropriate	
Multi-story appropriate to the downtown core – walkable and easy access	<p>Examine the blocking fabric within 400m of downtown – where could “high density” be supported?</p> <p>Encourage lot consolidation.</p> <p>Look for key “anchor” properties around higher order streets / waterway to create nodes</p>
<p>If we want downtown to be a viable commercial area – we need people, more height, more land. Lot consolidation is the best way to create the lotting fabric to accommodate more density</p> <p>Contextually yes – infill should still be sympathetic to the neighbourhood. Some limitations are still needed.</p>	<p>Add policy to acknowledge the symbiotic relationship between pedestrian commercial and higher density residential uses</p> <p>Shared and reciprocal siting design</p> <p>Conflict identification and mitigation</p> <p>Protect downtown – supplement with residential.</p>
There are other parts of CP which need to have their heritage preserved as well – but it is more on a site-by-site basis rather than a neighbourhood designation.	Strengthen policy language about heritage preservation in the district
<p>Critical massing size is important in determining appropriate density.</p> <p>Need to be cognizant that if someone is spending (or looking to spend) \$900k on a house, it shouldn't have to look and feel like the 1950's or 1800's.</p>	Recognize that infill can be of-its-time but still complementary and compatible with the existing neighborhood
Being cautious that putting lots of density in these neighbourhoods needs to be possible to support the traffic demands and capacity.	Consider cumulative impacts of infill on existing infrastructure – monitor for necessary upgrades
<p>High quality design is a key issue in determining the success and fit of a development – modern but still sympathetic.</p> <p>There are not a lot of garages in this area. A house built around a garage is the more modern infill</p>	Recognize that infill can be of-its-time but still complementary and compatible with the existing neighborhood

Infill development like Beckwith Square fit better because it has a pedestrian and people-oriented façade at the property line.	
<p>JLR Assessment</p> <p>Found within the Mississippi District – limited vacant land supply. Average density is low – Downtown – limited land supply. High densities. Same applies for Mississippi Transitional</p> <p>Strategic properties offer great opportunity for accommodating growth. Greatly exceed density projection – by almost 3-fold.</p>	<p>Identify transitional density areas between Downtown and the Mississippi Residential District to support commercial uses – this is where the lot consolidation could be used</p> <p>Identify Strategic Properties as our Targeted Growth Areas as “complete community developments”</p>
Architectural review committee – something Ottawa uses. Third party review to provide input on applications.	Explore tools which can help managing expectations for design requirements upfront in the process
Parking concerns for infill sites and requirements for traffic planning by over developing the older neighbourhoods – McNeely traffic jam.	<p>Examine and update parking studies to reflect both needs and aspirations of a walkable community.</p> <p>Acknowledge the work of the Transportation Master Plan to provide a framework for the municipal roads system and recognize land uses appropriate to the infrastructure, both existing and planned</p>

5.2 Highway Commercial District

TABLE 4 – HIGHWAY COMMERCIAL DISTRICT RECOMMENDATIONS

Point Raised	How Can It Be Incorporated?
Redevelopment of Highway 7 Corridor – safer	<p>Emphasis on <u>walkable</u> environments</p> <p>Bypass</p> <p>Through-way traffic</p> <p>Soften the environment – tree plantings</p> <p>Make the road safer – divided median.</p>
Opportunities for residential uses within the district	Add residential uses to permitted uses with specific criteria to determine appropriateness
What is appropriate?	Yes, it is appropriate in many areas – not necessarily all of them. Maybe not along

Transitioning between big box development and mixed use – ground floor comm with upper story res? Not competing with the downtown.	highway 7 itself – noise impacts. 7 and 15 probably not suitable for res. Separated from incompatibility – Pro – good road access for commuters Con – noise; buffering needs; restricted com uses
What type of residential uses would be appropriate?	Medium density – stacked towns Mixed -
Access roads – back lot behind the existing buildings – potential for development framing commercial uses on both sides of the road – deep lots	Emphasis on shared reciprocal access Acknowledging County and MTO road policies
Existing development may not be desirable over the long term Emphasis on Redevelopment and revitalization	Transitioning policies to new uses Replacement of existing with a more modern set of uses Need for a commercial Secondary Plan along Highway 7
Parking lots in the front of the building	Shift away from pedestrian infrastructure
Should highway 7 and McNeely have the same policies? Prefer separate areas to acknowledge the difference in	Recognize a distinction in uses between Highway Comm on McNeely vs. Highway 7
Outlier areas?	Probably not necessary at this point. Look to remove those HC areas further away from the highway
Recognize big boxes as an anchor for the traveling public and supported by supplemental commercials	Protect large format retail and commercial uses in the Highway Commercial designation
Defining what HC should be	To be informed by retail analysis in the post pandemic world
Acknowledging the natural features in the area	opportunities for recreational use tying into the commercial uses using these features as a gateway into the town and emphasis our town as something different stormwater management – quality and quantity control.
Highway 7 and McNeely redevelopment should include sidewalks	Ensure that the Town's Transportation Master Plan is incorporated into the design of future development

Ensure proper buffering between Highway Commercial and adjacent residential areas	Lean on existing municipal design guidelines regarding privacy and screening
Need to differentiate difference between Highway Commercial and Community Commercial	Ensure land uses in either designation are appropriate
Need for redevelopment of older commercial buildings along Highway 7	Lean on Town's Secondary Plan and design guidelines to ensure appropriate look and function of existing sites
Trees and landscaping	Ensure the preservation of existing trees while promoting additional plantings at the time of redevelopment

5.3 Residential District

TABLE 5 – RESIDENTIAL DISTRICT RECOMMENDATIONS

Point Raised	How Can It Be Incorporated?
Concerns regarding on-street parking	Look to Transportation Master Plan to ensure appropriate street cross sections are constructed in new subdivisions
Need longer driveways to accommodate households with multiple vehicles	To keep in mind and implement through the Development Permit By-law
Not enough single detached dwellings in new subdivisions	Consider reviewing density targets and required housing types. This can be difficult as the projected population will require infill and multi-unit development
Imminent need for a school	Lean on Secondary Plan to reserve appropriate land for a local school.
Ensure attached garages are able to accommodate a vehicle to avoid on-street parking	Through the Development Permit by-law, the Town has recently sharpened its development review criteria to ensure that garages are appropriately sized to accommodate vehicles
Safety for children playing in front yards and in street	Lean on the Transportation Master Plan to ensure proper street widths in new subdivisions that will allow for better visibility while being able to accommodate on-street parking
New subdivisions seem insular and “not part of Town”	Through the Development Permit By-law, continue to apply design guidelines that promote brick/stone building façades and compliment the heritage of the Town

Paths, walkways and sidewalks should be incorporated in new plans of subdivisions	Lean on the Transportation Master Plan and Parks and Recreation Master Plan (forthcoming) to require walkable neighbourhoods
Trees and vegetation need to be protected in new subdivisions	Through the Development Permit By-law, ensure that the appropriate urban canopy is protected or planted at the time of subdivision approval
Encourage Additional Residential Units (secondary dwelling units and "granny flats") to help finance the rising cost of homes	Promote Additional Residential Units in all residential areas
Home occupations need to be considered for dwellings in new subdivisions	Consider adding "Home-based Occupation" to residential designations where appropriate
When will Carleton Place reach the threshold to consider public transportation (bus routes)	Continue to consult the Town's Transportation Master Plan (as updated) for public transportation demands

5.4 Green Infrastructure

TABLE 6 – GREEN INFRASTRUCTURE RECOMMENDATIONS

Point Raised	How Can It Be Incorporated?
Promote walkability to reduce vehicle use	Lean on the Transportation Master Plan and Parks and Recreation Master Plan (forthcoming) to require walkable neighbourhoods
Maintain public access to shorelines	Although difficult to require on private property, encourage development to incorporate pedestrian access while protecting views of the water
Maintain existing park and recreations programs	Lean on the Parks and Recreation Master Plan and its recommendations regarding programming
Residential planting programs	Lean on the Parks and Recreation Master Plan and its recommendations regarding programming Consider adding planting program to the Town's Community Improvement Plan (CIP)
Preservation of existing tree canopy	Consider developing a tree inventory as a tool to monitor and regulate the Town's canopy

Consider preserving greenspace South of Highway 7	Through the Secondary Plan and Development Permit By-law
Cash In-lieu of Parkland dedication could be increased	Review comparable municipalities' parkland dedications and consider increase if appropriate
Encourage Low Impact Development (LID) elements in stormwater ponds when possible	Where possible, require LID
Incorporate permeable surfaces, green roofs and ponding areas in new developments	Consider including such design elements as part of the Town's CIP. Encourage LID through policy.
Consider designating additional properties as Natural Environment Districts	The Town may consider a natural heritage assessment of specific areas to identify whether land use designations require changing.

5.5 Affordable Housing

TABLE 7 – AFFORDABLE HOUSING RECOMMENDATIONS

Point Raised	How Can It Be Incorporated?
Work with private sector to promote affordable housing options	Advocate for the need of affordable housing and guide developers to seek out government grants. Potential for grant program through municipal Community Improvement Plan.
Compliment the County of Lanark's efforts to promote affordable housing	Continue to advocate the need for housing options and promote such options through policy (ex: Additional Residential Units / Secondary Dwelling Units)
Encourage Additional Residential Units and secondary dwelling options	Make Additional Housing Units a permitted use in more land use designations.
Need to update Official Plan's definition of "Affordable"	Update language in Official Plan.
New development should be required to provide affordable housing units	Although difficult to impose on private development, the Town will continue to advocate for the need of affordable housing options.
Incentivize developers to provide affordable housing units	Consider creating grant programs through the Town's CIP to incentivize private developers.
Consider reducing parking requirements for affordable housing units to encourage developers to provide affordable housing	Although difficult to justify without the use of "Inclusionary Zoning", Council may investigate

	such incentives to better encourage private investment in affordable housing options.
When will Carleton Place reach the threshold to consider public transportation (bus routes)	Continue to consult the Town's Transportation Master Plan (as updated) for public transportation demands

6.0 CONFORMITY REVIEW

Since the adoption of the Town's current Official Plan in 2015, the Provincial Policy Statement has been amended to reflect important policy changes adopted by Bills 108 and 109. As part of the Official Plan Amendment, JL Richards and Associates reviewed Provincial Policy Statement 2020 and recommended amendments to the Official Plan to conform with the new land use policies.

TABLE 8 – PROVINCIAL POLICY STATEMENT REVIEW

PPS Ref	PPS Statement	Proposed CP OP Policy Amendment
1.2.2	Planning authorities shall engage with Indigenous communities and coordinate on land use planning matters.	<p>7.2.1 Consultation with First Nations Indigenous Communities</p> <p>The Town of Carleton Place is acknowledged to be located on the unceded traditional Omàmiwinini (Algonquin) territory. In acknowledging this Truth comes respect for the land, the people and the shared history of the territory. The Town recognizes the injustices of the past and those that continue today. The Town is committed to reconciliation, and to speaking Truth and working towards Justice in solidarity with Indigenous Peoples.</p> <p>In the spirit of reconciliation, the Town of Carleton Place acknowledges the "free, prior and informed consent" set out in the United Nations Declaration on the Rights of Indigenous Peoples and as adopted by Government of Canada Bill C-15. "Free, prior and informed consent" involves consulting with Indigenous Communities prior to development and gaining consent before moving forward, where appropriate.</p> <p>The Town of Carleton Place will continue efforts to engage with local and regional Indigenous Communities on protocols for land use and development approvals in order to balance the growth and development requirements of the Provincial Policy Statement while acknowledging the traditional knowledge and cultural heritage of traditional Indigenous Communities.</p> <p>The Town acknowledges and values the traditional knowledge and cultural heritage of</p>

		<p>Indigenous Communities and will encourage partnerships to achieve the objectives of the Official Plan, support mutual learning and understanding and strengthen relationships. Involvement and engagement with Indigenous Communities will occur as early as reasonably possible on future planning proposals.</p> <p>The Algonquins of Ontario Indigenous Communities shall be consulted on any Archaeological Studies related to proposed developments where areas of Algonquin Indigenous Interest and/or Native Values and/or the potential for aboriginal Indigenous artifacts to be encountered have been identified.</p> <p>The Algonquins of Ontario Indigenous Communities shall be consulted on any Environmental Impact Studies related to proposed developments where areas of Algonquin Indigenous interest and/or Native Values and/or the potential for aboriginal Indigenous artifacts to be encountered have been identified.</p>
1.2.6.1	Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures.	<p>5.6 Incompatible Land Uses</p> <p>Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures.</p>
1.2.6.2	Where avoidance is not possible in accordance with policy 1.2.6.1, planning authorities shall protect the long-term viability of existing or planned industrial, manufacturing or other uses that are vulnerable to encroachment by ensuring that the planning and development of proposed adjacent sensitive land uses are only permitted if the following are	<p>Every effort shall be made to prevent or minimize future land use conflicts which can arise when incompatible land uses develop in close proximity to one another. Ministry of the Environment guidelines on Land Use Compatibility (Guidelines D-1, D-2, D-4 and D-6 and any other relevant or future MOE Guideline documents) shall be applied when reviewing development and when considering</p>

	<p>demonstrated in accordance with provincial guidelines, standards and procedures:</p> <p>a) there is an identified need for the proposed use;</p> <p>b) alternative locations for the proposed use have been evaluated and there are no reasonable alternative locations;</p> <p>c) adverse effects to the proposed sensitive land use are minimized and mitigated; and</p> <p>d) potential impacts to industrial, manufacturing or other uses are minimized and mitigated.</p>	<p>amendments to this Official Plan or to the Development Permit By-law.</p> <p>Where avoidance is not possible, planning authorities shall protect the long-term viability of existing or planned industrial, manufacturing or other uses that are vulnerable to encroachment by ensuring that the planning and development of proposed adjacent sensitive land uses are only permitted if the following are demonstrated in accordance with provincial guidelines, standards and procedures:</p> <p>a) there is an identified need for the proposed use;</p> <p>b) alternative locations for the proposed use have been evaluated and there are no reasonable alternative locations;</p> <p>c) adverse effects to the proposed sensitive land use are minimized and mitigated; and</p> <p>d) potential impacts to industrial, manufacturing or other uses are minimized and mitigated.</p>
1.3.1c)	<p>facilitating the conditions for economic investment by identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;</p>	<p>No proposed changes derived from PPS 2020</p>
1.3.1d)	<p>encouraging compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities, with consideration of housing policy 1.4;</p>	<p>No proposed changes derived from PPS 2020</p>
1.3.2.3	<p>Within employment areas planned for industrial or manufacturing uses, planning authorities shall prohibit residential uses and prohibit or limit other sensitive land uses that are not ancillary to the primary employment</p>	<p>3.4.1 Objectives</p> <ul style="list-style-type: none"> • To support the expansion of the Town's employment base through flexible land use policies which recognize the dynamic nature of a changing regional economy;

	<p>uses in order to maintain land use compatibility.</p> <p>Employment areas planned for industrial or manufacturing uses should include an appropriate transition to adjacent non-employment areas.</p>	<ul style="list-style-type: none"> •To provide for commercial and industrial uses which require larger land areas; •To ensure access to efficient transportation links; •To provide industrial development opportunities which will not result in land use conflicts; and •To enhance economic development opportunities within the Town of Carleton Place.; and •To appropriately buffer industrial or manufacturing uses to transition to adjacent non-employment areas.
1.3.2.4	<p>Planning authorities may permit conversion of lands within employment areas to non-employment uses through a comprehensive review, only where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for the conversion.</p>	<p>3.4.4 Objectives</p> <p>Council through the Development Permit By-law shall endeavor to maintain the character and scale of development in the Employment District and to ensure appropriate regulatory control. Whenever possible Council shall encourage the development of recreational uses to be integrated into the Employment District to provide for balance and lifestyle benefits.</p> <p>The Development Permit By-law, in accordance with the relevant policies in this Plan, shall apply to new or expanded industrial and business uses in order to regulate the physical character of development and to ensure compatibility with established land uses. Particular attention will be placed on appropriate buffering of the permitted uses from adjacent non-compatible uses as well as ensuring that there is efficient and immediate access to transportation links.</p> <p>Where warranted Ministry of the Environment Guidelines for the separation of industrial uses from sensitive land uses shall be applied in accordance with Section 5.5.</p> <p>Conversion of lands within employment areas to non-employment uses may be permitted through a comprehensive review, initiated by the Town, only where it has been</p>

		demonstrated that the land is not required for employment purposes over the long term and that there is a need for the conversion.
1.4.3a)	establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households and which aligns with applicable housing and homelessness plans.	6.21.1 Affordable housing is defined as follows: housing which is valued at 10% below the average resale price of housing in the regional market area.
1.4.3d)	promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities,	a) in the case of ownership housing, the least expensive of: i. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or ii. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area;
1.4.3f)	establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.	b) in the case of rental housing, the least expensive of: i. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or ii. a unit for which the rent is at or below the average market rent of a unit in the regional market area.
1.5.1a)	Healthy, active communities should be promoted by: planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity;	No proposed changes derived from PPS 2020
1.5.1b)	planning and providing for a full range and equitable distribution of publicly accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources;	No proposed changes derived from PPS 2020

1.5.1c)	providing opportunities for public access to shorelines;	No proposed changes derived from PPS 2020
1.5.1d)	recognizing provincial parks, conservation reserves, and other protected areas, and minimizing negative impacts on these areas.	No proposed changes derived from PPS 2020
1.6.2	Planning authorities should promote green infrastructure to complement infrastructure.	No proposed changes derived from PPS 2020
1.6.3b)	Before consideration is given to developing new infrastructure and public service facilities: opportunities for adaptive re-use should be considered, wherever feasible.	4.3 Built Infrastructure 5. Opportunities for adaptive re-use should be considered, wherever feasible, before consideration is given to developing new infrastructure and public service facilities.
1.6.5	Public service facilities should be co-located in community hubs, where appropriate, to promote cost-effectiveness and facilitate service integration, access to transit and active transportation.	4.3.2 General Policies [...] 4.3.13 Public Service Facilities Public service facilities should be co-located in community hubs, where appropriate, to promote cost-effectiveness and facilitate service integration, access to transit and active transportation.
1.6.7.1	Transportation systems should be provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs.	In coordination with TMP
1.6.7.3	As part of a multimodal transportation system, connectivity within and among transportation systems and modes should be maintained and, where possible, improved including connections which cross jurisdictional boundaries	In coordination with TMP
1.6.7.4	A land use pattern, density and mix of uses should be promoted that minimize the length and number of vehicle trips and support current and future use of transit and active transportation.	In coordination with TMP

1.6.11.1	Planning authorities should provide opportunities for the development of energy supply including electricity generation facilities and transmission and distribution systems, district energy, and renewable energy systems and alternative energy systems, to accommodate current and projected needs.	No proposed changes derived from PPS 2020
1.7.1	<p>Long-term economic prosperity should be supported by:</p> <ul style="list-style-type: none">a. promoting opportunities for economic development and community investment-readiness;b. encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;c. optimizing the long-term availability and use of land, resources, infrastructure and public service facilities;d. maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets;e. encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;f. promoting the redevelopment of brownfield sites;g. providing for an efficient, cost-effective, reliable multimodal transportation system that is integrated with adjacent systems and those of other jurisdictions, and is appropriate to address projected needs to support the movement of goods and people;	No proposed changes derived from PPS 2020

	<p>h. providing opportunities for sustainable tourism development;</p> <p>i. sustaining and enhancing the viability of the agricultural system through protecting agricultural resources, minimizing land use conflicts, providing opportunities to support local food, and maintaining and improving the agrifood network;</p> <p>j. promoting energy conservation and providing opportunities for increased energy supply;</p> <p>k. minimizing negative impacts from a changing climate and considering the ecological benefits provided by nature; and</p> <p>l. encouraging efficient and coordinated communications and telecommunications infrastructure.</p>	
1.8.1	<p>Planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and preparing for the impacts of a changing climate through land use and development patterns which:</p> <p>a) promote compact form and a structure of nodes and corridors;</p> <p>b) promote the use of active transportation and transit in and between residential, employment (including commercial and industrial) and institutional uses and other areas;</p> <p>c) focus major employment, commercial and other travel-intensive land uses on sites which are well served by transit where this exists or is to be developed, or designing these to facilitate the establishment of transit in the future;</p> <p>d) focus freight-intensive land uses to areas well served by major highways,</p>	No proposed changes derived from PPS 2020

	<p>airports, rail facilities and marine facilities;</p> <p>e) encourage transit-supportive development and intensification to improve the mix of employment and housing uses to shorten commute journeys and decrease transportation congestion;</p> <p>f) promote design and orientation which maximizes energy efficiency and conservation, and considers the mitigating effects of vegetation and green infrastructure; and</p> <p>g) maximize vegetation within settlement areas, where feasible.</p>	
2.1.3	<p>Natural heritage systems shall be identified in Ecoregions 6E & 7E1, recognizing that natural heritage systems will vary in size and form in settlement areas, rural areas, and prime agricultural areas.</p>	<p>No amendment required at this time – no features identified.</p>
2.2.1f)	<p>implementing necessary restrictions on development and site alteration to:</p> <ol style="list-style-type: none"> 1. protect all municipal drinking water supplies and designated vulnerable areas; and 2. protect, improve or restore vulnerable surface and ground water, sensitive surface water features and sensitive ground water features, and their hydrologic functions; 	<p>No amendment required at this time.</p>
2.6.1	<p>Significant built heritage resources and significant cultural heritage landscapes shall be conserved.</p>	<p>No proposed changes derived from PPS 2020</p>
2.6.2	<p>Development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.</p>	<p>No proposed changes derived from PPS 2020</p>

2.6.3	Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.	No proposed changes derived from PPS 2020
2.6.4	Planning authorities should consider and promote archaeological management plans and cultural plans in conserving cultural heritage and archaeological resources	No proposed changes derived from PPS 2020
2.6.5	Planning authorities shall engage with Indigenous communities and consider their interests when identifying, protecting and managing cultural heritage and archaeological resources.	No proposed changes derived from PPS 2020
3.1.1	Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of: a) hazardous lands adjacent to the shorelines of the Great Lakes - St. Lawrence River System and large inland lakes which are impacted by flooding hazards, erosion hazards and/or dynamic beach hazards; b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and c) hazardous sites.	No proposed changes derived from PPS 2020
3.1.3	Planning authorities shall prepare for the impacts of a changing climate that may increase the risk associated with natural hazards.	5.0 Safety and Security Policies 5.1 Objectives • identify potential hazards that are constraints to development and pose threats to human life and property; • protect Town residents from natural and human-made hazards;

		<ul style="list-style-type: none"> • ensure that developments on or near natural and human-made hazards recognize and mitigate the potential adverse impacts those sites may have; • provide the Town's requirements for site assessment and clean-up prior to the granting of planning approvals; and • ensure that impacts associated with noise, vibration and air quality are minimized.; and • prepare for the impacts of a changing climate that may increase the risk associated with natural hazards.
3.1.5	<p>Development shall not be permitted to locate in hazardous lands and hazardous sites where the use is:</p> <ul style="list-style-type: none"> a) an institutional use including hospitals, long-term care homes, retirement homes, pre-schools, school nurseries, day cares and schools; b) an essential emergency service such as that provided by fire, police and ambulance stations and electrical substations; or c) uses associated with the disposal, manufacture, treatment or storage of hazardous substances. 	No proposed changes derived from PPS 2020

7.0 NEXT STEPS

Following direction by Committee of the Whole regarding the suitability of the proposed draft amendment, the Town will post notice of the proposed Official Plan, as required by the *Planning Act*, and schedule an Open House and Public Meeting to gather feedback from members of the public and the Ad Hoc Committee.

After a statutory Public Meeting is held, the Project Team will consider comments submitted and prepare a refined final draft by-law of the Official Plan Amendment. If directed by Committee of the Whole, the final draft OPA will be brought forward to Council before being forwarded to the County of Lanark for final adoption.

FIGURE 3 – PUBLIC ENGAGEMENT PROCESS CHART

