



Carleton Place Urban Forest/River Corridor Advisory Committee

Minutes of meeting May 28, 2025

7:00 p.m. (Library)

Next Regular Monthly Meeting:

June 25, 2025, 7pm (Library)

Attendance:

Janet McGinnis (Chair) Joanne Woodhouse, Kelly Vieira, Councilor Mark Hinton, Irene Tobis, Dale Moulton, Doreen Donald

Regrets: Jim McCreedy, Daniel Brumer

1. Welcome/opening remarks (declarations of conflict of interest)
 - No conflicts declared

2. Approval of the Agenda

Moved by: Mark Hinton

"That the agenda be approved"

Seconded by: Dale Moulton

CARRIED

3. Approval of Minutes: April 23, 2025 meeting

Moved by: Kelly Vieira

"That the minutes of April 23, 2025 be approved"

Seconded by: Mark Hinton

CARRIED

4. Business Arising from April 23 meeting:

Residential tree Program

- o Another very successful presentations with many questions
- o Only 6 trees are remaining out of 125 trees
- o Mark will find out how much the Town pays for the trees

University or Toronto Tour - May 16

- o The tour went well – visited CP Junction, Riverside Park, Mississippi Quays & Hackberry Park
- o very impressed with quality of education, covered a lot of ground, Jim was very informative and it seemed like the students got a lot out of it
- o
- o Astrid suggested that the trees in Hackberry Park could use a good mulching and an arborist may be able to do this for free since they sometimes have to pay to dispose of wood chips
- o While the group was at Riverside Park there was a Town crew using string grass trimmers next to trees
- o Do the Town's grass trimmers use metal or plastic cord – should they be using blades to reduce microplastics?
- o only the new trees seem to have mulch – do they put mulch in place on a rotational basis?

Earthfest

- o The UFRC booth had a lot of traffic, a number of people talked about the residential tree program and appreciated that program
- o Gave away all 110 trees

- There was so much going on that day in Town and that may have stretched people across the events
- Logistics: we had our tables set up and people standing in front of them. Next time we should stand behind the table. Some booths had a better set up. Could look at putting the display boards on the ground
- Two tables worked out well and the banner was good

5. Correspondence:

Environment Committee minutes (May 5)

- sent out to the committee from Janet

Notice of Public Meeting (June 10) for the Development Permit By-law

- The Town previously held an open house
- this opportunity on June 10th is a more formal meeting which is going to Council
- The Town has already had a public meeting but there have been so many revisions that they need to have a second public meeting to discuss the final draft
- Committee members can send in comments or you can register as a delegate, Janet could speak as a chair of our committee
- The Development Permit By-law will go to Council for approval on June 24th
- Carleton Place is one of two municipalities in Ontario that have a development permit bylaw (similar to a zoning bylaw)
- Carleton Place just increased the development permit fees
- Development Permit fees are different from the Development Permit bylaw
- A development permit bylaw has more control than a zoning bylaw

6. Tree Inventory

Orientation night

- Took place on May 27th with two of the volunteers and several committee members
- Jessica from the Town has sent us information about insurance for volunteers
- Notice cards have gone out to Grant St, Julian St and Henderson St.
- On Tuesday, June 3rd, we will start on Grant Street to get ahead of the construction, followed by Julian and Henderson
- Franktown Road will be our next spot
- hoping to get the manor done in June and if we have time we might start another neighbourhood – open to ideas on where to go next
- right now we are interested in finding out what our canopy percentage is, where we need to plant, and we are looking for mono cultures
- all the information that we gather will be going into the Town's asset database
- very important that the volunteers do the training – they are not insured until they do the training

Logistics

- two people more potential volunteers signed up at the plant sale – we have not heard back about whether they can help
- we have two students and one other potential volunteer
- Joanne to send out Doodle poll to see who can commit to what days
- Also send out the name of app and plant net a free app (camera use)
- take Mark and Doreen off the e-mail chain
- need to have Tree Count app and move away from paper
- volunteers will keep shirts for the duration of the inventory
- Joanne to send Janet master list of volunteers

7. Development Permit By-law review

- public meeting on the June 10th, Janet and Jim have put forward some comments
- if committee members have comments, and they fall under the committee mandate then the comments can be included as committee comments
- noted use of mm vs. cm in the by-law
- two incorrect areas marked in Schedule A that Janet found
- Janet will continue to go through it
- It will be at the discretion of the Chair as to whether the UFRC advisory committee will make a delegation to Council – need to let Stacey know beforehand

8. Other Business - none

Adjournment: Moved by Dale Moulton

“That this meeting be adjourned”

CARRIED

Meeting adjourned at 8:15

Meeting Dates 2025: June 25, September 11 (Thursday), October 22, November 26