



Carleton Place Urban Forest/River Corridor Advisory Committee

Minutes of meeting January 28, 2026

7:00 p.m. (Library)

Next Regular Monthly Meeting: Feb. 25 2026, 7pm (Library)

Attendance:

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

Regrets: Dean Smith

1. Welcome/opening remarks (declarations of conflict of interest)
 - no conflict of interest, quorum is achieved

2. Approval of the Agenda
 - Moved by: Doreen Donald
 - “That the agenda be approved”
 - Seconded by: Dale Moulton
 - CARRIED

3. Approval of Minutes: November 26, 2025 meeting
 - Moved by: Jim McCready
 - “That the minutes from November 26, 2026 be approved”
 - Seconded by: Kelly Vieira
 - CARRIED

4. Business Arising from November 26, 2025
 - Earthfest 2026 has been cancelled
 - Consider another event to profile the committee - perhaps Summerfest (July 26)?
 - University of Toronto student tour still planned [follow up note from Jim that tour will take place on May 15th, 2026]

5. Correspondence:
 - Environmental Advisory Committee minutes of January 5, 2025 - Janet forwarded to the committee
 - Niki Dwyer is amending/updating Tree Preservation Plan - there have been no amendments to reflect the new OP, because DP is still not in effect. The DP is being appealed. Changes will be made to the OP but the DP cannot be amended at this time.

6. Homeowners Planting Program (bare root tree program):
 - Janet sent the information from the Town
 - At the November meeting it was discussed that more information was needed on the tree species but now we know that tree descriptions were already in place. The Town created them last year as part of the new system.
 - This is the 2026 list with some new species
 - o Autumn blaze maple - 20
 - o Sugar maple - 15
 - o Red oak - 10
 - o Hackberry - 5
 - o Pin cherry - 15
 - o Service Berry - 10

- Macintosh - 15
- Cortland - 15
- Honey locust - 10
- Eastern red bud - 10 (smaller shrub, very showy)
- 125 total
- Did not want to reduce the total number of trees
- The number of each species depends on how previous year's sales go
- Leftover trees get planted somewhere in town

- Irene - did not have a good experience with her Cortland tree. She did not know that the apples are inedible unless you spray. People should be aware that getting fruit off the trees will take some effort.
- We will ask Liam to relay any feedback on the trees
- Tree planting webinar/demo
- Would there be a benefit to having a demonstration of how to plant the tree? We used to do that but after Covid we moved to online. The online forum is more accessible.
- This year, we can schedule the demonstration and mention the timing during the online presentation. We'll create a video of the demonstration that can be used going forward. We will work with the Town on this.
- Timing of webinar depends on when trees are delivered
- Jim will talk to Liam about the in-person demo
- May 6th for webinar potentially, in person demo sometime after - we'll confirm at a later date when we have more information

7. Tree Inventory

- We've completed some areas, finished off to Franktown Road.
- Dale found the list of the trees that need to be re-measured - it is in an area over by Jim's house.
- Janet measured some trees in the industrial park that will need geolocating
- March 5th is a sign-up night in Town – we could try this out to get volunteers, Janet and Kelly are available. Dale might be.
- Mark has the display panels that we could use on March 5th
- Dale is talking to the town about using their cloud storage for our data
- Ask Niki - is there any way for us to calculate the tree canopy using imagery?
- Jim will ask Ottawa how they came up with their percentage of tree canopy.
- In 2026, we will inventory the area of Coleman to Lake Avenue and Franktown to Park
- It is an ongoing project and progress depends on volunteers
- Should take photos this year and Amanda can put the photos on social media
- Start week of May 25th, work through June - one weekday night and Saturday morning
- Doodle poll once we have our volunteers for which weekday
- Break for summer depending on availability and continue in fall
- Need to distribute notices to households prior to May
- Volunteer requirement were a deterrent last year
- Janet will ask the Town if that is still a requirement

8. Planning

McArthur Island development

- Staged development
- Issues with losing larger Hackberry trees as they cleaned out an area for parking
- Alterations to the wetland designations, the flood line may have shifted
- Should still try and stick to the 30m setback
- We need a tree preservation plan and we need a landscape plan (we got this but it only covered a small part of the island)
- Jim has walked the area with the owner years ago
- Mark indicated that Council reviewed the strategic properties in Town. The interim bylaw was coming to an end the only strategic property that had anything approved was the Findlay Foundry. The Town did not want to make changes to the bylaw.
- Completion of Phase 1 has maybe triggering this review
- This is a DP1 application meaning the planning dept. can approve this kind of application. Council does not have to approve this.
- Comments before Feb 20
- Janet will ask for more time because many members could not open the information in the form that it was sent (after the next meeting)
- Tree planting plan should be the focus.
- Only native species should be planted on McArthur Island

DP-13-2025 - 287 Bridge Street

- Infill lot on the north side of Town - small lot
- Multi story building is planned
- Janet asked about tree preservation and there are two trees that are expected to remain on the site
- Janet sent the tree protection details so that the constructor can know how to protect the trees
- Not a lot of space for more trees, if they can keep what they've got that would be good

Notre Dame HS

- Changing their planting plan and moving six trees
- Same number of trees but in a different location.

9. Communication;

Webpage

- At the last meeting there was some discussion of improving the committee's webpage and it was agreed that we should have more information.
- We also need to take more photos
- www.online.carletonplace.ca has tree descriptions - Mark will contact Amanda to schedule some time to address concerns with the descriptions
- Irene will summarize the concerns with the website and opportunities for improvement, Dean and Irene have already been working together on this
- Pay particular attention to images for copyright issues – could be fined by legal firms
- ChatGPT is helpful for coming up with tree descriptions and image but ask for source of images to check if it is public domain
- Don't need changes to what is on there right now, we just need descriptions for the new trees that are being added to the program.
- Could have more descriptions on the committee's page

10. Other Business

Buckthorn Removal

- There is a lot of it, and we don't know if we can remove it but it is on the agenda for 2026
- ONT Invasive Species Council has best practices for removal and success stories
- First step is to see what the recommendations are
- If possible, we can select a site this year on public property to test out techniques
- Removal will be a multi-year process
- Signage by the test plot would increase awareness
- Two test sites testing different removal methods? – do some research before deciding
- Doreen will research and bring to the next meeting
- Choosing of site will be important - need to consider erosion control and stormwater run off

Road Salt Use

- Road salt poisons trees and rivers and causes corrosion
- With increased temperature swings we are using more and more salt
- To reduce slips and falls we are increasing other environmental risks
- Ottawa River Keeper has resources on their website about reducing salt use - educational material for homeowners
- Road salt not effective below -10, also for melting not for grit
- Have observed salt being used ahead of snow which is not the right way to use it
- Can we put something on our webpage about appropriate uses for road salt and alternatives?
- Town is liable to keep the streets safe but we can provide information to homeowners to consider when applying road salt on their properties
- Could collaborate with Environment Advisory Committee

Adjournment: Moved by Dale Moulton

“That this meeting be adjourned”

CARRIED

Meeting adjourned at 9:00pm

2026 Meeting Dates: February 25th, March 25th, April 22nd