

CPEAC Meeting | MINUTES

December 1, 2019 | 6:30pm | Meeting location Carleton Place Library

Meeting called by	Bill Slade (Chair)	Present: Mayor Doug Black, Jeff Atkinson, Diane Smithson (CAO), Joanna Bowes (Planner), Jack Havel, Jeff, Colin MacDuff, Natalika Culhane, Jamie DeBaie Regrets: Kyle McCulloch, Randy Marten
Type of meeting	Committee Meeting	
Facilitator		
Secretary	Tracy Kwissa	

Meeting called to Order at 6:30 pm

Approval of Agenda Motion by Dena Comely and seconded by Jack Havel

Approval of Minutes Motion by Jack Havel, seconded by Dena Comely

Welcome two new members Jack Havel, student at CPHS and Colin MacDuff retired geography teacher,

Round Table to make introductions.

Diane Smithson CAO to discuss Code of Conduct for Committees of Council. Joanna Bowes to do a presentation about current and future planning for land use in Carleton Place

Looking for input from committee regarding planning for the South of 7 Development plan.

AGENDA TOPICS

Time allotted 45 minutes | **Time** 6:35 | **Agenda topic** Planning Department | **Presenter** Joanna Bowes

There are 2050 homes under permit or review currently for development in Carleton Place, including townhomes, high density (apartments) etc. We have 510, 000 square feet of commercial space and 675, 000 square feet of employment lands also under permit or review. Applications for development have increased by

Commercial and Health Care:

Rivera long term care home 128 long term care beds, located in health campus

Daycare adding on to the existing building

Comfort Inn 72 Unit Hotel with a pool, conference rooms, and a restaurant

Dentist office coming to Health Campus

Private Daycare, Roe Street

Benson Auto Parts, expansion

NAPA new building on Roe Street

Burr Oak is a concern to Urban Forest Committee. The Town has plans to increase the Tree Canopy in Carleton Place. Tree cutting bylaw is currently at the County, but not enforced, so Staff are working on a municipal bylaw. Topsoil By-law is being worked by the Engineering dept. Public Works: Dave Young RFP recycle plan, federal and provincial plans coming, so doing research to see what is the most viable for our Municipality.

Composting program is prohibitive, to buy bins etc. Town subsidizes the backyard composting. Committee would like to host compost workshops, do the workshop and get a compost bin. Joanna suggested we have a brochure that talks about our programs to give to developers. Have video clips on town website to educate about composting, recycling, anti-idling, etc.

Bill 108 Municipalities can charge a community benefits charge for soft services such as pools, library, daycare, schools etc.

Growth Related projects are subject to development charges: policy is being reviewed for things like roads, sewage, sidewalks etc. (infrastructure) to see how much we should be charging based on actual growth.

Official Plan is under review and the Committee has been invited to review it and submit comments and ideas.

Action items	Person responsible	Deadline
Planner would like input from the Committee regarding Environmental concerns surrounding current and future development	All	Ongoing

Time allotted 10 minutes | *Time* 7:20 pm | *Agenda topic* Code of Conduct | *Presenter* Diane Smithson, CAO

Media Relations and Communications: members of the Committee must be clear that they are voicing opinions as individuals not as committee members

Action items	Person responsible	Deadline
Follow Code of Conduct	All	Ongoing

Kyle: Anti-Idling Bylaw final report due June 30, 2020, Education Campaign is to be happening now to June 2020, no supplementary officers (currently have two full time bylaw officers)

Jeff: proposed policy for COW, committees can have up to 2 youth members without taking up seats needed to vote and have quorum. Must be 16 years old. Allow a Vice Chair to be chosen by Committee

Bill: stepping down as Chair December 31, 2019. We will have an election to vote on Vice Chair and Chair at the meeting in January 2020

Dena: Committee Facebook Page should only be for info that has been approved by the Town

Jeff: Terms of Reference say we must only meet 4 times a year and we can still meet monthly but use those times to host compost workshops or information nights etc. and submit minutes only for the four official meetings

Dena: Terms of Reference can we include that the Town will provide meeting room, email addresses etc.
Boardroom at Library is booked for 2020 in its entirety

Climate Change Action Plan needs to be reviewed and edited before it goes to Council.

Action items

Person responsible Deadline

None currently

Meeting adjourned 7:58 called by Jamie DeBaie