

## **COMMUNICATION 132060**

Received From: Niki Dwyer, MCIP RPP, Director of Development Services  
Addressed To: Committee of the Whole  
Date: April 27, 2021  
Topic: Carleton Place Official Plan Review

### **BACKGROUND**

The purpose of this report is to revisit the discussion of the March 9<sup>th</sup> meeting of Committee of the Whole, where the Committee requested more time to consider the scope of policy review for the current official plan and engage directly with the Director regarding specific options.

From these direct conversations and in the course of Council discussions pertaining to application reviews, the Settlement Boundary review and strategic priorities, staff is suggesting the following policy review scope.

### **COMMENTS**

Staff suggested that the Town retain the services of an external consultant to assist in the targeted review of certain policy areas. This process is intended to take approximately 18 months to complete and offers a “local plan” based on visions within the community.

Staff propose establishing a community ad-hoc committee (through open call) to inform and provide suggestions to each of the policy sections subject to review.

Through the management of the Director of Development Services, staff will work as a conduit between the community and the consultant to present Council with a “made in Carleton Place” policy that updates and strengthens the current Official Plan in key areas.

It is also noted that the 10-Year Capital Plan and corresponding Development Charges Study has forecasted the need to review the Official Plan which was based on a budgeted amount of \$75,000 for use in 2021, \$37,500 of which will be funded by the Development Charges reserve fund.

The policy sections suggested for review include the following:

#### **1. Policies 3.1 and 3.2 Mississippi District:**

- a. Will address permitted uses in the downtown commercial, transitional and residential areas; and
- b. Will address a “theme” and “character” of the mature neighbourhood and establish appropriate revitalization opportunities.

#### **2. Policy 3.5 Residential District:**

- a. Will address minimum design criteria for new “greenfield” subdivisions including street cross sections, mix of housing, park and public space requirements, storm pond requirements, re-forestation and naturalization programs, etc.
- b. Will also address density targets currently applied to reflect those recommended through the Settlement Boundary review;

- c. Will amend the “unlimited” density provisions for infill sites under 3ha; and
- d. Will include further enabling policies encouraging Secondary Dwelling Units.

**3. Policy 4.1 Green Infrastructure:**

- a. Will broaden the application of natural heritage policies within the Town; and
- b. Will evaluate the inclusion of climate change adaptation policies.

**4. Policy 6.21.1 Affordable Housing:**

- a. Will strengthen language around the provision of affordable housing;
- b. Will update the definition of affordable housing to be consistent with the Provincial Policy Statement; and
- c. Will seek proactive solutions to encouraging affordable housing.

**5. Overall:**

- a. Will update and amend language and policies to reflect current County Official Plan, Provincial Policy Statement and Planning Act requirements; and
- b. Will adopt (as needed) amendments as recommended by the Settlement Boundary Review.

While staff remain open to suggestions regarding the scope of the review, it is imperative that once Council provides acceptance to the scope, the project proceed according to the agreed upon framework. Change orders and expansion of the topics will add additional costs, or more significantly, time to the work plan and will inhibit the review team’s ability to deliver an amendment within the projected 18 months.

To illustrate the estimated deliverables and timeline for the completion of the study, a draft gantt chart has been attached as Schedule A. It is noted that while the municipal work on the project is anticipated to wrap up within 13 months, the remaining portion of the review is subject to the County of Lanark’s capacity to process a review of such magnitude.

Staff has also been careful to schedule major Council decision-making milestones outside of the summer recess period and prior to any possible “lame-duck” period associated with the 2022 election.

In order to expedite the work schedule, staff recommends sole sourcing the review to JL Richards and Associates. JL Richards and Associates is presently undertaking the Settlement Area Review (Step 1 of the Comprehensive Review which was awarded based on an RFP) and is familiar with the existing Official Plan policy, the servicing and infrastructure considerations within the community and a great deal of the local socio-cultural context of the Town of Carleton Place. The policy amendment is a logical and reasonable extension to their existing contract for service.

**FINANCIAL IMPLICATIONS**

Based on Council’s approval of the scope of work, staff will obtain a proposal from JL Richards to undertake the review. Should the proposal be within the Town’s budget for the Official Plan project, by virtue of the staff recommendation below, staff will enter into the contract extension.

Should the amount of proposal exceed the Town's budget, staff will seek further guidance from Council at a future meeting.

**STAFF RECOMMENDATION:**

THAT Committee authorize staff to undertake a review of certain sections of the Town of Carleton Place Official Plan through the Comprehensive Review in accordance with the Director of Development Services' report dated April 27, 2021; and

THAT staff be directed to extend JL Richards and Associates' existing contract to incorporate this additional scope of work subject to being within budget.

## Appendix A – General Timeline for Work

[illegible]