



Planning and Protection Committee Agenda  
for February 6, 2018, to be held in  
the Council Chambers at 7:00 p.m.

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- 1) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF – now or anytime during the meeting**
  - 2) **PUBLIC MEETING - None**
  - 3) **REGISTRATION OF PUBLIC WISHING TO SPEAK**
  - 4) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
  - 5) **IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVE THIS ADDENDUM?**
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**COMMUNICATION 129065**

Received from: Les Reynolds, Director of Protective Services  
Addressed to: Planning and Protection Committee  
Date: January 29, 2018  
Topic: Ocean Wave Fire Company Activity Report

**SUMMARY**

The December 2017 activity report for the OWFC is attached.

**COMMENT**

For information only.

**STAFF RECOMMENDATION**

Receive and record.

**COMMITTEE DECISION**

**COMMUNICATION 129066**

Received from Joanna Bowes, Manager of Development Services  
Addressed to Planning and Protection Committee  
Date January 29, 2018  
Topic Planning Department Monthly Activity Report

**SUMMARY**

The January 2018 monthly activity report for the planning department is attached.

**COMMENT**

For information only.

**STAFF RECOMMENDATION**

Receive and record.

**COMMITTEE DECISION**

**COMMUNICATION 129067**

Received from: Les Reynolds, Director of Protective Services  
Addressed to: Planning and Protection Committee  
Date: February 1, 2018  
Topic: Dog Pound

**SUMMARY**

We were recently advised by the owners of Lanark Animal Pound, who have been our dog pound-keepers for the last two years, that they are ceasing operation. This necessitated searching for a new service provider. Almonte Veterinary Services have agreed to provide this service as per the attached DRAFT agreement for an initial term of 6 months with an option to extend it. They have reached a similar agreement with Mississippi Mills.

**COMMENT**

Cats will continue to be impounded at LAWS in Drummond North Elmsley Township, but this new arrangement for dogs will actually be more convenient for most of our residents.

**STAFF RECOMMENDATION**

That the Mayor and Clerk be authorized to sign the attached service agreement between Almonte Veterinary Services (AVS) and the Town of Carleton Place.

**COMMITTEE DECISION**

## **COMMUNICATION 129068**

Received From: Les Reynolds, Director of Protective Services  
Addressed To: Planning and Protection Committee  
Date: February 1, 2018  
Topic: Draft Regulations under the Fire Prevention & Protection Act 1997

### **SUMMARY**

In January 2017 the Ministry of Community Safety and Correctional Services (MCSCS) established a Fire Safety Technical Table (FSTT). The FSTT was tasked with developing recommendations to the MCSCS to enhance fire safety in Ontario. Membership of the FSTT included representatives from the Ontario Association of Fire Chiefs, the Ontario Professional Firefighters Association, AMO, Firefighters Association of Ontario and many fire services including volunteer, composite and fully career departments.

The MCSCS has released two draft regulations for public comment. AMO has issued an update urging all municipalities to comment by March 11. The draft regulations are related to mandatory firefighter training and certification and a mandatory requirement to complete comprehensive community risk assessments.

Firefighter Certification:

- All firefighters must be certified to the applicable NFPA standard for any duties they are expected to perform, from exterior only attack to technical rescues and hazardous materials responses
- The municipality retains the right to determine the appropriate level of fire protection services for their community, but once that level is determined their fire chief is required to ensure their personnel are trained and certified
- By 2024 and every five years thereafter every municipality is required to complete a community risk assessment and use that assessment to inform their decisions about the provision of fire protection services. The assessment must be reviewed annually
- The assessment must consider at least nine mandatory profiles, such as building stock, demographics, hazards and loss history.

### **COMMENT**

Our firefighters have been training to the NFPA standards since 2014 and have either been granted equivalency through proof of past experience (grandfathering) or have attained their NFPA certification. Any gaps are being addressed and all new recruits will be required to attain NFPA 1001 Level 2 certification within two years of being hired.

### **STAFF RECOMMENDATION**

To be discussed.

### **COMMITTEE DECISION**

**COMMUNICATION 129069**

Received from: Joanna Bowes, Manager of Development Services  
Addressed to: Planning and Protection Committee  
Date: February 1, 2018  
Topic: Appointment of Andrew Willows as Deputy CBO

**SUMMARY**

Andrew Willows, who is currently the Town’s Building Inspector/Plans Examiner, has met the requirements of the Ontario Building Code to qualify as a Deputy Chief Building Official.

**COMMENT**

Many departments have deputy positions in place. It is deemed necessary to have a staff person appointed as Deputy Chief Building Official so that in the absence of the Chief Building Official, the department will have a staff person with signing authority.

**STAFF RECOMMENDATION**

THAT a by-law to appoint Andrew Willows as Deputy Chief Building Official be forwarded to Council.

**COMMITTEE DECISION**

**COMMUNICATION 129070**

Received from: Joanna Bowes, Manager of Development Services  
Addressed to: Planning and Protection Committee  
Date: February 1, 2018  
Topic: Development Charges Rebate

**SUMMARY**

The Province is looking to receive Expressions of Interest (EOI) regarding a new program they are proposing which would enable municipalities to collect Development Charges from developers and then, through provincial funding, rebate the charges either partially or in full to developers. The intent would be to have the municipality provide this service rather than the province. The province is looking to provide 125 million dollars over the next 5 years. Expressions of interest must begin February 16, 2018 and be completed and submitted by March 2, 2018.

**129070 Continued**

**COMMENT**

The Manager of Development Services will be away during this period of time. The expression of interest was forwarded to Jane Almond, the Town's Planning Consultant, in order to determine whether this is a feasible time period in which to gather the appropriate information and submit an EOI. It has since been determined that the Expression of Interest could be done within the set time period at a reasonable cost (approximately 3 full days).

Submissions are to be reviewed between March and April of 2018. Early spring of 2018 the amounts allocated to each municipality will be announced and Transfer Payments Agreements will be signed in the spring of 2018.

**STAFF RECOMMENDATION**

That Staff draft an expression of interest to send to it to the Province for review.

**COMMITTEE DECISION**

**COMMUNICATION 129060**

Received from: Joanna Bowes, Manager of Development Services  
Addressed to: Planning and Protection Committee  
Date: January 4, 2018  
Topic: Munro Street Draft Conditions

**SUMMARY**

An application has been received from J.L. Richards on behalf of Brigil Homes located north of King Street, south of Lake Avenue E between Francis Street and Carmel Streets. A public meeting was advertised and completed on January 23, 2018.

**COMMENT**

A public meeting was held on January 23, 2018 at 8 pm to discuss the proposed 42 townhouse unit subdivision. The proposal as submitted is consistent with the Provincial Policy Statement and complies with the County Official Plan and the Carleton Place Official Plan. The application generally meets the requirements of the Development Permit By-law.

**129060 Continued**

**UPDATE- JANUARY 23, 2018**

At the public meeting held on January 23, 2018 and the subsequent Planning and Protection Committee meeting, Munro Street subdivision was discussed. The staff recommendation at the time was that staff proceed with preparing Draft Conditions. This has now been completed. Attached is the list of draft conditions for review and approval.

**STAFF RECOMMENDATION**

THAT the draft conditions for Munro Street Subdivision be forwarded to the County of Lanark for approval.

**COMMITTEE DECISION**

**COMMUNICATION 128315**

Received from: Joanna Bowes, Manager of Development Services  
Addressed to: Planning and Protection Committee  
Date: July 18, 2017  
Topic: Bodnar Subdivision 09-T-17001

**SUMMARY**

Stantec has submitted an application for subdivision on behalf of 1332741 Ontario Inc. located between Lake Avenue West and Highway 7, adjacent to Roy Brown Park. A public meeting was advertised and completed on July 25, 2017.

**COMMENT**

A public meeting was held on July 25, 2017 at 8 pm to discuss the proposed 582-unit subdivision. The proposal as submitted is consistent with the Provincial Policy Statement and complies with the County Official Plan and the Carleton Place Official Plan. The application generally meets the requirements of the Development Permit By-law but will require a Development Permit to recognize a maximum 9.3m front yard setback for the townhouse units. This request is made in order to improve parking in the development.

**UPDATE- FEBRUARY 6, 2018**

At the public meeting held July 25, 2017 the committee decisions read “That staff review feedback from the public meeting and work with the developer to ensure feedback is addressed and then prepare draft conditions for review by Council and that notice for the meeting at which the draft conditions will be discussed be placed in Municipal Matters and provided to interested members of the Public – Bring Forward.”

**128315 Continued**

The Town arranged for a peer review of the engineering work done by the developer. Multiple meetings were held over the last several months to work out details related to the subdivision to help move it forward to the draft condition stage. Members of the public who expressed interest, the Urban Forest Committee representative, Mississippi Valley Conservation Authority, members of Council, the developer and the peer reviewer were present at various meetings and then together at one final meeting to review the findings of the revised plans and the peer reviewer's comments. Based on all of this feedback, staff have prepared the attached proposed draft conditions. Of the 58 different conditions, the majority of the discussion has centered around condition 20 and 21, stormwater management. The Town has a keen interest in the stormwater system. The Town operated the Municipal Drinking Water Supply which draws water not far downstream from the proposed development. Furthermore, after the stormwater management system is designed by the Developer, endorsed by the MVCA, approved by MOECC and then constructed by the developer, in the end, the Town will be the owner of the stormwater management system and responsible for its operation.

MVCA has prepared the following draft conditions related to stormwater management:

1. Prior to final approval, the Owner shall prepare a detailed stormwater management design. The design shall demonstrate how the stormwater runoff from the subdivision will be accommodated and shall address both water quantity and quality and sediment and erosion control both during and after construction. The design shall include, but not be limited to the following:
  - a. A runoff volume control target (RVCT) of 27mm employing the principles documented in Section 4 of the Runoff Volume Control Targets for Ontario Final Report (MOECC, October 2016);
  - b. Employ the stormwater management control hierarchy of 1) Low Impact Development retention (on-site controls), 2) Low Impact Development volume capture and release and 3) other volume retention and release (ie. end of pipe facility);
  - c. Consideration of site conditions (eg. depth of bedrock, potential impact on existing adjacent wells);
  - d. As part of the detailed stormwater management design, a review will be undertaken to assess the extent of the RVCT that can be addressed through LID features. Following this review, a re-evaluation of the design of the end of the pipe facility shall be considered;
  - e. Control measures required to address potential impact of the discharge of runoff on the riverine wetland;
  - f. A Grading and Drainage Plan showing 1:100 year ponding elevations and limits; and
  - g. A sediment and Erosion Control Plan to be used during construction.

**128315 Continued**

2. The Owner shall prepare and distribute educational materials for homeowners describing the purpose, function, importance and care of the LID features incorporated into the subdivision.
3. The Owner acknowledges that the Riverine Wetland is subject to the Mississippi Valley Conservation Authority's "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation, made under Section 28 of the Conservation Authorities Act, R.S.O. 1990, c.C27, as amended. The regulation requires that the Owner of the property obtain a permit from the Conservation Authority prior to completing any site alteration and development within a regulated area. Any application received in this regard will be assessed within the context of approved policies for the administration of the regulation.
4. The Owner shall adhere to the recommended mitigative measures outlines in the Environmental Impact Statement prepared by Muncaster Environmental Planning Inc. dated March 28, 2016.
5. As outlined in document entitled Stormwater Management Solution and Riverine Wetlands, prepared by Muncaster Environmental Planning Inc, dated January 2018, the Owner agrees to sample the riverine wetland and the swale that drains into the wetland, for fish and fish habitat during higher flows in the spring of 2018. A request for review will be submitted to the Department of Fisheries and Oceans if fish utilisation is observed
6. As part of the final approved plan of subdivision, a constraints map shall be prepared which delineates the 1:100 year flood line, MVCA's Regulation Limit, location of silt fencing, and location of snow storage. Pursuant to Ontario Regulation 153/06, a permit is required from MVCA for any development or site alteration within MVCA's Regulation Limit.
7. Protective fencing shall be erected in line with MVCA's Regulation Limit, prior to any site preparation works within the Subdivision, to ensure no disturbance of natural heritage features and no works within the 1:100 year flood plain and other MVCA Regulated areas, to the satisfaction of the Conservation Authority.

The Town's peer review engineer has reviewed the Developer's preliminary stormwater management plan and MVCA's proposed draft conditions. The peer review engineer identified a number of technical details that need to be addressed by the Developer during the detailed design. The peer review engineer also questions the validity of MVCA's condition that requires the Developer to comply with a document that is not accepted by MOECC (condition 1a above). While this document is not accepted by MOECC and will likely undergo considerable change, the underlying philosophy seems to reflect the provincial direction so the Town should not be unduly concerned with this condition, especially since condition 1c recognizes the limits of this particular site.

**128315 Continued**

To complement the MVCA's condition, staff recommend the following condition from the Town related to stormwater management;

That the Owner design and construct a stormwater system with a multi-barrier treatment train that includes:

- House hold rain barrels that capture roof runoff
- Infiltrating LID features in areas of the subdivision with sufficient cover over the rock and located such that they do not pose a threat to the existing adjacent wells
- Stormwater Management Pond facility
- Outlet swale.

That the Owner also design and construct a minor stormwater system that includes an oil/grit separator and conveys flows in a pipe along Lake Avenue West prior to discharge in the river.

The design and construction thereof must address all of the peer reviewer's comments and be to the satisfaction of the Town. Furthermore, the Owner will fund the cost for the Town to engage a peer review firm to provide advice during the design and construction of the stormwater system.

It is felt that the recommendations made by the peer reviewers adequately addressed the concerns brought forward, although it was recognized by the Town that many of the concerns brought forward will have to be addressed at the detailed design stage of the process.

This meeting was advertised in Municipal Matters on January 25, 2018.

**STAFF RECOMMENDATION**

THAT the attached revised draft conditions for the Bodnar Subdivision be forwarded to the County.

**COMMITTEE DECISION**

# OWFC Activity Report

## December 2017

<b>EMERGENCY CALLS</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>YTD</b>	<b>YOY</b>
<b>Fire related</b>	1	2	1	6	0	4	3	3	2	4	3	1	30	-4
<b>CO Alarms</b>	3	1	3	4	3	0	1	2	1	0	2	0	20	9
<b>False Alarms</b>	8	4	1	4	6	9	8	10	6	11	3	2	72	5
<b>MVC</b>	0	4	1	2	2	1	3	0	1	1	2	3	20	13
<b>Medical Assist</b>	0	1	1	0	1	0	1	2	1	1	1	3	4	-2
<b>Mutual Aid</b>	1	0	0	1	1	0	1	0	3	1	0	0	8	2
<b>Other</b>	3	1	1	2	2	6	3	0	1	3	4	5	31	4
<b>Total</b>	16	13	8	19	15	20	20	17	15	21	15	14	193	35
<b>Automatic Aid to Miss. Mills (incl. in above calls)</b>	3	0	2	2	2	1	1	0	0	1	2	3	17	3
<b>NON-EMERGENCY CALLS</b>														
<b>Meetings</b>	1	1	1	1	1	1	1	1	1	1	0	1	11	-1
<b>Training</b>	3	3	2	1	2	3	1	1	2	2	2	2	24	-8
<b>Other</b>	0	0	1	1	4	1	1	1	1	3	3	0	16	0
<b>Total</b>	4	4	4	3	7	5	3	3	4	6	5	3	51	-9
<b>TOTAL CALLS</b>	20	17	12	22	22	25	23	20	19	27	20	17	244	26
<b>Avg. Response (%) All Calls</b>	48%	46%	39%	51%	55%	47%	38%	35%	42%	48%	56%	49%	46%	-5%
<b>Avg. Response (%) Mon-Fri 6am-6pm</b>	36%	31%	35%	50%	55%	41%	37%	35%	42%	47%	59%	48%	43%	-9%
<b>Avg. Response Time (min/sec)</b>	10:13	7:08	7:59	8:36	6:38	8:05	8:16	8:56	10:45	8:22	8:37	7:25	8:25	
<b>Fire Loss (\$)</b>	2,100	3,900	0	645,000	0	1000	1000	1500	0	100	4000	0	658600	519100
<b>Rescues</b>	0	0	0	0	0	2	1	0	0	0	1	1	5	1
<b>Injuries</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	-2
<b>Fatalities</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>FIRE PREVENTION</b>														
<b>Fire Safety Inspections</b>	52	25	40	28	35	10	48	27	40	67	24	29	425	19
<b>Orders Issued</b>	0	0	0	0	0	0	2	0	0	0	0	0	2	2
<b>Charges Laid</b>	0	0	0	2	0	0	0	0	0	0	0	0	2	1
<b>Public Education (Hrs.)</b>	21	28	29	41	39	88	45	100	64	100	27.5	27	609.5	-1.5

## Planning Application/Stats for 2017

<b><u>2018</u></b>	<b><u>Pre-consultation</u></b>	<b><u>PLC</u></b>	<b><u>SUB</u></b>	<b><u>Consent</u></b>	<b><u>DP1</u></b>	<b><u>DP1a</u></b>	<b><u>DP2</u></b>	<b><u>DP3</u></b>	<b><u>DP4</u></b>	<b><u>DP Agreement Amendment</u></b>	<b><u>OPA</u></b>	<b><u>DPA</u></b>	<b><u>Monthly Totals</u></b>
January	6	1			2								9
February													0
March													0
April													0
May													0
June													0
July													0
August													0
September													0
October													0
November													0
December													0
<b><u>YTD Totals</u></b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b><u>9</u></b>
<b><u>2017 Totals</u></b>	99	23	2	7	31	9	8	6	1	0	0	2	<b><u>188</u></b>
<b><u>2016 Totals</u></b>	55	7	0	15	20	10	2	1	2	0	1	3	<b><u>118</u></b>
<b><u>2015 Totals</u></b>	50	10	2	9	9	8	7	1	0	1	1	3	<b><u>101</u></b>
<b><u>2014 Totals</u></b>	20	10	1	6	4	N/A	6	0	N/A	0	1	1	<b><u>49</u></b>

**THIS AGREEMENT** made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2018

**BETWEEN**

**ALMONTE VETERINARY SERVICES**  
Hereinafter referred to as the “**AVS**”

**AND**

**THE CORPORATION OF THE TOWN OF CARLETON PLACE**  
Hereinafter referred to as the “**Municipality**”

**WHEREAS** it has been recognized that the need exists for a pound for stray and abandoned animals;

**AND WHEREAS** Almonte Veterinary Services has the facilities and is committed to operate such a facility on behalf of the Municipality;

**AND WHEREAS** AVS has committed to provide such animal pound services to the Municipality under this agreement;

**AND WHEREAS** it is important to outline the responsibilities of the parties in regard to this agreement;

**NOW THEREFORE** the Parties agree as follows:

**1. DEFINITIONS**

- a. “Animals” shall mean domestic dogs only
- b. “Facility” shall mean a pound facility operated in accordance with the Animals for Research Act, R.R.O. 1990, Regulation 23
- c. “Redemption Period” means the timeframe outlined in Section **20** (1) of the Animals for Research Act, for retaining animals dropped off at the animal shelter.

**2. TERM**

- 2.1 The initial Term of this agreement shall be for a period of six (6) months.
- 2.2 The parties may choose to extend the agreement for a further and subsequent terms of up to five (5) years from the expiration of the Term (the “Renewal Term”) upon the same terms and conditions contained in the Agreement.

### **3. MUNICIPALITY'S RESPONSIBILITIES**

The Municipality agrees:

- 3.1 to appoint AVS as Pound Operator for the Municipality with the duties of such Pound Operator to be exercised by AVS in accordance with the provisions of the Animals for Research Act and any applicable Municipal By-laws;
- 3.2 To pay AVS remuneration for its services as Pound Operator that are uncollectible by animal owners at a daily rate of \$17 plus HST for weekdays and \$35 plus HST for weekends or Statutory holidays. These fees shall be increased each year on the anniversary date, by the annual CPI for the preceding 12 month period per the Stats Canada website throughout the term of the contract, plus those fees per clauses 2.4;
- 3.3 to grant the Pound Operator the right to dispose of all dogs impounded which become the property of the Municipality;
- 3.4 to grant AVS, the right to dispose of the carcasses of all dogs lawfully impounded and lawfully destroyed;
- 3.5 to grant AVS the right to collect all pound fees from time to time from the animal's owner and AVS will keep all pound fees collected;
- 3.6 to grant AVS permission to sell dog licenses in accordance with fees established by the Municipality from time to time and the Town does hereby agree to permit the AVS to retain 50% of all dog license revenue;
- 3.7 to pay for all veterinary fees for dogs requiring medical care to ease the dog's pain and suffering if the owner of the dog is unknown and after all means of identifying the owner have been exhausted, and AVS will invoice the Municipality for said fees;

### **4. POUND OPERATOR'S RESPONSIBILITIES**

AVS shall be responsible for the following:

- 4.1 to provide an animal shelter and staffing for same capable of providing adequate accommodation for all stray or abandoned animals impounded by the Municipality in compliance with the regulations laid out in the Animals for Research Act for the operation of animal pounds and designed to meet the standards of this type of building as set by AVS;

- 4.2 to install all the equipment necessary for the proper operation of the animal shelter and in particular, to supply the equipment necessary to humanely destroy unwanted and unclaimed dogs and such equipment must meet the standards set by AVS;
- 4.3 to receive, impound and hold for claiming by the owners, any dog delivered to the AVS' animal shelter by Animal Control Officers or other duly authorized persons not covered under section 2.4, and to dispose of unclaimed animals by sale or destruction;
- 4.4 to receive, impound and hold for quarantine any dog delivered to AVS' animal shelter by Animal Control Officers or other duly authorized persons for bite quarantine that do not have a known owner and shall be subject to the daily fees as noted in Clause 1.1.2 above plus any expenses incurred;
- 4.5 to charge and collect such pound and other fees as may be approved from time to time by the Municipality;
- 4.6 to keep the animal shelter open and in operation on such days and at such hours as shall from time to time be agreed upon between the parties to ensure that the owners of impounded dogs have a reasonable opportunity to reclaim such animals, and to advise the Municipality of any change of hours of operation;
- 4.7 to deliver to the Municipality on an annual basis a written statement of the operations of the shelter, showing the number of impounded animals received at the shelter and the disposal of the animals;
- 4.8 AVS shall defend, indemnify and save harmless the Municipality, its elected officials, officers, employees and agents from and against any and all claim, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of AVS, its directors, officers, employees, volunteers, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided by AVS in accordance with this Agreement. There shall be no indemnification if AVS is performing the duties of this agreement as required, for any and all claims for which AVS has properly performed their duties in accordance with Municipal Bylaws or for any negligent actions of the Municipality.

4.9 AVS shall provide insurance coverage as follows:

Commercial General Liability issued on an occurrence basis for an amount of not less than \$2,000,000. per occurrence / \$2,000,000. annual aggregate for any negligent acts or omissions by AVS relating to its obligations under this Agreement. AVS shall be solely responsible for any deductible and the Municipality shall bear no cost towards such deductible.

The Municipality shall be added as an additional Insured subject to a waiver of subrogation but only with regards to the operations of AVS. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Municipality. The policy shall contain a 30 day notice of cancellation. AVS shall provide the Municipality with a certificate of insurance evidencing the above cover with the 30 day notice of cancellation.

## 5. TERMINATION

5.1 This Agreement may be terminated by either party upon 60 (sixty) days written notice.

## 6. NOTICE

Any notice required or permitted to be given hereunder or delivery of documents may be sufficiently given by personal delivery or registered mail

to AVS at the following address:

Address: 10 Industrial Drive,  
Almonte ON K0A 1A0

Attention: Dr. Cheryl Osso  
Tel No. (613) 256-3443  
Email: [cheryl@almontevet.com](mailto:cheryl@almontevet.com)

and to the Municipality at the following address:

Address: 15 Coleman St.  
Carleton Place, ON K7C 4N9

Attention: Director of Protective Services

Tel No. (613) 257-5526 x1  
Fax No. (613) 257-2762  
Email: [lreynolds@carletonplace.ca](mailto:lreynolds@carletonplace.ca)

**7. ENTIRE AGREEMENT**

This agreement constitutes the entire agreement between the parties and may not be amended or modified except by a written instrument mutually agreed to and executed by both parties.

**IN WITNESS WHEREOF** the Parties hereto have hereunto set their hands and seals.

**ALMONTE VETERINARY SERVICES**

Per:

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Dr. Cheryl Osso

**THE CORPORATION OF THE TOWN OF  
CARLETON PLACE**

Per:

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Louis Antonakos, Mayor

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Duncan Rogers, Clerk

**DRAFT CONDITIONS FOR DRAFT APPROVAL  
MUNRO STREET SUBDIVISION**

**Lots 37-43, 97, 98, 143-147, 203 and part of Lots 99, 140-142 are part of Carmel Street (Closed by By-law Inst. LC84168) and Parts of Lenore Street (Closed by By-law Inst. LC46921 and Inst. LC84168), Section Q Registered Plan 3389, Town of Carleton Place, County of Lanark**

The Town of Carleton Place conditions of draft approval are as follows:

1. This approval applies to the draft plan certified by McIntosh Perry Surveying Inc. dated October 30, 2017 for Blocks 5-11 for townhouse homes on a public street, Blocks 2 and 3 for road widening, Block 4 for servicing and utility corridor and Block 1 to transfer to an adjoining neighbour for driveway widening.
2. The Owner shall enter into a subdivision agreement, to satisfy all requirements, financial and otherwise, of the Town of Carleton Place, including but not limited to, the phasing of the plan for registration, the provision of roads, installation of services and utilities, and drainage.
3. The Owner agrees to phase the development in an orderly manner to the satisfaction of the Town of Carleton Place. The owner shall convey, at no cost to the Town, 0.3 m reserves along any dead ends or open sides of road allowances created during the staged development, which will be held in trust by the municipality until the extension of the road allowance. 0.3 m reserves will be provided at all residential rear lots that are adjacent to major streets.
4. That if final approvals is not given to this plan within three (3) years of draft approval date, and no extensions have been granted, the draft approval shall lapse.
5. That the Owner shall be responsible for any municipal costs associated with establishing any of the required easements.
6. Prior to registration of the plan of subdivision, the Town of Carleton Place shall be satisfied that the processing fee and security requirement have been paid in full.
7. The Owner shall provide the final plan intended for registration on a USB in a digital form that is compatible with the Town of Carleton Place computerized system.
8. Upon registration of the plan of subdivision, the Owner shall submit to the Town of Carleton Place a chronoflex reduction of said plan. The reduction shall be to a size of 8-1/2" x 14".
9. Prior to registration of the plan of subdivision, the proposed plan of subdivision shall conform with a Development Permit By-law approved under the requirements of the Planning Act, with all possibility of appeal to the OMB exhausted.

10. The Owner shall provide building elevations of the residential dwellings that are intended to be built within the subdivision, prior to registration of the agreement.

11. The Owner shall have a full-time construction inspector in attendance of the site, with qualifications satisfactory to the Town of Carleton Place during construction activities.

12. Upon completion of the installation of all works, the Owner shall provide the Town of Carleton Place with mylar(s) and an electronic copy of the record drawings certified under seal by a professional engineer. The Owner shall also submit an electronic copy of "record drawings in the form of an Autocad file georeferenced to NAD83, UTM Zone 18.

13. The Owner shall design and construct all infrastructure including services to accommodate the development of adjacent land and/or servicing of existing unserviced lots. The Town will use its best efforts to recover a fair share of costs from other benefiting owners to reimburse the owner.

14. The Owner shall submit detailed design road plans and design reports, prepared by a Civil Engineer licensed in the Province of Ontario, to the Director of Public Works for approval. All public roads shall be constructed to the satisfaction of the Town of Carleton Place.

15. The Owner shall follow the recommendations of the Environmental Impact Statement entitled "Environmental Impact Statement- King Street, Town of Carleton Place" (which includes this area) produced by McIntosh Perry and dated August 2015 including the addendum dated October 19, 2017.

16. The Owner shall prepare a street landscape plan for the land on the plan of subdivision. Upon approval of the landscaping requirements, the Owner shall implement any detail thereof to the satisfaction of the Town of Carleton Place.

17. The Owner shall be responsible for the preparation of a Tree Preservation and Conservation Plan for the land on the plan of subdivision. The implementation of the recommendations shall be to the satisfaction of the Town of Carleton Place. This information shall be included on the street landscape plan and shall follow the Town of Carleton Place Streetscape design.

18. The Owner is required to provide a parkland dedication to equate to 1ha per every 500 homes as outlined in the Town's Official Plan. The Owner shall provide cash in lieu to the appropriate value.

1 ha per 500 units X 42 units = .08 ha of land  
.08 X \$192,000.00 = \$15,360.00

19. The Owner shall submit a reference plan illustrating all easements to the satisfaction of the Manager of Development Services.

20. The Owner shall be required to coordinate the preparation of an overall composite utility distribution plan showing the location (shared or otherwise) and installation, timing and phasing of all required utilities (on-grade, below-grade or above-grade), including on-site drainage facilities and streetscaping)--such location plan shall be to the satisfaction of all affected authorities and shall consider their respective standards and specification manuals, where applicable. The composite utility plan shall be prepared and approved prior to the installation of any of the service lateral connections for any of the affected utilities.

21. That the Owner shall be responsible for any municipal costs associated with the registering of the required easements.

22. The Owner shall transfer Block 1 as outlined on the draft plan of subdivision to the adjoining owner located at 230 Munro Street.

23. The Owner shall transfer Block 2 and 3 as outlined on the draft plan of subdivision to the Town of Carleton Place for road widening.

24. The Owner shall transfer Block 4 as outlined on the draft plan of subdivision, to the Town of Carleton Place.

25. Prior to registration, or prior to an application for a certificate of Approval for any stormwater works, the Owner shall prepare a Stormwater Site Management Plan. The Stormwater Site Management Plan shall be in conformity with the phasing of development and identify the sequence of its implementation in relation to the construction of the subdivision and shall be to the satisfaction of the Town of Carlton Place and the Mississippi Valley Conservation Authority.

26. The Owner shall submit detailed grading and drainage plans for this subdivision, prepared by a Civil Engineer licensed in the Province of Ontario, to the Director of Public Works for approval.

27. The Owner shall have topographical surveys completed beyond the boundaries to determine existing ground contours or elevations adjacent to the development for the purpose of drainage water control. Where adjacent lands are currently under development the approved proposed grades shall be identified and used in determining the treatment at the common boundary. Where adjacent lands are either developed or not currently under development, the existing grades shall be maintained at the property line and the existing drainage courses of these adjacent lands are not negatively affected. The developer shall obtain all necessary access permission to carry out this work at his cost.

28. The Owner shall retain the services of a Civil Engineer or Ontario Land Surveyor to certify to the Director of Public Works that the final lot grading conforms with the approved grades on the grading and drainage plan.

29. The Owner shall submit an as-built grading plan showing actual ground elevations to geodetic datum at front, rear and side of house, driveway at curb and at garage, all lot corners, finished floor elevation, swale inverts and top and bottom of retaining walls if required. The grades must be taken under the supervision of a Civil Engineer or Ontario Land Surveyor.

30. The Owner shall submit detailed municipal servicing plans and design reports, prepared by a Civil Engineer licensed in the Province of Ontario, to the Director of Public Works for approval.

31. The Owner shall confirm that there is sufficient capacity for all services within the municipal system.

32. The Owner shall design and construct all necessary watermains, sanitary and storm sewers within the subject lands to the satisfaction of the Town of Carleton Place.

33. Upon registration of the plan of subdivision, the Owner shall submit to the Town of Carleton Place a digital copy of the registered plan (in NAD83 datum)

34. A building location survey is to be provided to the Town at the time a foundation is installed for every structure/block/lot.

35. The draft final plan shall be submitted to the Manager of Development Services for approval prior to the commencement of the Subdivision Agreement.

36. At any time prior to final approval of this plan for registration, the Town of Carleton Place may, in accordance with Section 51 (43) of the Planning Act, R.S.O. 1990, amend, delete or add to the conditions and this may include the need for amended or new studies.

37. The Subdivision Agreement shall state that the conditions run with the land and are binding on the owner's, heirs, successors and assigns.

38. Prior to registration of the plan of subdivision, the Town of Carleton Place is to be satisfied that the Conditions have been fulfilled.

## **CONDITIONS FOR DRAFT APPROVAL BODNAR SUBDIVISION**

1. This approval applies to the draft plan certified by Annis O'Sullivan Vollebekk Ltd, O.L.S. dated May 18, 2017 for lots 1-193 residential single family lots, 26 blocks (194-202; 206-210; 212-223 (317 townhouse units), 1 Block (block 204) (72 high density units), blocks 203, 211 drainage blocks, block 205 for pumping station, 1 block (224) for street widening and 8 public roads, blocks 225, 226 and 227 0.30 cm reserves.
2. The Owner shall enter into a subdivision agreement, to satisfy all requirements, financial and otherwise, of the Town of Carleton Place, including but not limited to, the phasing of the plan for registration, the provision of roads, installation of services and utilities, and drainage.
3. The Owner agrees to phase the development in an orderly manner to the satisfaction of the Town of Carleton Place. The owner shall convey, at no cost to the Town, 0.3 reserves along any dead ends or open sides of road allowances created during the staged development, which will be held in trust by the municipality until the extension of the road allowance.
4. That if the final approvals are not given to this plan within three (3) years of the draft approval date, and no extensions have been granted, the draft approval shall lapse.
5. That the road allowances included in this draft plan shall be shown and dedicated as public highway.
6. That street(s) shall be named to the satisfaction of the Town.
7. That the width of the public road allowance is to be to the satisfaction of the Town of Carleton Place.
8. Prior to registration of the plan of subdivision, the proposed plan of subdivision shall conform with a development permit approved under the requirements of the Planning Act, with all possibility of appeal to the OMB exhausted.
9. The Owner shall provide building elevations of the residential dwellings that are intended to be built within the subdivision, prior to registration of the agreement.
10. The Owner shall submit detailed design road plans, prepared by a Civil Engineer licensed in the Province of Ontario, to the Director of Public Works for approval. All public roads shall be constructed to the satisfaction of the Town of Carleton Place.
11. The Owner shall transfer Blocks 224 as outlined on the draft plan of subdivision, to the Ministry of Transportation as road widening.

12. The Owner shall install a 1.2 m black vinyl chain link fence to separate parkland from residential lands at the rear of blocks 214 and 215 and the east side of lot 139. Further, fencing of the same description will be installed along the rear of lots 181-189 and the west side of lot 190.

13. The Owner shall provide for the installation of sidewalks 1.5 metres in width on one side of each street within the subdivision with the exception of streets 3, 4 and a portion of street 1 between Lake Ave and street 2 which the developer shall install 2m sidewalks. The design and scheduling of the sidewalk construction shall be to the satisfaction of the Town of Carleton Place.

14. The Owner will cooperate with the Town to widen Lake Ave to permit parallel parking on the south side. The Town will be paying the cost of the road widening

15. The Owner shall prepare a landscape plan for the land on the plan of subdivision as well as for the adjacent lands at Roy Brown Park for the additional 107 tree plantings required for the removal of trees from the subject property as per the Official Plan. Upon approval of the landscaping requirements, the Owner shall implement any detail thereof to the satisfaction of the Town of Carleton Place.

16. That the Owner is required to provide 1 ha of land per 500 units or cash in lieu of parkland to the satisfaction of the Town of Carleton Place as described under section of the Planning Act, R.S.O.

582 units requires 1.16 ha of land.

Cash-in-Lieu being  $1.16 \times \$192,000/\text{ha} = \$222,720.00$

Any changes proposed to the density prior to, or after registration of the agreement will require an adjustment to the cash-in-lieu required by the Town.

17. The Owner shall submit a reference plan illustrating all easements to the satisfaction of the Manager of Development Services.

18. Easements for rear yard catchbasin leads shall be 3.0m in width.

19. The Owner shall transfer Block 211 as outlined on the draft plan of subdivision, to the Town of Carleton Place for access to the undeveloped commercial block adjacent to the subdivision.

20. Prior to registration, or prior to an application for an Environmental Compliance Certificate for any stormwater works (whichever comes first), the Owner shall prepare a Stormwater Site Management Plan. The Stormwater Site Management Plan shall be in conformity with the phasing of development and identify the sequence of its implementation in relation to the construction of the subdivision and shall be to the satisfaction of the Town of Carleton Place and the Mississippi Valley Conservation.

21. That the Owner design and construct a stormwater system with a multi-barrier treatment train that includes;

- House hold rain barrels that capture roof runoff
- Infiltrating LID features in areas of the subdivision with sufficient cover over the rock and located such that they do not pose a threat to the existing adjacent wells
- Stormwater Management Pond facility
- Outlet swale

22. That the proposed facility use current accepted MOECC design methods/guidelines (as has been recommended in the conceptual design by Stantec) with no reduction in credit for LID measures.

23. That the Owner also design and construct a minor stormwater system that includes an oil/grit separator and conveys flows in a pipe along Lake Avenue West prior to discharge in the river.

24. The design and construction of the stormwater management system must address all of the peer reviewer's comments and be to the satisfaction of the Town. Furthermore, the Owner will fund the cost for the Town to engage a peer review firm to provide advice during the design and construction of the stormwater system

25. The Owner shall submit detailed grading and drainage plans for this subdivision, prepared by a Civil Engineer licensed in the Province of Ontario, to the Director of Public Works for approval.

26. The Owner shall have topographical surveys completed beyond the boundaries of rear and side yards of lots adjacent the new proposed lots for the purposes of drainage water control. This shall be to the satisfaction of the Director of Public Works. The developer shall obtain all necessary access permission to carry out this work at his cost.

27. The Owner shall retain the services of a Civil Engineer or Ontario Land Surveyor to certify to the Director of Public Works that the final lot grading conforms with the approved grades on the grading and drainage plan.

28. The Owner shall submit an as-built grading plan showing actual ground elevations to geodetic datum at front, rear and side of house, driveway at curb and at garage, all lot corners, finished floor elevation, swale inverts and top and bottom of retaining walls if required. The grades must be taken under the supervision of a Civil Engineer or Ontario Land Surveyor.

29. The developer shall provide details with respect to where stormwater will drain along Lake Avenue towards the boat launch.

30. The Owner shall submit detailed municipal servicing plans, prepared by a Civil Engineer licensed in the Province of Ontario, to the Director of Public Works for approval.

31. The Owner shall have a full-time construction inspector in attendance of the site, with qualifications satisfactory to the Town of Carleton Place during construction activities.

32. The Owner shall design and construct all necessary watermains, sanitary pumping station, sanitary, storm sewers and access within the subject lands to the satisfaction of the Town of Carleton Place. The services will be designed to allow for a future connection by nearby unserved properties. After the services are installed the Town will adopt a by law that will require benefitting properties to pay an appropriate share of the cost of the services prior to connecting to those services.

33. Upon completion of the installation of all works, the Owner shall provide the Town of Carleton Place with mylar(s) and an electronic copy of the "as-built" plan(s), certified under seal by a professional engineer.

34. The Owner shall transfer Block 205 as outlined on the draft plan of subdivision, to the Town of Carleton Place for a pumping station.

35. The Owner shall transfer Block 203 as outline on the draft plan of subdivision, to the Town of Carleton Place for a pathway.

36. The developer shall provide all required source water protection information so that the IPZ zones can be adjusted accordingly.

37. The Developer shall sample and record results from any well located in the vicinity of the subdivision area based on testing parameters established by the Town and a qualified hydrogeologist, as described in a well-monitoring plan approved by the Town Engineer. This work shall be accomplished prior to laying out of roads or commencement of site alteration, including the removal and addition of any fill. The Developer shall comply with all of the recommendations made by the hydrogeologist.

Any complaints from area residents regarding damage to their property, including the deterioration of ground water quality, will be investigated by the Town and/or the Town's consultant at the Developer's expense. This investigation will be initiated within two days and all efforts will be made to have the preliminary results of the investigation made available to all parties within two weeks. Based on the results of the investigation, the Developer shall proceed with the appropriate corrective action, making every effort to begin work less than two weeks following completion of the investigation.

In addition, if ground water quality deteriorates, the Developer shall immediately arrange to provide a temporary portable water supply for all affected residents, without waiting for the results of the investigation. The temporary water supply shall remain in place at the Developer's expense until the corrective action is completed or until it is determined that the Developer did not cause the damage.

The owner shall deposit security in the amount of \$10,000.00 with the Town, sufficient to make good any damage to other property, including private wells. If the Town deems that corrective action is appropriate, the Town may perform the corrective work and fund the cost from the security deposited by the Developer. Security deposited with the Town shall be retained by the Town for a period of two years following the acceptance of the works.

38. The Owner shall be required to coordinate the preparation of an overall composite utility distribution plan showing the location (shared or otherwise) and installation, timing and phasing of all required utilities (on-grade, below-grade or above-grade), including on-site drainage facilities and streetscaping)--such location plan shall be to the satisfaction of all affected authorities and shall consider their respective standards and specification manuals, where applicable. The composite utility plan shall be prepared and approved prior to the installation of any of the service lateral connections for any of the affected utilities.

39. Prior to registration of the plan of subdivision, the Town of Carleton Place shall be satisfied that the processing fee and security requirement have been paid in full.

40. The Owner shall provide the final plan intended for registration on diskette in a digital form that is compatible with the Town of Carleton Place computerized system.

41. Upon registration of the plan of subdivision, the Owner shall submit to the Town of Carleton Place a chronoflex reduction of said plan. The reduction shall be to a size of 8-1/2" x 14".

42. A building location survey is to be provided to the Town at the time a foundation is installed for every structure/block/lot.

43. The draft final plan shall be submitted to the Director of Planning and Development for approval prior to the commencement of the Subdivision Agreement.

44. At any time prior to final approval of this plan for registration, the Town of Carleton Place may, in accordance with Section 51 (43) of the Planning Act, R.S.O. 1990, amend, delete or add to the conditions and this may include the need for amended or new studies.

45. The Subdivision Agreement shall state that the conditions run with the land and are binding on the owner's, heirs, successors and assigns.

46. Prior to registration of the plan of subdivision, the Town of Carleton Place is to be satisfied that the Conditions have been fulfilled.

47. That the Owner provide a noise study to the satisfaction of the Town of Carleton Place and implement the recommendations of this study.

48. That the Owner implement the recommendations of the Traffic Study Prepared by Stantec Consulting entitled "Bodnar Lands: Transportation Impact Study Carleton Place, ON" dated in May 2017.

49. That the Owner implement the recommendations of the Environmental Impact Statement entitled "Bodnar Subdivision, Town of Carleton Place, Environmental Impact Statement- REVISED" dated November 10, 2017

50. That the Owner provide a geotechnical report to the satisfaction of the Town of Carleton Place and implement the recommendations the report.

51. That the Owner shall be responsible for any municipal costs associated with the administering of the required easements.