



**CORPORATION OF THE  
TOWN OF CARLETON PLACE**

**REQUEST FOR PROPOSAL**

**SECONDARY PLAN FOR THE  
FRANKTOWN ROAD NEIGHBOURHOOD  
RFP#2025-DS-02**

**Addendum No. 1 – February 18, 2025**

**TO ALL RECIPIENTS**

The following changes, additions, and/or deletions are hereby made a part of the RFP documents for the Secondary Plan for the Franktown Road Neighbourhood, as fully and completely as if the same were fully set forth therein:

**Inquiries**

**Q1. Has there been a budget established for the scope of work?**

The budgeted value for this project is \$120,000.00.

**Q2. Is it possible to add an extension to the submission deadline?**

The Town is bound to a schedule established in a grant agreement with a third party; no extensions can be accommodated.

**Q3. Do we have permission to access the land or this to be a ‘desktop’ exercise?**

It is anticipated this will be a desktop exercise.

**Q4. There are suggestions of being ‘shovel ready’ in the RFP document. Is the engineering to proceed to detailed design or through a Class EA or is the expectation a conceptual servicing model?**

The intention is to limit the proposal to conceptual servicing models with detailed design or necessary EAs to occur after the adoption of the Secondary Plan.

**Q5. The Planning Act no longer allows for increased height and density bonusing. Is the intent to implement a Community Benefits Charge?**

The intent is to explore all potential options for height and density bonusing available under applicable legislation.

**Q6. On page 3 of the RFP, it notes that Appendix B is to be completed and included with our Financial Proposal. There’s an Annex B – Financial Proposal and Contractual Acknowledgement document on page 11 of the RFP, as well as an Appendix B – Financial Proposal and Contractual Acknowledgement document on page 25 of the**

**RFP. Please confirm which of these forms is the correct one to include in our Financial Proposal.**

Please use "Appendix B" on page 25 and disregard "Annex B" on page 11.

- Q7. General requirements section of the RFP talks about pre-zoning and pre-servicing... yet the exercise is for a Secondary Plan. We understand a future amendment will be required to the Town's Development Permit System (not included) and only servicing and swm policies would be included in the scope of work for a Secondary Plan – please confirm.**

The scope of the Secondary Plan does not include the preparation or recommendations for an amendment to the Town's Development Permit System. Servicing and Stormwater policies should be included in technical reports and may inform policies of the Secondary Plan.

- Q8. For the public engagement deliverables, is there any expectation of hybrid or virtual components for attendees?**

One (1) Open House/Public Information Session, one (1) Public Meeting and one (1) design charrette are intended to be conducted in person at the Town Hall or other suitable in-person venue.

- Q9. Has the Town informed landowners within the study limits?**

The Town is in the process of notifying the impacted landowners.

- Q10. Is a landowners development group a possibility?**

This question is not clear.

- Q11. Is it possible to share the MTO's 2020 TESR for Highway 7?**

The most recent TESR is available at the public link below:

<https://hwy7-15ea.ca/>

- Q12. Do we have access to the Town's GIS system/data and servicing models for the project?**

The Town can provide access to the Town's GIS system. Servicing models are accessible to Town staff upon request through the consultant responsible for their production. Once acquired by staff, they can be shared with the successful consulting firm. Incidental costs to update or modify the existing servicing models will not be expected to be included in the financial proposal for this RFP.

- Q13. Can we get a copy of Highway District Secondary Plan done by WSP in 2020?**

The Secondary Plan for Highway 7 can be found at the links below.

<http://carletonplace.ca/wp-content/uploads/2025/02/Final-Secondary-Plan-2020.pdf>

<http://carletonplace.ca/wp-content/uploads/2025/02/Final-Secondary-Plan-Schedules.pdf>

<http://carletonplace.ca/wp-content/uploads/2025/02/Official-Plan-Trackchange-05.2023.pdf>

**Q14. Please confirm FAR or site occupancy ratios expected (commercial).**

The Town does not presently have any FARs or site occupancy ratios for commercial land uses identified in the Official Plan or Development Permit By-law.

It is anticipated that the Secondary Plan may recommend changes to these policies.

**Q15. Please provide density vs. hectare expected population.**

The study area is presently composed of land designated “Residential” and “Highway Commercial” in the amended Official Plan. Approximately 13 ha of the Secondary Plan Area represents “Residential” land, and 27 ha of the Secondary Plan Area represents “Highway Commercial” land.

The “Highway Commercial” district does not currently specify a permitted density on the lands but specifies that the uses shall be “medium” or “high” density uses. Policy 3.5.3.10 of the amended Official Plan states that in “Residential” designations:

*“New plans of subdivision proposed in the Residential District shall calculate average density of said subdivision over the entire area of all lands affected by the subdivision. The density target for a new plan of subdivision shall be 30 units per net hectare with a range of 26 to 34 units per net hectare. Net hectare is defined as those lands which are utilized for residential development exclusive of roads, easements, infrastructure services and required parkland.”*

It is anticipated that the Secondary Plan may recommend changes to these policies.

**Q16. Please confirm if back-to-back townhomes, stacked townhomes, medium rise or high-rise buildings are to be considered considering the policy context.**

Lands within the “Residential” designation are presently permitted to have “high density uses” as follows:

*“High Density Uses – shall include planned unit townhomes, stacked townhomes, back-to-back townhomes and apartment dwellings greater than 30 units per gross hectare and not exceeding 90 units per gross hectare. Developments in excess of 90 units per gross hectare will be subject to an Official Plan Amendment and supporting studies to justify the intensified land use on available infrastructure.”*

In the “Highway Commercial” designation, residential use may be permitted subject to the following criteria:

*“9 a. The residential component is secondary or ancillary to the existing or new primary commercial use, meaning:*

- i. the residential units are located on the upper levels of a commercial ground floor,*
- ii. the residential units are located at the rear, but within the same building as a commercial use,*
- iii. the residential units are located in a standalone building. In this instance, the residential units shall not be closer to a public street than the primary commercial building, shall not exceed the cumulative commercial footprint on the site.*

*b. Apartment dwelling units shall be the only type of residential units permitted in the Highway District. Either on the upper floors of a commercial building, or in a secondary standalone building.*

*c. The minimum number of residential units shall be 8 apartment units.*

*d. A minimum of 5% of the dwelling units shall be affordable housing units in accordance with Section 6.21.*

*10. Residential uses shall only be considered when appropriate. The test for appropriateness shall include the following minimum criteria:*

- a. Demonstrated compliance and conformity with the development standards of the Development Permit By-law;*
- b. Sufficient and private parking for each of the proposed uses;*
- c. Frontage for the residential uses on a municipal road dedicated by subdivision or on a private road established through a plan of condominium;*
- d. Demonstrate the relationship between proposed mixed-use or residential use and adjacent commercial uses through technical studies to identify and mitigate any reciprocal adverse impacts.*
- e. Demonstrate how the height and massing of adjacent buildings is considered, and buffers and/or transitions in height and density to adjacent properties are implemented, where necessary;*
- f. On-site amenity space is provided and is reflective of the existing patterns of private and public amenity space in existing medium and high density residential neighbourhoods;*
- g. Demonstrated sufficient infrastructure capacity to service to proposed uses;*
- h. An affordability analysis to demonstrate how the provision of affordable or attainable units (freehold or rental) will be met.”*

It is anticipated that the Secondary Plan may recommend changes to these policies.

**Q17. Please confirm if mixed-use buildings are to be considered (i.e. along Hwy 7).**

Yes, mixed-use buildings are to be considered in the “Highway Commercial” designation in accordance with the policies noted in the response to Q16.

**Q18. Are we to assume all development will be based on private streets (condominium or similar) as not proposing to undertake a concurrent Environmental Assessment process?**

No. The Town’s preference is for the development of public streets providing connections through the site with private roads through a plan of condominium providing secondary and localized access within parcels.

**Q19. Why has Walmart site (developed) and abutting lands under same ownership (subject to future big box store) been included within study limits?**

SmartCenters has advised the Town that they are interested in infilling the undeveloped portions of their site with residential mixed-use developments. As this use requires upgrades to municipal water, sewer, storm and road infrastructure as well as dedications for parkland and municipal amenities, it would benefit from being within the study area.

**Q20. Has the Town identified outlets for this area (SWM purposes) – are there roadside ditches for SWM purposes, etc.**

The central drain runs through the site where an east/west roadway would connect McNeely to Franktown Road. This could potentially be utilized as a SWM outlet. The private lands would be responsible for their own on-site SWM.

**Q21. What has the Master Servicing Plan assumed for these lands in terms of development potential - density?**

The populations that were accounted for during the modelling of the downstream sewer to service the area can be found on the map in Attachment 1 of this addendum. The document found in Attachment 2 represents the density assumptions used to size the south of 7 pumping station.

**Q22. Would any identified future infrastructure upgrades (if required) be considered as part of a future Development Charge Background Study?**

Any future infrastructure upgrades required may be considered through an update of the Development Charge Background Study or alternative financial mechanism.

**Q23. Can the Town provide the conceptual design for Hwy 7 MTO future road improvements – understand it would be a divided highway? Including copy of the MTO Secondary Plan for Hwy 7.**

See the link provided in Q11.

**Q24. Why is there a vacant strip of land in the middle portion of the study limits – is it possible to include as could potentially improve land use distribution, road patterns, servicing, etc.**

The area of vacant land in the middle portion of the study area represents a residential subdivision which has been approved and is nearing registration. A copy of the M-plan with road and servicing information will be made available to the successful proponent.

**Q25. Can the Town clarify or provide additional details on the scope of the expected Urban Design Guidelines? Will they require substantive renderings or graphics to guide built form?**

The intention is to provide visual contextual work to illustrate the proposed built forms for the study area. These visuals are not required to be substantive renderings but should represent the type of buildings and site layouts at a conceptual level.

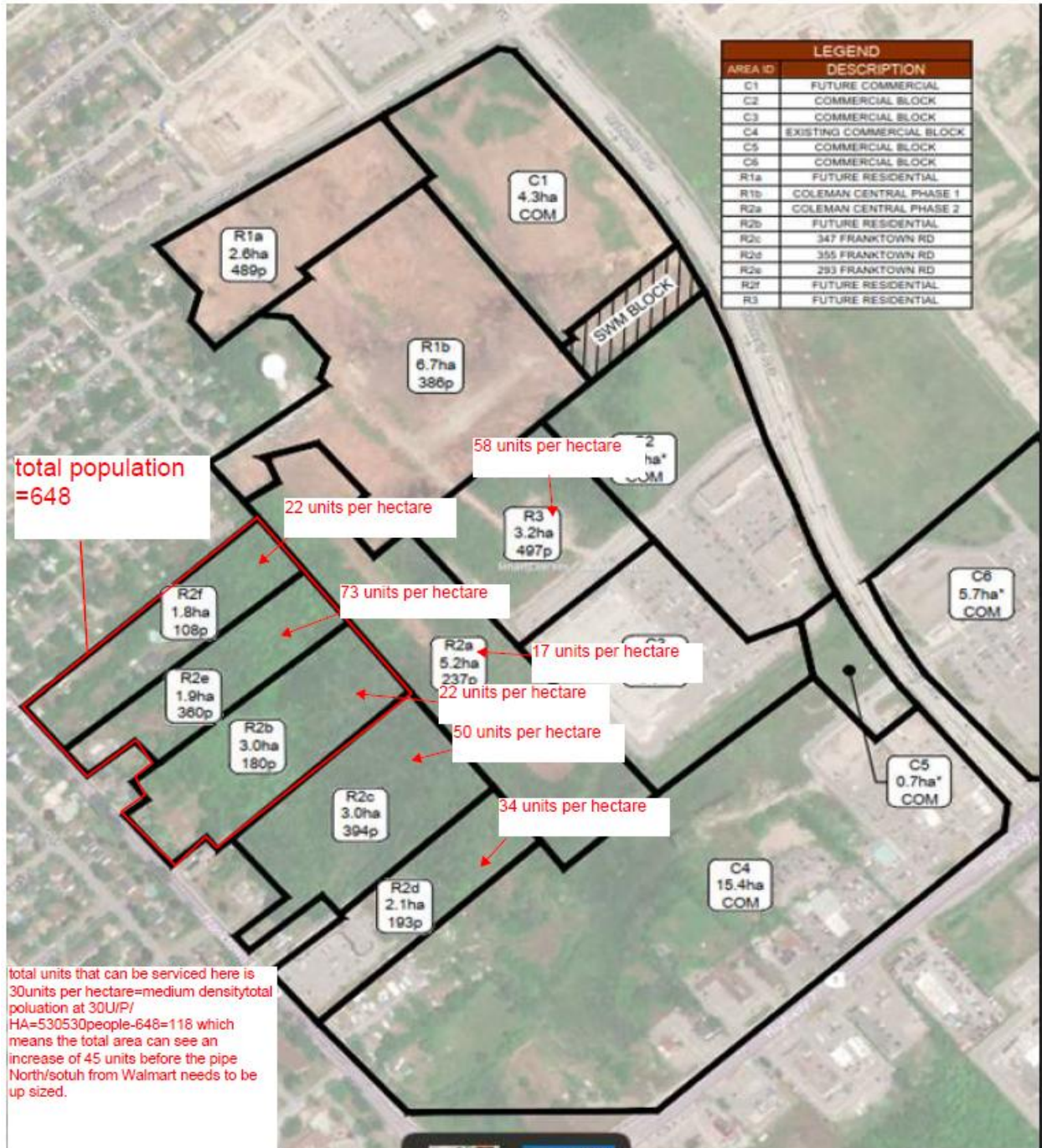
**Q26. What is the status of Highway 7/15 TESR by MTO, in particular the new public road connecting McNeely and Franktown?**

The Highway 7/15 TESR has been completed, and the Highway 7 Secondary Plan has been adopted. MTO has advised the Town that they anticipate completing upgrades and re-alignment of the Highway 7 and 15 corridors in spring 2027.

**Q27. Is there an expectation that archaeological and environmental studies be completed to move this towards "shovel ready"?**

No. It is not the intention that any onsite archeological or environmental studies be completed at this time.

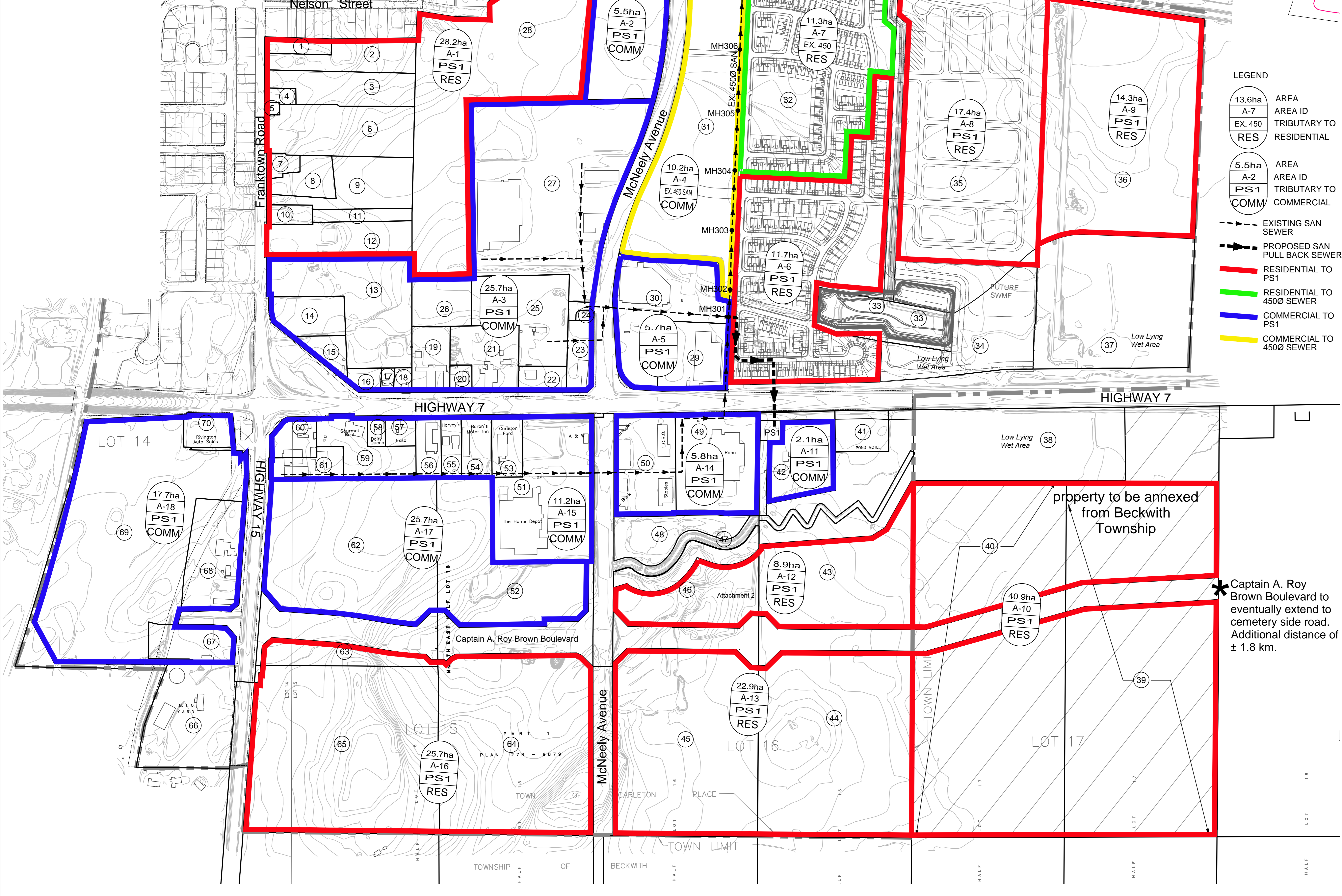
### Attachment 1 –Proposed Build-Out Condition



Area ID	Land Use	Area (ha)	POPUL (1000's)	Ave. Flow (L/s)	Peak Factor	Peak Extremes Flow (L/s)	Peak Flow (L/s)
<b>To Ex. 450 SAN Sewer</b>							
A-4	COMM	10.2	0.565	3.31	2.7	2.86	8.91
A-7	RES	13.1	0.729	2.29	3.95	3.16	9.01
<b>TOTAL</b>		<b>23.36</b>	<b>1.294</b>	<b>5.60</b>			<b>17.92</b>
<b>To Proposed Sanitary Pump Station</b>							
A-1	RES	28.2	1.41	5.71	3.70	7.90	21.13
A-2	COMM	5.3	0.28	1.78	2.7	1.54	4.48
A-3	COMM	25.7	1.31	8.33	2.7	7.20	22.49
A-5	COMM	5.7	0.30	1.85	2.7	1.60	4.99
A-6	RES	11.7	0.585	2.37	3.98	3.28	9.13
A-8	RES	17.4	0.87	3.52	3.84	4.87	13.53
A-9	RES	14.3	0.715	2.90	3.89	4.00	11.26
A-10	RES	40.9	2.045	8.18	3.58	11.45	29.64
A-11	COMM	2.1	0.11	0.68	2.7	0.59	1.84
A-12	RES	8.9	0.445	1.80	4.00	2.49	7.11
A-13	RES	22.9	1.145	4.64	3.76	4.41	17.45
A-14	COMM	5.8	0.31	1.88	2.7	1.62	5.08
A-15	COMM	11.2	0.58	3.61	2.7	3.14	9.46
A-16	RES	25.7	1.285	5.21	3.73	7.20	19.40
A-17	COMM	25.7	1.285	8.33	2.7	7.20	22.49
A-18	COMM	17.7	0.91	5.74	2.7	4.96	15.49
<b>COMM TOTAL</b>		<b>99.4</b>	<b>5.21</b>	<b>32.21</b>	<b>2.7</b>	<b>10.44</b>	<b>37.41</b>
<b>RES TOTAL</b>		<b>176</b>	<b>8.5</b>	<b>34.43</b>	<b>3.02</b>	<b>13.25</b>	<b>38.96</b>
<b>TOTAL</b>		<b>275.4</b>	<b>13.71</b>	<b>66.65</b>		<b>23.69</b>	<b>76.37</b>

**Design Parameters:**  
 1) Residential Population = 50 people/ha  
 2) Average Residential Flow = 350 L/person/day  
 3) Residential Peaking Factor = 1.41  
 4) Average Commercial Flow = 28,000 L/ha/day  
 5) Commercial Peaking Factor = 2.7  
 6) Peak Extremes Flow (RES & COMM) = 0.28 L/s/ha

**Date:** 11/11/15  
**Reviewed:** [Signature]  
**Job No.:** 108047  
**DWG. Reference:** 108047-05AN



**LEGEND**

- 13.6ha AREA A-7 EX. 450 RES: AREA A-7 EX. 450 RESIDENTIAL
- 5.5ha AREA A-2 PS1 COMM: AREA A-2 PS1 COMMERCIAL
- EXISTING SAN SEWER
- - - PROPOSED SAN PULL BACK SEWER
- RESIDENTIAL TO PS1
- RESIDENTIAL TO 4500 SEWER
- COMMERCIAL TO PS1
- COMMERCIAL TO 4500 SEWER

Parcel No.	OWNER	AREA (Acres)
1	Lynda Lee	1.06
2	Brenda Dunham	3.97
3	Roman Catholic Episcopal Corporation	4.57
4	Sara Hussey	0.47
5	Donald & Edith White	0.18
6	Pitsa Antonakos	7.35
7	Paul Lunney & Colina Edwards	0.69
8	Julie Sadler & Steven Doucett	2.05
9	Julie Sadler	5.30
10	743104 Ontario Inc.	0.56
11	Julie Sadler	0.96
12	743104 Ontario Inc.	5.11
13	Wayne & Chris Morrow	10.41
14	June Brozeau	2.81
15	Maniplex Investments Limited	1.35
16	Jacqueline McLaughlin	0.75
17	NBS Investments Ltd.	0.39
18	NBS Investments Ltd.	0.43
19	1859813 Ontario Ltd.	2.47
20	Hank's Tire Supply Limited	0.60
21	Maniplex Investments Limited	3.92
22	Anthanasios Katsoulis	1.24
23	Carleton Place Oil Inc.	1.87
24	Calloway Reit (Carleton) Inc.	0.17
25	Anthanasios Katsoulis	6.77
26	Anthanasios Katsoulis	2.89
27	Calloway Reit (Carleton) Inc.	27.31
28	Nu Globe Developments Limited	50.87
29	Canadian Tire Properties Limited	4.48
30	Loblaws	9.56
31	Nu Globe Developments Limited	25.19
32	Pegasus Development Corporation	60.71
33	The Corporation of the Town of Carleton Place	5.42
34	Pegasus Development Corporation	9.49
35	Pegasus Development Corporation	43.10
36	John Gibson	35.40
37	John Gibson	20.24
38	Pegasus Construction Inc.	15.10
39	Pegasus Construction Inc.	60.70
40	Pegasus Construction Inc.	53.85
41	Ministry of Transportation	1.28
42	Pegasus Development Corporation	4.97
43	Pegasus Construction Inc.	14.54
44	Pegasus Construction Inc.	28.06
45	1470424 Ontario Inc. (Cardel)	26.52
46	1470424 Ontario Inc. (Cardel)	7.35
47	Colonnade Development Incorporated	1.76
48	Colonnade Development Incorporated	4.01
49	4246551 Canada Inc.; 220 Real Estate Limited Partnership	8.01
50	Carleton Place Plaza Inc.	6.22
51	769494 Ontario Inc.	12.19
52	769494 Ontario Inc. (Scowcroft)	13.85
53	1702485 Ontario Ltd.	1.92
54	388273 Ontario Limited; 410613 Ontario Limited	1.89
55	1799459 Ontario Inc.	1.25
56	1120854 Ontario Inc.	1.57
57	Imperial Oil Limited	0.92
58	644017 Ontario Inc.	0.54
59	Maniplex Investments Limited	3.89
60	CKC Group Ltd.	1.07
61	1351157 Ontario Ltd.	2.46
62	Kayoko & Akira Mutuura	23.40
63	Kayoko & Akira Mutuura	3.48
64	RSSR Properties Inc.	27.40
65	Ronald Laing	31.08
66	Ministry of Transportation	8.47
67	William Rivington	2.98
68	Barry & Cheryl Devereux	6.02
69	Paul Doyle	33.08
70	William Rivington	1.71

\* Captain A. Roy Brown Boulevard to eventually extend to cemetery side road. Additional distance of ± 1.8 km.

**NOTE:**  
 THE POSITION OF ALL POLE LINES, CONDUITS, WATERMANS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, DETERMINE THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

No.	REVISION	DATE	BY
1.	ISSUED FOR INFORMATION	MARCH 26/15	GMAC

**NOVATECH**  
Engineers, Planners & Landscape Architects  
Suite 202, 260 McEwen Crescent Drive  
Ottawa, Ontario, Canada K2M 1P6  
Telephone: (613) 254-9643  
Facsimile: (613) 254-9687  
Website: www.novatech-inc.com

**FOR REVIEW ONLY**

SCALE: 1:3,000

LOCATION: TOWN OF CARLETON PLACE

DRAWING NAME: ULTIMATE SANITARY DRAINAGE PLAN

PROJECT NO.: 114169-00  
 REV # 01  
 DRAWING NO.: 114169-USAN





All RFP holders shall acknowledge receipt and acceptance of this Addendum No. 1 by signing within the space provided and submitting the signed Addendum with the final proposal. Proposals submitted without this addendum may be considered incomplete.

Receipt acknowledged and conditions agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
CONSULTING FIRM NAME

\_\_\_\_\_  
SIGNATURE

Niki Dwyer, Director of Development Services  
Town of Carleton Place  
Phone 613-257-6202  
Fax: 613-257-8170  
Email: [ndwyer@carletonplace.ca](mailto:ndwyer@carletonplace.ca)