



Town of Carleton Place

Official Plan

Adopted July 23, 2013
Last Consolidated March 31, 2025

ACKNOWLEDGEMENT

Omàmìwininì (Algonquin) aking ate awaso kikinawadjichigan

This land we are upon is the traditional territory of the Algonquin people.

TABLE OF CONTENTS

ACKNOWLEDGEMENT	1
TABLE OF CONTENTS	2
1.0 INTRODUCTION	6
1.1 Vision, Guiding Principles and the Planning Context	6
1.1.2 Vision	6
1.1.3 Guiding Principles	7
1.2 Planning Context.....	7
1.3 Legislative Context.....	8
1.4 Structure of the Official Plan	9
1.5 Planning Period.....	10
2.0 COMMUNITY DESIGN FRAMEWORK	12
2.1 Objectives.....	12
2.2 General Design Policies	12
2.3 Gateways.....	14
2.4 Design for Energy Conservation.....	15
3.0 LAND USE POLICIES	17
3.1 Mississippi District	17
3.1.1 Objectives	17
3.1.2 Permitted Uses	18
3.1.3 General Policies	18
3.1.4 Area Specific Policies.....	19
3.2 Highway District.....	26
3.2.1 Objectives	27
3.2.2 Permitted Uses	27
3.2.3 Policies.....	28
3.3 Employment District	30
3.3.1 Objectives	30
3.3.2 Employment District Designations	30
3.3.3 Permitted Uses:	31
3.3.4 Policies.....	31
3.4 Residential District	32
3.4.1 Objectives	32
3.4.2 Permitted uses.....	32
3.4.3 General Policies	33
3.4.4 Area Specific Policies	35
3.4.5 Increased Density and Bonusing	37
3.5 Future Development District	38
4.0 MUNICIPAL AMENITIES AND GREEN INFRASTRUCTURE	40
4.1 Green Infrastructure	40
4.1.1 Natural Heritage Policies	40
4.1.2 Natural Environment District	41
4.1.3 Species at Risk.....	42
4.1.4 River Corridor Protection.....	42
4.1.5 Tree Canopy.....	43
4.2 Parks and Open Space System.....	44
4.2.1 Objectives	44
4.2.2 Permitted Uses	44

4.2.3	General Policies	45
4.3	Built Infrastructure	46
4.3.1	Objectives:	47
4.3.2	General Policies	47
4.3.3	Transportation	48
4.3.4	Bridges	50
4.3.5	Water, Wastewater and Stormwater Services	51
4.3.6	Snow Disposal Facilities	51
4.3.7	Innovative Technologies	52
4.3.8	Surface Water Management Plans	52
4.3.9	Waste Management	53
4.3.10	Energy	53
4.3.11	Utility and Communication Facilities Corridors	53
4.3.12	Other Infrastructure Corridors	54
4.3.13	Source Water Protection	54
5.0	SAFETY AND SECURITY POLICIES	57
5.1	Objectives	57
5.2	Flood Hazard	57
5.2.1	Policies	57
5.3	Contaminated Lands	59
5.3.1	Policies	59
5.4	Organic Soils	59
5.5	Noise, Vibration and Air Quality	59
5.6	Incompatible Land Uses	60
6.0	IMPLEMENTATION	62
6.1	General	62
6.2	Permitted Uses	62
6.2.1	Accessory Uses	62
6.3	Non-Conforming and Non-Complying Uses	63
6.3.1	Continuance of Existing Uses	63
6.3.2	Extension or Expansion of Existing Uses	63
6.3.3	Recognizing Existing Non-conforming Uses	63
6.3.4	Prior Building Permits	63
6.3.5	Reconstruction or Repair of Existing Building	64
6.4	Lots of Record	64
6.5	Public Uses	65
6.6	Development Control	65
6.6.1	Plans of Subdivision	65
6.6.2	Consents	66
6.6.3	Development Criteria	67
6.6.4	Safety and Security Criteria	68
6.7	Parkland Dedication and Cash-in-lieu of Parkland	69
6.8	Cash-in-lieu of Parking	69
6.9	Holding Provisions	69
6.10	Temporary Use By-laws	70
6.11	Interim Control By-laws	71
6.12	Complete Applications	71
6.13	Development Permit By-laws	72
6.13.1	Objectives	72
6.13.2	Application Requirements	73
6.13.3	Pre-Consultation	75
6.13.4	Supporting Studies and Reports	75
6.13.5	Discretionary Uses	76
6.13.6	Variations	76
6.13.7	Delegation of Approval Authority	77
6.13.8	Development Permit Not Required	77
6.13.9	Conditions	77

6.13.10	Agreements	78
6.14	Community Improvement Area	79
6.14.1	Purpose.....	79
6.14.2	Goals:.....	79
6.14.3	Objectives	79
6.14.4	Criteria for Selection of areas	80
6.14.5	Phasing.....	81
6.14.6	Implementation	81
6.15	Maintenance and Occupancy Standards.....	82
6.16	Building Permits.....	82
6.17	Economic Development	82
6.17.1	Objectives	82
6.17.2	General Policies	83
6.18	Home Based Business	83
6.19	Brownfield Redevelopment	84
6.20	Social and Cultural Policies.....	85
6.20.1	Affordable Housing	85
6.20.2	Group Homes	87
6.20.3	Heritage Conservation	87
7.0	ADMINISTRATION OF THE OFFICIAL PLAN	90
7.1	Amendments to This Official Plan	90
7.2	Council Approved Plans	90
7.3	Consultation	90
7.2.1	Consultation with Indigenous Communities	90
7.4	Review and Monitoring of the Official Plan	91
7.5	Land Use Designation Boundaries	91
7.6	References to Statutes	92
7.7	References to Ministries and Review Agencies.....	92
7.8	Interpretation of Figures, Quantities, Terms and Uses	92
8.0	SECONDARY PLANS.....	95
<hr/>		
	95
8.1	Highway District Secondary Plan	95
SCHEDULE A.....		96
SCHEDULE B.....		97

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**



1.0 INTRODUCTION

The Town of Carleton Place Official Plan (OP) is the cornerstone document essential for the management of future growth, development and change in our municipality. The Official Plan provides the policy framework which will guide land use decisions within the Town's boundaries for the next 20 years. Because decisions which implement growth and development have long lasting impacts, it is important to ensure that each individual decision reflects community values. Decisions which are consistent with the policies of the Official Plan will help move Carleton Place towards becoming an even more livable community which is socially, economically and environmentally sustainable.

1.1 Vision, Guiding Principles and the Planning Context

The policies in this Official Plan were developed on the basis of achieving a stated long-term vision for the future of the municipality. The vision was inspired through significant background research, discussions with staff and Council and by the social, historical and architectural heritage of the Town of Carleton Place. The vision statement is self-supported by a number of guiding principles which are at the heart of the policies found throughout this Official Plan and which will help guide future decision making and facilitate the achievement of the Town's stated Vision.

Future development in the Town of Carleton Place must proceed in a manner which is in full conformity with the policies of this Official Plan. It is recognized that from time to time there will be land use or development proposals which may not appear to be in full conformity with one or more policies in this Official Plan. On such occasions it will be necessary to ensure that every land use decision can be reconciled with the long-term vision and guiding principles of the Plan. Conformity to these guiding principles will serve as a starting point for the review of land use in order to ensure good planning decisions.

1.1.2 Vision

Long term planning starts with a vision for the future. Attaining that vision requires that everyone who participates in the long-term development of the municipality adhere to a set of guiding principles which in turn are at the core of the policies in this Plan. The following statement is intended to be the expression of Council's vision for the future of the Town of Carleton Place:

Our Vision

The Town of Carleton Place is committed to maintaining and celebrating its heritage through balanced and sustainable growth which will support a sense of place respectful of our unique historical, cultural and natural heritage where citizens can enjoy an unparalleled quality of life.

TOWN OF CARLETON PLACE OFFICIAL PLAN

1.1.3 Guiding Principles

The following guiding principles are at the core of the Official Plan's policies.

Our Guiding Principles

- 1. We will continue to value and preserve our built heritage and our small-town character as we provide for appropriate development to generate residential, recreational, environmental and economic opportunities respectful of private and public property rights.*
- 2. We will ensure that growth and development occurs through sustainable and economically viable land use development patterns which will include a broad range of uses and a balanced mix of appropriate residential densities.*
- 3. We will help maintain and increase the Town's employment base through clear and transparent land use policies which support the development of commercial, institutional and industrial opportunities.*
- 4. We will protect and enhance our natural environment in a manner which is respectful of landowner concerns and recognizes the need for long term sustainability.*
- 5. We will ensure appropriate development which will not pose a danger to public safety or health or result in negative property or environmental impacts.*
- 6. We will ensure that effective infrastructure services will be provided by the appropriate level of government or the private sector in a cost-efficient manner which recognizes development priorities and which ensures the protection of our environment.*

The Town initiated the process to review its existing Official Plan in the fall of 2020. The policies contained in this Plan were formulated on the basis of a review of existing conditions, past development patterns, present development trends and projections of future conditions. The Plan maintains the best elements of the previous Official Plan, provides for new land uses in recognition of the changing face of the Town, implements the direction of the Provincial Policy Statement, 2020, provides guidance to Council and its delegates in consideration of their responsibilities, and provides direction and certainty to the Town's residents and businesses.

1.2 Planning Context

The Town of Carleton Place, with its eclectic mix of heritage buildings, new and existing residential and commercial areas and industrial properties is well positioned to accommodate future growth.

TOWN OF CARLETON PLACE OFFICIAL PLAN

The Town has experienced strong growth over the past 10 years or more. Growth has occurred in a controlled and planned manner as new development resulted in extensions of existing residential neighborhoods and the construction of a large format retail sector. From an economic development perspective the municipality has experienced growth in its employment areas as well as a slight decline related to vacant or underutilized non-residential buildings in the Town's core area. As the Town continues to grow and welcomes new employment opportunities, it is important to ensure

that land development and redevelopment occurs in a logical and cost-efficient manner in order to provide for effective delivery of municipal services while preserving heritage and small-town character.

The preservation of the Town's identity and heritage is a crucial element to the future of the municipality. Accordingly community design is afforded significant importance in the development of the various policy sectors of this Plan.

Lanark County is expected to experience a growth rate of 3% per year over the next 20 years. The most recent Census data shows the County's 2016 population at 59,918. The County's Sustainable Communities Official Plan will manage growth to a population of 96,443 by the year 2038. The County has allocated population projections to the Town of Carleton Place of up to 20,964 by 2038.

1.3 Legislative Context

The Official Plan is a policy document, it is not a by-law or a regulation. However it is a legal document and the policies in this Plan have a basis in the *Planning Act*. Pursuant to Section 24(1) of the *Planning Act*, R.S.O. 1990, no public work shall be undertaken and no by-law shall be passed by a municipality for any purpose that does not conform to the intent and policies of this Official Plan. There is therefore a need for all decision-making authorities to ensure that any by-laws, permits and authorizations they issue will conform to the intent and direction provided by the policies of this Official Plan.

The *Planning Act* requires that Carleton Place prepare and adopt an Official Plan which covers the full extent of its territory. The *Planning Act* also identifies matters of provincial interest which are further defined by the Provincial Policy Statement (PPS). The Town's Official Plan must be consistent with the policies in this Statement. The Official Plan was drafted, reviewed and adopted in conformity with the requirements of the *Planning Act* and the content of the Plan is consistent with the Provincial Policy Statement issued under Section 3 of the *Planning Act* which came into effect on May 1, 2020.

The Provincial Policy Statement includes definitions of numerous significant terms used in its policies. These definitions will apply to instances in this Plan where the same terms are used, for example in reference to "development", "adjacent lands", or "Sensitive land uses", among others. Where this Plan employs a different meaning for a term defined in the Provincial Policy Statement, this will be specifically identified in the text of the Plan.

This Official Plan was prepared by the Town of Carleton Place in partnership with the residents of the Town, its community organizations, the County of Lanark and the provincial government and its agencies. As such, the policies of the Official Plan represent a balance of

TOWN OF CARLETON PLACE OFFICIAL PLAN

interests and points of view.

1.4 Structure of the Official Plan

This document shall be known as the Official Plan for the Corporation of the Town of Carleton Place. It is divided into seven major components as follows:

PART 1 – INTRODUCTION

Provides an overview of the principles, goals and objectives upon which the formulation of the Plan's policies are based and includes a description of the Plan's organizational structure as well as the political and administrative framework within which land use planning is carried out in Ontario.

PART 2 – COMMUNITY DESIGN FRAMEWORK

This section provides a general description of the importance of heritage and community identity to the Town's future and includes specific built form design policies.

PART 3 LAND USE DESIGNATION POLICIES

This is the core of the Official Plan providing the main policies which will guide decisions for the use of land in Carleton Place for the next 20 years. It is itself divided into the following sections:

3.1 MISSISSIPPI DISTRICT

These policies provide for the future of the Town's downtown and adjacent residential and non-residential areas using the Mississippi River as a focus point. The Plan provides for maintaining the character of this unique area while facilitating an evolution to a more intense mix of uses.

3.2 HIGHWAY 7 DISTRICT

These policies address the full range of commercial development from the Highway 7 corridor of large format retail to the retail and business commercial area leading to the downtown core.

3.3 EMPLOYMENT DISTRICT

These policies address the Town's current and future employment areas.

3.4 RESIDENTIAL DISTRICT

This section applies to residential and non-residential development in Carleton Place's neighbourhoods. There are tangible differences between various residential areas which will be managed through the development permit system but all neighborhoods include some non-residential uses such as commercial, institutional and recreational uses.

TOWN OF CARLETON PLACE OFFICIAL PLAN

PART 4 - MUNICIPAL AMENITIES

This section of the Plan provides policies which apply to those features which contribute and enhance the quality of life in Carleton Place. They apply to the Town's natural heritage features, parks, trails and recreational amenities and to the infrastructure which makes it all possible including roads, water, wastewater and storm water systems, hydro and gas lines, communications systems and green energy.

PART 5 – SAFETY AND SECURITY POLICIES

This section of the Plan provides for the protection of public health and safety and includes policies on hazard areas such as lands prone to flooding or unstable slopes or where soils may be contaminated as well as policies on the control of incompatible uses. These areas can occur in every district and as such are identified using map overlays.

PART 6 -IMPLEMENTATION AND ADMINISTRATION

Explains the various policy and regulatory tools available to ensure that the Official Plan's policies are properly implemented and provides technical information on the administration of the Official Plan.

PART 7 – MAP SCHEDULES

This part of the Plan includes the mapping which illustrates the areas to which the land use policies will apply and include

SCHEDULE A – LAND USE

SCHEDULE B – DEVELOPMENT CONSTRAINTS OVERLAY

1.5 Planning Period

The Carleton Place Official Plan is intended to guide land use for a twenty-year period, i.e. until the year 2032.

TOWN OF CARLETON PLACE
OFFICIAL PLAN



2.0 COMMUNITY DESIGN FRAMEWORK

Carleton Place is home to historic architecture, interesting and functional public spaces and important environmental features. It is, as noted in the Town's website, "a pleasing collage of serenity and vitality, texture and energy." Carleton Place's rich heritage and small-town identity are crucial components of the Town's future. It is of vital importance that on-going changes to the built form be undertaken through high quality developments that are integrated with the surrounding community. Accordingly the community design framework policies which follow shall be considered and applied to all proposed development and will form the basis for the regulatory framework of the Town's Development Permit By-law.

2.1 Objectives

- 1 To ensure high quality design of the built form which reflects the Town's heritage and character;
- 2 To provide general design principles applicable to the entire municipality which can be implemented through the Town's Development Permit By-law;
- 3 Incorporate pedestrian and cycling amenities into new development and public infrastructure projects where appropriate;
- 4 Enhance the pedestrian experience through site design and way finding initiatives where appropriate;
- 5 Improve the esthetic appeal of gateways and thoroughfares leading into the Town core; and
- 6 Recognize the importance of tree canopies and the need to enhance public lands through additional plantation.

2.2 General Design Policies

- 1 Proposed developments shall enhance the image of the Town of Carleton Place by complementing and contributing to:
 - the character of the area;
 - local landmarks;
 - the consistency and continuity of the area with its surroundings;
 - the edges of the area; and
 - linkages within, to and from the area.
- 2 Significant views and vistas of landmarks and features, such as the Mississippi River, shall generally not be obstructed, dominated or marred by a proposed development or infrastructure undertaking.
- 3 The municipality encourages the development or redevelopment of buildings and spaces that establish a pedestrian scale by promoting:

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

- the placement of continuous horizontal features on the first two stories adjacent to the road;
 - the repetition of landscaping elements, such as trees, shrubs or paving modules; and
 - the use of familiar sized architectural elements such as doorways and windows.
- 4 The provision of furniture, stairs, walls and benches in public spaces that provide comfortable rest areas for pedestrians, provided such elements do not obstruct pedestrian movement, shall be supported.
- 5 The retrofitting of buildings with barrier-free features shall not be detrimental to the architectural, historical or aesthetic value of cultural and heritage resources and buildings and shall not impede pedestrian movement.
- 6 The design of new development shall:
- Be complementary to adjacent development in terms of its overall massing, orientation and setback;
 - provide links with pedestrian, cycling and road networks;
 - enhance orientation and integrate newly developing areas of the Town of Carleton Place; and
 - maintain and enhance valued cultural and heritage resources and natural features and functions.
- 7 Development or redevelopment design shall strive to achieve the following:
- provide a development pattern that supports a range of uses;
 - provide transportation connections, including pedestrian and cycling connections to adjacent areas; and
 - maintain and enhance valued historic development patterns and resources.
- 8 Proposed development within an established neighbourhood shall be designed to function as an integral and complementary part of that area's existing development pattern by having regard for:
- massing;
 - building height;
 - architectural proportion;
 - volumes of defined space;
 - lot size;
 - position relative to the road; and
 - building area to site area ratios.
- 9 New development shall support continuous building facades in the central business district through the street level presence of:
- community facilities, retail shops and other frequently visited uses; and

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

- architectural features and elements which can be experienced by pedestrians.
- 10 The Town shall promote and encourage building facades to be visually interesting through extensive use of street level entrances and windows. Functions that do not directly serve the public, such as loading bays and blank walls, should not be located directly facing the street.
- 11 The use of exterior signs and other exterior advertising devices within the Town of Carleton Place shall be regulated through a sign by-law that addresses, but is not limited to, the following:
- location;
 - size;
 - number; and
 - construction, alteration, repair and maintenance.
- 12 The design and development of new residential, commercial and employment generating uses shall accommodate postal services. Accordingly, where centralized mail delivery is provided, such areas should be designed to provide focal points and amenity areas to the surrounding neighbourhood.

2.3 Gateways

[Amendment No. 5 Bylaw 35-2020]

The municipality shall promote gateways as per Schedule E of the Highway District Secondary Plan. The following policies shall also apply:

1. Gateway and wayfinding signage should be in high-visibility areas.
2. Signage shall be context sensitive and minimize adverse impacts to adjacent land uses. Gateway signage shall:
 1. Be developed in conjunction with future works and MTO standards.
 2. Be designed to meet Context Sensitive Design Objectives, complementary to the local context.
3. Contribute to a positive 'Sense of Arrival' to the Town through a unified style and look.
4. Adhere to the Town's brand colours, fonts and logo while conforming with MTO requirements.
5. Be scaled appropriately to cater to both pedestrian and vehicular traffic in terms of its visibility, legibility and destination points.
6. Adhere to relevant MTO requirements, with appropriate relationship to the MTO right-of way along Highway 7 and Highway 15.
7. Be located outside clear zones at intersections while being sited to provide clear

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

wayfinding to the community.

8. Be enhanced by landscape planting that is salt tolerant and hardy to the site conditions in keeping with MTO safety and maintenance requirements.
9. Be planted in a manner such that the height of plant groupings do not exceed three (3) metres from the surrounding grade to its highest element, and not exceed six (6) metres in length.

2.4 Design for Energy Conservation

Energy efficiency and conservation will be encouraged by approving developments that:

- incorporate energy efficient arrangements, such as through the orientation of buildings and the capacity to provide alternative energy supplies;
- provide for pedestrian and bike path facilities;
- have a compact pattern of development that clusters compatible uses within close proximity to one another;
- provide employment generating uses within the Town, thereby reducing the need for commuting by residents to adjacent jurisdictions; and
- convert and reuse buildings.



3.0 LAND USE POLICIES

The Town of Carleton Place has been divided into 5 separate land use districts, each of which provide for a distinct set of land use policies which will apply for the next 20 years. Some of the Districts have been further subdivided into smaller areas (“Sectors”) where there is a need to recognize specific conditions or where Council is seeking to achieve specific results.

3.1 Mississippi District

The core area of Carleton Place is one of the Town’s greatest assets. Over the years there has been a significant amount of effort dedicated to facilitating a renaissance of sorts to include a vibrant main street with linkages to the waterfront as well as interesting parks and residential neighborhoods. The Town’s pride in the core area is evident in the tag line associated with Carleton Place which is “Meet me on the Mississippi”.

In preparation for the development of this Plan, the Town commissioned a report designed to provide some direction on moving forward with re-establishing the downtown corridor as a focal point of Townlife. Personal interviews with key community stakeholders, the Business Improvement Agency (BIA), developers, and store owners were conducted as was a community workshop in order to understand local wants and needs. Community input was complemented with current situation research on retail trends in Canada, along with a supply-demand analysis on Carleton Place’s retail space requirements and inventories.

A number of recommendations were generated by the downtown corridor study, some of which can be implemented through land use policy. Those include a need to define the geographical core area and to ensure a balanced mix of land uses which include residential intensification. There is also a need to facilitate a connection between the downtown commercial core and the large format retail area on Highway 7.

3.1.1 Objectives

The policies which apply to the Mississippi District designation, as shown on Schedule A, are based on the following objectives:

1. Provide for a mix of residential, commercial and recreational uses while maintaining the character of individual neighborhoods;
2. Encourage new medium and high-density residential uses to help stimulate downtown core commercial and recreational activities;
3. Encourage the rehabilitation and or conversion of vacant buildings while protecting the heritage character of the district;
4. Provide opportunities for new waterfront linkages;
5. Enhance pedestrian circulation and orientation;
6. Encourage cultural activities and facilities; and

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

7. Promote and support the protection of urban tree canopies.

3.1.2 Permitted Uses

The Mississippi District is composed of the Town's core commercial area and adjacent pre-war residential neighbourhood which developed with a focus on the Mississippi River. The District is associated with a number of municipal parks and green spaces, institutional uses, recreational facilities and local commercial uses.

It includes the sub-areas of the Downtown Sector, Transitional Sector, the Mississippi Residential Sector and Mississippi Strategic Properties. The Mississippi District also includes the overlay policies for the Mississippi Thoroughfare as identified in Schedule B.

The Mississippi District is a mixed-use development area and all of the following uses shall generally be permitted subject to all other applicable policies of this Plan and further specified by the applicable subdistrict policies and Development Permit By-law controls:

- Low, Medium and High-density residential in accordance with the provisions of Section 3.5.3.11
- High-density residential in buildings with street level commercial uses
- Additional Residential Units (in primary and secondary buildings/structures)
- Special Needs Housing
- Commercial and office uses (pedestrian-oriented retail, food service and professional service type uses). New vehicle-oriented large retail and automotive sales and service establishments shall not be permitted in the Mississippi District
- Institutional uses
- Arts, recreation, sports and cultural uses
- Home-based businesses

3.1.3 General Policies

1. The Community Design Framework policies, as stated in Section 2.0 shall be applied when reviewing all proposed development or re-development applications. When considering "areas" as described in Section 2.2.1 and 2.2.8, such "areas" shall primarily be bound/defined by their land use designations on Schedule "A" of this Plan, beginning with any focused designations before considering the entirety of the Mississippi District.
2. It is envisioned that the Downtown Sector, Transitional Sector, and Strategic Properties will be the Targeted Growth Areas for the Town, where infrastructure and services can be demonstrated to support the intensification.
3. High-density residential and mixed-use developments shall be considered on sites which provide focal points within the neighbourhood and can demonstrate compatibility with adjacent land uses through appropriate massing, balance, height, architectural style, setbacks, siting, landscaping, parking and street-level pedestrian spaces.
4. The delineation of land uses through the Development Permit By-law shall be based on this Official Plan, architectural form and present and future land use compatibility.

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

5. Commercial development shall be pedestrian-oriented on the ground floor and may also include commercial, office or residential development on upper floors.
6. In order to create walkable and complete communities, the Mississippi District is intended to collectively develop to provide uses which meet the daily needs of residents by providing convenience access to a mix of uses at a local level while providing a full range of transportation options.
7. In order to establish a walkable streetscape, new developments will be encouraged to establish a building line with minimal setback from the public sidewalks, opportunities for safe, accessible and convenient pedestrian connections via access-easements, and the location of parking facilities in the rear or interior of the lots.
8. Further to the Community Improvement Area policies included in Section 6.15, all of the lands designated Mississippi District are considered a high priority as a Community Improvement Project Area.
9. To maintain the character and appearance of this area, demolition and building permits shall be strictly controlled in accordance with the Development Permit By-law
10. It is the intent of Council to protect ,preserve and enhance existing tree canopies. Council may enact more restrictive controls under the Development Permit By-law to protect the downtown core's urban trees and will ensure that proposed development is reviewed to provide for the preservation, protection, and enhancement of existing treed areas.
11. In reviewing development applications Council shall protect future access or linkages to the waterfront area. Such linkages may be physical land-based connections or may include visual linkages developed through the physical design of the new development proposal. In reviewing development applications Council shall investigate opportunities for the acquisition of waterfront areas for public use.
12. Additional Residential Units (ARU's) are permitted in any legally existing single detached, semi-detached, townhouse or duplex dwelling.
13. It is acknowledged that large portions of the Mississippi District are shoreline adjacent to the Mississippi River. In reviewing development applications Council shall consider any potential negative impacts on the Mississippi River and the Town's municipal drinking water in consultation with the Mississippi Valley Conservation Authority and the Mississippi-Rideau Sourcewater Protection Plan

3.1.4 Area Specific Policies

The Mississippi District, as noted above, is composed of the Downtown Sector, Mississippi Transitional Sector, the Mississippi Residential Sector and the Mississippi District Strategic Properties. The following policies recognize the distinct but related characteristics of the four areas. All four areas are delineated on Schedule A as sub-sectors of the Mississippi District. The Mississippi Thoroughfare policies pertain to areas identified in Schedule A, and shall be treated as an overlay to the underlying district and sub-areas policies.

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

3.1.4.1 *Downtown Sector*

The Downtown Sector is characterized by the traditional main street character of Bridge Street with its eclectic mix of pedestrian-oriented businesses and services and its human scale architecture.

The following policies shall apply specifically to the Downtown Sector in addition to those policies identified in Section 3.1.3:

1. Notwithstanding the permitted uses stated in Section 3.1.2, in the Downtown Sector permitted uses shall be limited to pedestrian-oriented commercial on street level floors of existing and proposed buildings. Upper floors and building areas without pedestrian-oriented access may be used for residential and service uses as stated in Section 3.1.2 and subject to the Development Permit By-law.
2. Within the Downtown Sector, where lots have frontage on Bridge Street:
 - a. the development or redevelopment of land for exclusively residential purposes is not permitted.
 - b. the development of medium to high density residential projects may be permitted provided street level floors are restricted to pedestrian oriented commercial and service uses. For the purposes of this policy medium to high density residential uses are established at 40 units per gross hectare to a maximum of 60 units per gross hectare.
3. Within the Downtown Sector, where lots do not have frontage on Bridge Street:
 - a. The development or redevelopment of medium to high density residential uses without street level commercial uses may be permitted. For the purposes of this policy medium to high density residential uses are established at 40 units per gross hectare to a maximum of 60 units per gross hectare.
4. Density definitions shall be consistent with Policy 3.5.3(11).
5. New buildings over three (3) storeys within the Downtown Sector shall incorporate architectural articulation and details to form a three (3) storey base to ensure compatibility with the existing low-rise, human-scale buildings in order to be consistent with the built form in the Area.
6. In order to ensure that the design of new or renovated buildings integrate into the existing builtform of the area and maintains the area's character, proponents shall demonstrate how the key elements of scale and detail from the existing traditional one (1) to three (3) storey buildings have been incorporated into the proposed building design.
7. All new developments and redevelopments shall have regard for the cultural heritage landscape of the historic commercial core of Carleton Place. In evaluating applications for development and redevelopment, the proponent will be required to demonstrate how the architectural style, form and function of the proposal conform or complement the existing streetscape on Bridge Street.

TOWN OF CARLETON PLACE OFFICIAL PLAN

8. Where a building is approved for demolition, the land may be used for parking purposes on an interim basis subject to a temporary use agreement with the municipality in accordance with the Development Permit Bylaw. In the interim, the site will be required to be paved and buffered with landscaping from the streetscape. Where the property abuts existing residential properties, privacy fencing will also be required.
9. Council will examine opportunities for funding downtown improvement projects including the on-going expansion and improvement of the farmer's market facility, the building facades program, opportunities to improve public parking, opportunities for waterfront connectivity, and public art.
10. In order to encourage business development, the municipality, in cooperation with private sector stakeholders, will work towards an integrated signage system designed to facilitate 'way-finding' from the Highway District into the Downtown Sector as well as to establish pedestrian connectivity along the Mississippi River.
11. In evaluating redevelopment proposals, shared parking arrangements between private properties owners shall be encouraged through the use of reciprocal access agreements and right-of-ways. Parking shall be limited to rear or interior yard and shared driveways are strongly encouraged to limit the number of driveway entrances on the street.
12. Opportunities to increase greenspace and tree canopies will be evaluated in both public and private redevelopment projects. While the Downtown is presently composed of significant impermeable surfaces, opportunities for green roofs, raised planters, permeable pavement options and green walls will be encouraged.
13. Council will continue to seek opportunities within the downtown for the creation of public gathering spaces on public lands or in partnership with private landowners.
14. Council will work in partnership with the Chamber of Commerce and Business Improvement Association to cyclically identify commercial uses which are missing and desirable in the Downtown.

3.1.4.2 *Mississippi Transitional Sector*

The area designated Transitional Sector in the Mississippi District is located along Bridge Street north of the Mississippi River to the intersection of Townline Road and immediately south of Lake Avenue on Moore Street to Coleman Street.

Additionally, the areas of Elizabeth Street, Lansdowne Avenue and MacArthur Avenue are included, as is the block between Coleman Street and Miguel Street and Moore Street and Queen Street.

Areas of Victoria Street, Allan Street Mill Street and Beckwith Street have also been recognized as Transitional lands which may be investigated on a case-by-case basis to support medium-density residential uses or ancillary service and office uses in a mixed-use building.

The sector primarily consists of a mix of commercial uses with some existing low-density residential development. The style of development in the Transitional Sector is different than the Downtown Sector in that there is less cohesiveness in the architectural design and the mix

TOWN OF CARLETON PLACE OFFICIAL PLAN

of uses is not as consistent as can be found in the Downtown Sector.

The intent of the Transitional Sector policies is to encourage a gradual change to development which is more reflective of the design elements in the Downtown Sector and to provide for a variety of uses which is supportive of the overall intent of downtown revitalization while ensuring flexibility for the future development and redevelopment of existing properties.

The following policies shall apply specifically to the Transitional Sector in addition to those policies identified in Section 3.1.3:

1. Permitted uses shall be as stated in Section 3.1.4.1.
2. New commercial uses and the redevelopment of existing commercial uses shall provide for a pedestrian oriented scale of development with a focus on the street presence of new or redeveloped buildings and structures. Automobile oriented uses shall be prohibited.
3. Where new development or re-development is proposed, the resulting building facades shall be consistent with the architectural style found in the Downtown Sector.
4. The average density target for infill development in the Transitional Sector will be 38 units per gross hectare, with a range of 25 to 50 units per gross hectare, calculated on a site-by-site basis. Gross hectare is defined as the total area of land on which a development is proposed.
5. Where development is as the result of lot consolidations, and which infill sites or consolidated sites have areas of 0.12 hectares (0.3 acres) less, residential density may be increased if deemed appropriate. The test for appropriateness shall consider a subject development against the development standards of the Development Permit By-law. In such cases, if the proposed development can meet the minimum requirements of the Development Permit By-law, the increased density may be permitted.
6. New buildings over three (3) storeys within the Transitional Sector shall incorporate architectural articulation and details to form a three (3) storey base in order to provide human-scale buildings with a street presence.
7. New developments and re-developments within the Transitional Sector shall be encouraged to maximize development yields through lot consolidations in order to establish lot areas which can self-support higher densities and mixed-uses.
8. Developments which exceed 25 units per gross hectare will be restricted to large, consolidated land parcels at intersections or adjacent to public lands (ie. parks) where the massing of the building can be balanced with the adjacent public lands.
9. Council will examine opportunities for funding Transitional Sector projects through a Community Improvement Plan.
10. Additional Residential Units are permitted in any legal existing single detached, semi-detached, townhouse or duplex dwelling.
11. Infill and redevelopment project abutting lower density residential neighbourhoods shall retain, supplement and establish buffering by trees.

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

3.1.4.3 *Mississippi Residential Sector*

The Mississippi Residential Sector Policy Area is an established pre-war residential area which is composed of a mix of neighborhoods characterized by a range of low-density housing types. The area, though dominated by single dwelling units, includes semi-detached, duplex, row townhouses and small apartment dwellings located on large lots along tree lined streets. The range of dwellings varies from modest single dwellings to stately heritage homes. The area can generally be subclassified based on segmentations created by collector and arterial roads, the former railway (now OVRT) and the Mississippi River. Notably, a portion of High Street is also characterized specifically by large estate homes which were once owned by industrial barons of the early 20th century. This estate neighbourhood may be subject to additional protections specified in the Development Permit By-law.

The area also includes several parks, schools, churches, established light industrial employment facilities, local commercial uses and municipal amenities.

This area, identified on Schedule A, is located within close proximity to the Downtown Sector and much of it has direct or visual access to the Mississippi River.

The following policies shall apply specifically to the Residential Sector in addition to those policies identified in Section 3.1.3:

1. Notwithstanding the list of permitted uses in Section 3.1.2, uses in the Mississippi Residential Sector shall generally be restricted to:
 - Low-density Residential uses (Single Detached, Semi-Detached and Duplex Dwellings)
 - Accessory Residential Units (in primary and secondary buildings/structures)
 - Home-based Business
 - Recreation facilities, parks and open space
 - Existing institutional uses
 - Existing commercial and industrial uses
 - Office, retail or personal services uses as directed by the Development Permit By-law
2. The Development Permit By-law shall be used as the primary implementation tool to ensure that the Mississippi Residential Sector Policy Area will maintain its character and established neighborhood appeal.
3. Existing neighborhood commercial uses may be designated as such in the Development Permit By-law however it is not the intention of this Plan to permit new local commercial uses in the Mississippi Residential Sector Policy Area. Extensions or changes of use of existing commercial and industrial uses may be subject to an Official Plan Amendment.

3.2.2.1 Density Provisions

1. The average density target for infill development in the Mississippi Residential Sector will be 16 units per gross hectare, up to 22 units per gross hectare, calculated on a site-by-

TOWN OF CARLETON PLACE
OFFICIAL PLAN

site basis. Gross hectare is defined as the total area of land on which a development is proposed.

2. Where development is as the result of lot consolidations, and which infill sites or consolidated sites have areas of 0.12 hectares (0.3 acres) less, residential density may be increased if deemed appropriate. The test for appropriateness shall consider a subject development against the development standards of the Development Permit By-law. In such cases, if the proposed development can meet the minimum requirements of the Development Permit By-law, the increased density may be permitted.
3. Density definitions shall be consistent with Policy 3.5.3(11).

3.1.4.4 ***Mississippi Strategic Properties***

The Official Plan recognizes four (4) specific Strategic Properties on Schedule A:

- McArthur Island (150 Mill Street and 150 Rosamond Street);
- The former site of the Findlay Foundry (28 High Street);
- The Canadian Co-operative Wool Growers property (142 Franktown Road); and the
- The former DRS manufacturing plant property (115 Emily Street).

These areas present opportunities for new residential and mixed-used residential and commercial development which can complement and support the Downtown and help provide linkages along the Mississippi River and OVRT while also servicing as a local commercial hub for each of respective adjacent neighbourhood.

The following policies shall apply specifically to the Strategic Properties in addition to those policies identified in Section 3.1.3:

1. Notwithstanding the permitted uses listed in Section 3.1.2, the existing commercial uses occurring at The Canadian Co-operative Wool Growers shall be permitted to continue or expand provided that the requirements of the Development Permit By-law are met. As of January 2022, McArthur Island, Findlay Foundry and 115 Emily Street have ceased operating as commercial and industrial uses.
2. The development or redevelopment of each of the Strategic Properties shall be in accordance with the following policies:
 1. On the McArthur Island and 150 Rosamond Street properties, development and / or redevelopment shall be limited to residential uses in a mixed-use environment. The non-residential uses permitted shall be limited to those listed in Section 3.1.2. The targeted residential density shall be 40 units per net hectare. A minimum of 5% and a maximum of 30% of the developed net floor space shall be for non-residential uses.
 2. On the Findlay Foundry property, development and / or redevelopment shall be limited to residential uses in a mixed-use environment. The non-residential uses permitted shall be limited to those listed in Section 3.1.2. The targeted residential density shall be 40 units per net hectare. A minimum of 5% and a maximum of 30% of the developed net floor space shall be for non-residential uses.

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

3. On the DRS property at 115 Emily Street, development and / or redevelopment shall be limited to residential uses having a targeted residential density of 40 units per net hectare. If the targeted density target is met, additional non-residential uses described in Section 3.1.2 may be permitted in conjunction with the residential use. A minimum of 5% and a maximum of 30% of the developed net floor space shall be for non-residential uses.
4. On the Wool Growers property, redevelopment / restoration of the existing buildings shall be encouraged in order to provide non-residential uses described in Section 3.1.2. Residential uses shall be permitted at a targeted density of 40 units per net hectare. There is no requirement for mixed use development on this property, however it shall be considered if the minimum residential density is met.
3. All development and / or redevelopment shall integrate public pedestrian and recreational trail facilities with linkages to the existing pathway system, adjacent public spaces and Mississippi River shorelines.
4. All development shall be required to demonstrate that local natural heritage features on and adjacent to the site are protected and enhanced.
5. Consents may be granted on Strategic Properties provided the creation of new lots will facilitate the implementation of Section 3.1.4.4 and can meet the minimum lot requirements of the Development Permit By-law.
6. From time-to-time Council may recognize additional properties as Strategic Properties. In order to be considered as a Strategic Property, the candidate property shall meet the following minimum criteria:
 1. Minimum lot area of 0.5 hectares; and
 2. Immediate adjacency to the OVRT, Trans Canada Trail, Mississippi River or other local trail identified on Schedule "B"; and
 3. Direct vehicular access on a collector or arterial road identified on Schedule "B"; and
 4. Local cultural or historical significance to the Town.

Candidate properties shall be considered through an Official Plan and Development Permit Amendment. The statutory public consultation process shall be used to determine appropriate parameters for development or redevelopment of the lands.

7. In all new developments and/or redevelopments a minimum of 5% of the dwelling units constructed shall be affordable housing units in accordance with Section 6.21.

3.1.4.5 *Mississippi Thoroughfares*

It is recognized that specific roads as well as the Mississippi River within the Town of Carleton Place have a role to play in the Town's future development through their ability to link newer areas and major transportation routes to the Town's core area. These roads and the Mississippi River are designated as Mississippi Thoroughfares on Schedule A. The Mississippi

TOWN OF CARLETON PLACE OFFICIAL PLAN

Throughfares shall serve as an overlay policy applicable in addition to the principal designation.

1. Mississippi Thoroughfares shall be maintained to:
 - promote and present an attractive and unifying image of the Town of Carleton Place;
 - maintain a sense of welcome and arrival for residents and visitors; and
 - complement and enhance the Town's investment in major infrastructure.
2. In maintaining Mississippi Thoroughfares Council may utilize Community Improvement Plans to undertake "Complete Streets", street beautification programs and shoreline improvement programs and shall ensure that all public works carried out along these Thoroughfares contribute to their preservation and aesthetic enhancement. Council shall also ensure that any private development initiatives along the Mississippi Thoroughfares respect and are consistent with the local character and environmental conditions.
3. Permitted uses on lands fronting on a Mississippi Thoroughfare shall generally be in accordance with the land use designation shown on Schedule A and the related policies in this Plan.
4. Higher order intersections (ie. arterial and collector) in the Mississippi Thoroughfare have the potential to create community hubs and gateways through intensified development.
5. Development along the Mississippi Thoroughfare shall be required to "front" on the corridor with a high-quality urban design and public realm improvements.
6. Where existing developments back onto the Mississippi Thoroughfare, the Town shall develop a common landscaping standard to buffer the public space from individual properties.
7. The Town will consider the development of a landscaping Master Plan for the Mississippi Thoroughfare to be referred to when undertaking infrastructure improvements to the corridor. Landscaping upgrades may include but is not limited to; consistent lighting, center boulevards, tree canopies, buried utilities, directional signage, street furniture, and public art.
8. New vehicular access points onto the Mississippi Thoroughfare shall be limited and the use of reciprocal access easements shall be encouraged.

3.2 Highway District

Encouraging and enhancing commercial development in Carleton Place is crucial to the Town's quality of life. Commerce provides employment through the retail sale of goods and services to residents, visitors and other businesses and helps broaden the Town's tax base which in turn helps the municipality maintain required public services.

The Highway District designation is intended to guide the on-going development of regional scale commercial retail facilities located along Highway 7 and McNeely Avenue. Highway Commercial development will promote the efficient distribution of goods and services and satisfy the consumer needs of Town residents as well as visitors from the greater area while providing local employment opportunities.

TOWN OF CARLETON PLACE OFFICIAL PLAN

While the Highway District designation will be primarily intended for the location of larger scale commercial outlets, mixed-use transitional development shall be considered adjacent to existing residential uses. In order to meet the housing demands for the Town, high density residential uses that are ancillary or secondary to a primary commercial use may be considered in the Highway District where it can be demonstrated that no negative impacts are generated from the conflicting uses.

3.2.1 Objectives

1. Support a diverse range of commercial uses that meet the existing and future needs of the community and reduces the need for residents to shop elsewhere;
2. To promote a high aesthetic quality in all commercial areas that reflects the local character;
3. To address the needs of local commercial uses to attract visitors and tourists;
4. To promote mixed-use development where they can be demonstrated to be feasible; and
5. To minimize the impacts of commercial uses on adjacent sensitive land uses.

3.2.2 Permitted Uses

Permitted uses shall have the following functional characteristics:

1. The uses are not geared towards pedestrian-oriented shopping activity but rather vehicle oriented single-purpose shopping trips.
2. The uses require sites accessible to arterials or provincial highways to serve their market areas.
3. Permitted uses include a full range of commercial uses directed to vehicular traffic, including:
 - Supermarket, grocery stores and other food retailers;
 - Retail of mercantile, building supplies, furniture, etc.;
 - Personal and Professional Service Uses;
 - Entertainment and Recreational Uses;
 - Hotel, motel and accommodation to the travelling public; or
 - Automotive uses
 - Urban agriculture and agricultural-related uses
4. Residential units may be permitted in the Highway District subject to the following criteria:
 - 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,

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

- 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, and 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.
5. 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 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;

3.2.3 Policies

- 1. All development and redevelopment in the Highway District shall be subject to a Class 3 Development Permit.
- 2. All development in the Highway District shall be subject to a pre-development consultation process prior to submission of any required application. Pre-development consultation shall be based on a preliminary site development concept plan prepared to a sufficient level of detail to assess traffic patterns, access, parking and loading facilities, location and massing of buildings, adjacent land uses, potential impacts and site aesthetics. Any additional information required to ensure a complete application in accordance with the

TOWN OF CARLETON PLACE
OFFICIAL PLAN

relevant policies of Section 6.0 - Implementation will be established during the pre-development consultation.

3. All new development in the Highway District shall be supported by technical reports prepared by qualified professionals. Such reports may include a traffic study, serviceability report and a stormwater management report as required. The pre-consultation process shall determine the need for these studies or any additional studies and reports.
4. A high standard of building and landscape design shall be applied through the Development Permit By-law particularly where development includes or is adjacent to residential uses or is adjacent to the Mississippi Thoroughfare. .
5. Notwithstanding the vehicular demands currently generated by large format commercial developments, all new development and redevelopment shall be required to incorporate "Complete Street" principals as described in Section 4.3.3.1.
6. The Town should consider the implementation of parking maximums in the Development Permit By-law.
7. All areas of the site not required for the building envelope, service areas, or parking lots shall be required to be landscaped with low-maintenance and native planting materials.
8. All forms of Low Impact Development (LID) features shall be promoted and encouraged at the time of development or redevelopment. An application for Development Permit will be required to provide an analysis of appropriate LID options and how they can or cannot be incorporated onto the site.
9. The Highway District includes several natural features and potential natural features identified on Schedule "B". Development applications shall be evaluated in consideration of their ability to enhance these features and mitigate negative impacts.
10. Development in the Highway District shall generally be part of a comprehensively planned project with some commercial parking and/or loading facilities and shared ingress and egress. Freestanding buildings and residential uses are also permitted on individual sites, provided they do not adversely affect access or traffic circulation to other uses occurring on the site.
11. The Town has previously adopted the "South of 7 Conceptual Design Plan" (Novatech 2013) which provided a specific vision and community design for the new neighborhood. Any new development south of Highway 7 shall have regard for the vision, land uses, and design standards included in the Concept Plan.
12. The Town has adopted a Secondary Plan for the management of the Highway 7 and Highway 15 corridor in coordination with the Ministry of Transportation. Any new development or proposed redevelopment shall have regard for the policies in Policy 8.1 – Highway District Secondary Plan.
13. The Town may consider the adoption of a "Conceptual Design Plan" for the North of 7 lands to evaluate neighborhood wide servicing requirements, environmental protections, and distribution of mixed-uses in conformity with Policy 3.3.2.

TOWN OF CARLETON PLACE OFFICIAL PLAN

14. The Town will consider opportunities for the acquisition of lands within the Highway District for a future Park and Ride facility to facilitate inter-city public transit options.

3.3 Employment District

The recent widening of Highway 7 has expanded the municipality's competitive locational advantage for industrial development. Improved highway access improves the Town's ease of access to Ottawa's western suburbs which have traditionally been areas of strong industrial demand. In order to capitalize on this strength, the Town has completed an industrial development strategy which will in part be implemented through land use policies.

The following policies apply to the Employment District designations as shown on Schedule A. Alterations to the boundaries of the Employment District designation shall require a comprehensive review demonstrating that the lands are not required for employment generating purposes over the life of the Official Plan and that the alternative use or uses proposed are or will be of greater benefit for the municipality.

3.3.1 Objectives

- To support the expansion of the Town's employment base through flexible land use policies which recognize the dynamic nature of a changing regional economy;
- To provide for commercial and industrial uses which require larger land areas;
- To ensure access to efficient transportation links;
- To provide industrial development opportunities which will not result in land use conflicts;
- To enhance economic development opportunities within the Town of Carleton Place; and
- To appropriately buffer industrial or manufacturing uses to transition to adjacent non-employment areas.

3.3.2 Employment District Designations

There are three types of designated Employment Districts on Schedule A of this Plan. Each is intended to have different long term industrial and/or employment orientation. They include:

- **THE HEALTH CAMPUS:** This district is planned around the new hospital and is intended to provide opportunities for health care related or health care compatible employment.
- **THE INDUSTRIAL CAMPUS:** This district includes light industrial, warehousing and manufacturing land uses.
- **THE BUSINESS PARK CAMPUS:** This district will accommodate various types of business employment uses.

The distinct nature of these areas will be established through the Development Permit By-law and

TOWN OF CARLETON PLACE OFFICIAL PLAN

all new employment land uses will be subject to a Class 2 or Class 3 Development Permit process.

3.3.3 Permitted Uses:

Development within the Employment District shall generally take place in the form of an industrial, business or commercial park. The following uses shall generally be permitted in the Employment District based on the different orientation of the various campuses:

- Hospital
- Health related professional, service or retail uses
- Business offices
- Manufacturing and processing
- Warehousing and wholesaling of bulk products
- Transportation depots
- Distribution centres
- Heavy equipment and recreational vehicle sales and service
- Open storage
- Automobile and commercial vehicle service centres
- Service commercial uses ancillary to the above
- Institutional Uses
- Urban agriculture and agricultural-related uses

Other commercial uses appropriate or compatible with an industrial area or business park as described in the implementing Development Permit By-law and subject to any other related policies in this Plan.

New heavy industrial uses may be permitted in the Employment District without an amendment to the Official Plan provided that there is evidence demonstrating that all environmental issues normally related to heavy industrial land uses have been resolved.

3.3.4 Policies

Council through the Development Permit By-law shall endeavor to maintain the character and scale of development in the Employment District and to ensure appropriate regulatory control. Whenever possible Council shall encourage the development of recreational uses to be integrated into the Employment District to provide for balance and lifestyle benefits.

The Development Permit By-law, in accordance with the relevant policies in this Plan, shall apply to new or expanded industrial and business uses in order to regulate the physical character of development and to ensure compatibility with established land uses. Particular attention will be placed on appropriate buffering of the permitted uses from adjacent non-compatible uses as well as ensuring that there is efficient and immediate access to transportation links.

TOWN OF CARLETON PLACE OFFICIAL PLAN

Where warranted Ministry of the Environment Conservation and Parks Guidelines for the separation of industrial uses from sensitive land uses shall be applied in accordance with Section 5.5.

Conversion of lands within employment areas to non-employment uses may be permitted through a comprehensive review, initiated by the Town, only where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for the conversion.

3.4 Residential District

The lands designated as Residential District on Schedule A provide the primary locations for housing in Carleton Place. A broad range of housing types and compatible services and amenities are permitted within the District and may be further specified in the Development Permit By-law.

The Residential District is notably composed of both existing established neighbourhoods as well as greenfield lands which have been annexed into the municipality to accommodate future growth of the community. Land use policies and densities prescribed in Section 3.5.4 have been subdivided into “Infill” and “Greenfield” categories for implementation and shall be applied, as appropriate, in addition to the general policies of Section 3.5.3.

3.4.1 Objectives

- To encourage the development of “15 Minute City” design principals and provide living, working, commerce, healthcare, education and entertainment uses within a 15-minute walk;
- To promote sustainable, efficient and safe residential neighbourhoods; and
- To provide a diverse range of housing types and densities to meet the needs of the community.

3.4.2 Permitted uses

The following uses shall generally be permitted in the Residential District:

- Residential Uses, as permitted in the Development Permit By-law
- Additional Residential Units (in primary and secondary buildings/structures)
- Parks and Recreational facilities
- Schools and Places of Worship
- Home-based Business
- Community and social service facilities
- Institutional Uses
- Local and neighborhood commercial uses

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

3.4.3 General Policies

1. Where land is designated Residential District on Schedule A to this Plan, a range of residential dwelling types shall be permitted, including single detached, semi-detached, duplex dwellings, triplex dwellings, townhouse dwellings and apartment dwellings. Distinct neighbourhoods may be restricted to specific types of dwellings based on existing neighbourhood conditions as specified in the Development Permit By-law.
2. Ancillary uses such as schools, neighbourhood and community parks, trail connections, places of worship, home-based business, local and neighbourhood commercial and community and social service facilities, shall also be permitted subject to the following:
 - a) Only those uses which are compatible with and complementary to residential uses and where the amenities of adjacent residential areas are preserved through the provision of adequate buffering, landscaping, off-street parking, and vehicular access shall be permitted.
 - b) Where possible, ancillary uses shall be grouped together to serve as focal points for residential areas, and to encourage the integration of parking, landscaping, and other facilities.
 - c) Ancillary uses will be identified into appropriate designations in the Development Permit By-law.
 - d) Detailed development and design standards for ancillary uses permitted within the Residential District designation shall be established in the implementing Development Permit By-law.
3. Additional residential units, are permitted in a single, semi-detached, duplex, or townhouse dwellings and in a building or structure ancillary to a detached house, semi-detached house or rowhouse, subject to the requirements of the Ontario Building Code and the Planning Act.
4. Special Needs Housing in accordance with the relevant policies of Section 6.0 - Implementation, shall be permitted in the Residential District.
5. Local and neighbourhood commercial uses may be designated in the implementing Development Permit By-law as a permitted use. New commercial uses will be assessed with their compatibility with adjacent residential uses and will be required to have direct access to a collector or arterial road.
6. Where lots designated Residential District have frontage on a Mississippi Thoroughfare, new high density residential uses and new commercial uses may be permitted provided that such new development can be undertaken in accordance with the policies of Section 2.0.
7. All development or redevelopment within the Residential District shall be encouraged to implement Low Impact Development (LID) features.
8. All development in the Residential District will work in conjunction with the findings and recommendations of Council approved Master Plans, as amended. Such Master Plans

TOWN OF CARLETON PLACE
OFFICIAL PLAN

include but are not limited to the Transportation Master Plan and the Parks and Recreation Master Plan.

9. Where land is required for public utilities or infrastructure in the Residential District, such lands will not require an amendment to the Official Plan in order to consider the land use appropriate. Such demand for public utilities or infrastructure may stem from new plans of subdivision or retrofitting existing utilities or infrastructure in the built-up area. Public utilities and infrastructure will consist of uses including but not limited to: hydro/electricity, natural gas, telecommunications, wastewater, or other similar uses deemed appropriate by the Town.
10. High density residential and developments shall be considered on sites which provide focal points within neighbourhoods and can demonstrate compatibility with adjacent land uses through appropriate massing, balance, height, architectural style, setbacks, siting, landscaping, parking and street-level pedestrian spaces. High density residential uses will be limited to properties with access on arterial and collector roads. 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.
11. All developments and redevelopments, not proposed through a plan of subdivision, within the Residential District shall develop at an average density target of 22 units per gross hectare unless otherwise specified in the Specific Area Policies of Section 3.5.4. On a site-by-site basis, residential built form classifications shall be evaluate by gross density and shall apply as follows:
 - a) Low-Density Uses – shall include single detached dwellings, semi-detached dwellings, duplex dwellings, triplex dwellings and converted single detached dwellings up to a maximum density of 22 units per gross hectare.
 - b) Medium-Density Uses – shall include street fronting townhomes, planned unit townhomes, stacked townhomes, back-to-back townhomes, and low-rise apartment dwellings in a range greater than 22 units per gross hectare and not exceeding 30 units per gross hectare.
 - c) 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.
12. New residential plans of subdivision shall include a mix of residential dwelling types and densities on a street-by-street basis. Residential development which does not provide a diversity of dwelling types along streetscapes shall be discouraged.
13. All new high-density uses shall be subject to the following minimum siting requirements:
 - a) The proposed design of the residential development is compatible in scale with the

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

character of surrounding uses as demonstrated through an Urban Design Brief;

- b) The site is physically suited to accommodate the proposed development;
 - c) The proposed site can be serviced with adequate water and wastewater services;
 - d) The property shall have appropriate access to an arterial or collector road maintained to a municipal standard with capacity to accommodate traffic generated from the site;
 - e) Sufficient off-street parking facilities is provided in accordance with the standards set out in the Development Permit By-law; and
 - f) The development can take place in accordance with the policies of Section 2.0.
14. The prescribed density limits of Infill and Greenfield policies are not intended to apply to institutional quasi-residential uses including Long-term care and supported living centers. Retirement Homes and progressive aging communities will be evaluated on a case-by-case basis and shall assess the impact of proposed increase of the maximum net density allowances on infrastructure and adjacent neighbourhoods.
15. Development shall be integrated with surrounding development, through connected street networks, appropriate transition of housing types and densities and through supporting infrastructure including recreational pathways and parks.

3.4.4 Area Specific Policies

3.4.4.1 Infill Policies

1. Infill policies shall apply to all residential development that occurs outside a new plan of subdivision. Typically, this form of development occurs through the redevelopment of properties, the repurposing of buildings or land, or the development of vacant land parcels of land and may occur through demolition, lot severances, lot consolidations, additions or changes of use.
2. The intent of infill policies is to preserve the character of existing neighbourhoods and limit intensification and infill to those which conform to the prevailing character of the neighbourhood with respect to density, lot size and shape, massing, form and landscaped open space.
3. The average lot size, orientation, and form of new structures must therefore demonstrate conformity with the typical lot size and building forms of the neighbourhood and streetscape. In evaluating the character of the neighbourhood, analysis shall be conducted of properties within the same block as the subject lands. If the infill development is proposed to comprise the entire block of land, the analysis shall include the blocking fabric immediately north, south, east and west of the site.
4. In reviewing new development and redevelopment, priority shall be given to providing at-grade landscaped amenity space in accordance with the provisions of the Development Permit By-law. Supplemental landscape and amenity space on decks, rooftops and balconies shall be encouraged.

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

5. New development and redevelopment will be required to consider the available infrastructure and public amenities available to support the intensification of the site. Infrastructure considerations are to include:
 - a. Adequate off-street and on-street parking;
 - b. Proximity to recreational opportunities including parks and trails;
 - c. Adequacy of available water and sanitary capacity within the neighbourhood; and
 - d. Existing drainage and grading patterns of the site and post-development stormwater management.
6. Consideration of negative impacts of new development and redevelopment on adjacent private properties shall also be considered and shall include but are not limited to:
 - a. Privacy impacts adjacent properties;
 - b. Removal of on-street parking; and
 - c. Shadow impacts on private amenity spaces.
7. Residential infill developments shall be calculated on a gross hectare basis and shall be defined as the total area of land on which the resident use is proposed. Gross densities shall be in accordance with Section 3.5.3.11.

3.4.4.2 Greenfield Policies

1. Greenfield policies shall apply to the development or redevelopment of lands identified as part of the “Greenfields” overlay identified in Schedule “A”. It is intended that the development of Greenfield lands will occur in an orderly and planned manner and shall be consistent with all of the Town’s master planning documents including but not limited to the Transportation Master Plan, the Parks and Recreation Master Plan, the Long-term Financial Plan, and all secondary plans and conceptual design plans adopted by Council.
2. The lands identified within the Greenfield overlay are anticipated to accommodate a substantial residential population. The sequencing and phasing of the development of these neighbourhoods will be prioritized in areas where municipal infrastructure is available or can be efficiently extended to the site in accordance with the Town’s infrastructure master plans.
3. The Town has previously adopted the “South of 7 Conceptual Design Plan” (Novatech 2013) which provided a specific vision and community design for the new neighborhood. Any new development south of Highway 7 shall have regard for the vision, land uses, and design standards included in the Concept Plan.
4. Council will explore opportunities for additional Conceptual Design Plans in vacant residential Greenfields in advance of future development applications.
5. Approval of residential subdivisions in the vacant Greenfield areas shall be subject to the availability of schools, parks, recreation facilities, infrastructure, and all other services and public works required to service the proposed development to the standards of the Town.

TOWN OF CARLETON PLACE OFFICIAL PLAN

6. It is the intention that Greenfield areas develop with a “15-Minute City” approach, and new developments shall be required to demonstrate how all resident needs can be satisfied by the proposed development within a 15-minute walk from the site.
7. Subdivision conceptual plans shall be required to demonstrate the following minimum design standards:
 - a. The identification and preservation of unique natural features on the site;
 - b. The incorporation of climate change resilient and ecologically sensitive design;
 - c. The centralization and integration of parkland, recreation facilities and institutional uses to the neighbourhood;
 - d. Integration of streets, sidewalks, pathways and cycling paths with existing neighbourhoods and within the site;
 - e. Street layouts which are reflective of the historic road network of the Town;
 - f. Adequate road allowance widths to accommodate all planned infrastructure, on-street parking, urban street trees, and boulevards;
 - g. Sufficient on-street or visitor parking lots to support all uses occurring on the site;
 - h. The even distribution of townhomes throughout the site;
8. In the consideration of new applications for development of vacant Greenfield areas, a Housing Market Needs Assessment shall be required to be submitted at pre-consultation which analyzes both the free market and affordable housing needs of the community.
9. Greenfield areas shall develop at an average density target of 30 units per net hectare.
10. New greenfield sites are intended to develop and provide a range of housing types which meet the future housing needs while respecting the neighbourhood characteristics of a small town. The distribution of housing within the site shall be in accordance with the uses specified in Section 3.5.3.11 and consistent with the following ratios:
 - a. Low Density : up to 75% of the new residential areas;
 - b. Medium Density: up to 10% of the net residential areas;
 - c. High Density : at least 15% of the net residential areas;

Variations to the above prescribed targets may be considered through an Official Plan Amendment where a housing market assessment justifies the current needs of the community and the proposed amendments satisfied the affordable housing provisions of Policy 6.21

3.4.5 Increased Density and Bonusing

Section 37 of The *Planning Act* allows Council to permit an increase in the maximum height or density of development, in exchange for the provision of such facilities, services or matters as are set out in the Official Plan. One or more of the following must be provided to the satisfaction of the Town, in order to be eligible for increases in the height and/or density of development beyond that otherwise permitted by the Development Permit By-law:

- The provision of affordable housing, assisted housing or housing for those with special needs;

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

- The preservation of architectural, historic, archaeological and/or scenic features; and/or
- The dedication or provision of open space, recreation or community facilities, parks, waterfront lands, or trail systems, provided that such lands and amenities are significantly in excess of any parkland dedication requirements of this Plan.

The following additional provisions shall apply:

1. The increased height and density provisions will be implemented through the Development Permit By-law. The By-law will identify the detailed development standards upon which the bonus provisions will be based, and identify the By-law designations in which such bonus provisions shall apply.
2. In all cases, the facilities, services or matters provided in exchange for increased height or density of a development project shall be directly linked to the nature of the development and shall be located on the lands which are being developed. The transfer of increased height and density provisions from one site to another site or from one project to another project shall not be permitted.

3.5 Future Development District

The Town has been proactive to ensure that it will have sufficient lands available to accommodate future residential and employment growth. To that end lands have been annexed from adjacent municipalities. Some of those lands will be immediately available for development and have been designated as either residential or employment district on Schedule A of this Plan. Lands which are surplus to the immediate (i.e. next five years) development needs of the municipality have been overlaid with a Future Settlement Area designation. On such lands, uses existing as of the date of approval of this plan shall be permitted. Any proposed large scale residential development shall require a comprehensive review in accordance with the requirements of the Provincial Policy Statement.



4.0 MUNICIPAL AMENITIES AND GREEN INFRASTRUCTURE

The policies in this section of the Plan apply to those features in a municipality which help distinguish it from its neighbours and help to maintain and enhance quality of life. This includes elements of the natural heritage which need to be protected and conserved for the sake of sustainability and for the enjoyment of local residents and visitors. It also includes other features such as parks, trails and recreational facilities which are necessary to ensure a healthy and pleasant environment. Together the natural heritage features, tree canopies, parks, recreational pathways and pathway connections are understood to form the Town's "green infrastructure". The Town's green infrastructure is as important for the long-term well-being of the Town of Carleton Place as municipal amenities such as roads, water, wastewater and surface water services, energy and communication facilities.

The policies of Section 4.0 provide for the on-going development and improvement to the Town's green infrastructure and required municipal amenities as it considers future growth and development.

4.1 Green Infrastructure

4.1.1 Natural Heritage Policies

Protection and enhancement of the Town's natural heritage is one of the Plan's guiding principles. Although there are no natural heritage features within the Town's boundaries that have been identified as provincially significant such as Provincially Significant Wetlands or Areas of Natural and Scientific Interest, there are a number of areas which have been identified as having substantial importance to area residents. These areas are designated as Natural Environment District on Schedule A of this Official Plan. The policies in this section of the Plan also include the need to protect fish habitat and the habitat of rare, threatened and endangered species.

They are also identified on Schedule B in order to demonstrate linkages with the rest of the Town's green infrastructure. The other components of the green infrastructure, where appropriate, are shown on Schedule B and include existing recreational trails, public parks and recreational facilities as well as future trails and trail linkages.

4.1.1.1 Objectives

It is the objective of the Natural Heritage policies to:

- Preserve the Town's natural heritage as part of the Town's cultural heritage and a valuable resource, providing wildlife habitat and recreational opportunities;
- Maintain and enhance ecological functions where possible;
- Protect the natural heritage features from the negative impacts of development through the use of appropriate management and mitigative techniques;
- Provide for the long-term improvements to the Town's recreational pathway system;

TOWN OF CARLETON PLACE OFFICIAL PLAN

- Increase the tree canopy with divers and native species;
- Provide opportunities for community gardens and urban agriculture; and
- Identify areas for naturalization and restoration.

4.1.2 Natural Environment District

Areas designated Natural Environment are areas which are deemed by the Town to be of high natural and environmental quality. These include old growth woodlots, stands of Hackberry trees and riparian areas which have been singled out as worthy of full protection from future development in order to ensure the long-term viability of the natural feature. These areas contain important features, functions and processes, and the intrusion of development would pose a severe threat to their natural features or ecological functions. The intent of this designation is to protect and enhance the identified natural environment areas and to encourage a healthy environment. Additionally, the designation is intended to minimize harmful alterations to the Mississippi River Corridor.

4.1.2.1 Permitted Uses

The following uses are permitted:

- passive recreational uses which do not require buildings or structures
- recreational trail development and maintenance
- conservation uses
- scientific or educational study of the natural characteristics of the area
- forestry conducted in accordance with good forestry and arboricultural practices
- urban agriculture and pollinator habitats

4.1.2.2 Policies

1. Development on adjacent lands within 50 metres of areas designated Natural Environment District may be permitted only if it has been demonstrated through an Environmental Impact Study (EIS) that there will be no negative impacts on the natural features or on the ecological functions of the protected area.
2. Council shall, in a fiscally and environmentally responsible manner, endeavour to enhance those areas designated Natural Environment District.
3. Council may designate other areas identified as having locally important natural environment features, functions or ecological processes through an amendment to this Official Plan.
4. Council may use the Natural Environment designation to protect and enhance any Provincially significant natural features which may be identified in the future.

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

5. Where unavoidable habitat, environmental and/or resource losses are balanced with the replacement of those features, such as through site restoration.

4.1.3 Species at Risk

Endangered and threatened species can encompass any of the many types of living things: birds, mammals, plants, fish, reptiles, amphibians and invertebrates. The existing habitat sites of any endangered or threatened species in Carleton Place are not identified in this Plan in order to protect endangered or threatened species.

It is important to protect the significant habitat of endangered and threatened species found within the municipality. The Town will work with the Ministry of Natural Resources and Forestry to develop a mutually acceptable protocol for sharing available endangered and threatened species habitat information.

1. Where endangered or threatened species habitat is identified, development and/or site alteration shall be prohibited except where it is undertaken in accordance with federal and/or provincial legislation. Development within 120 metres of the identified habitat shall be subject to an Environmental Impact Assessment (EIA) to determine that no adverse impact will result by means of the proposed development.
2. A site inventory for butternut, an endangered tree species, will be required prior to disturbance or removal of butternut trees. Where harm to or removal of butternut is proposed, prior assessment of the health of the species by a qualified professional is required. If the Butternut is determined to be "not retainable" a certificate will be issued by the assessor and the tree can be removed/harmed. If, however, the Butternut is determined to be retainable, appropriate authorization will be required for its removal pursuant to the *Endangered Species Act, 2007*.

4.1.4 River Corridor Protection

1. The River Corridor consists of the river itself and lands within 30 metres of natural shoreline areas and 15 metres of hardened shoreline areas. Development and/or site alteration is not permitted on lands within the river corridor, unless the ecological attributes and function(s), including fish habitat, have been evaluated through an Environmental Impact Statement (EIS) and it has been demonstrated that there will be no negative impacts on the area's natural features or ecological functions.
2. It is the policy of this Plan to encourage the re-establishment of naturally vegetated buffer strips along the River Corridor.
3. Although storm water management and drainage measures are often located some distance from a watercourse these measures can impact the water quality and quantity of the watercourse and affect fish habitat. When evaluating storm water management and drainage activities, consideration shall be given to impacts upon fish habitat.
4. The advice of the Department of Fisheries and Oceans or their delegate shall be sought where any proposal may potentially impact fish habitat. In instances where a proposal may result in a harmful alteration, disruption or destruction of fish habitat the proponent must obtain authorization from the Department of Fisheries and Oceans or their delegate.

TOWN OF CARLETON PLACE
OFFICIAL PLAN

5. The Town will consider the development of a waterfront Management Plan to reduce the presence of waterfowl on municipal properties in collaboration with the Mississippi Valley Conservation Authority.

4.1.5 Tree Canopy

1. Street trees and the preservation of the urban tree canopies shall be protected and enhanced through all development proposals. Accordingly, a tree preservation plan shall be required in support of development applications.
2. Council may enact more restrictive regulations under the Municipal Act to protect the Town's urban trees and will ensure that proposed development is reviewed to provide for the preservation and protection, wherever possible, of existing treed areas.
3. In recent years the Town's tree canopy has been susceptible to loss caused by invasive species and climate change. Council may be proactive in inoculating public trees and actively maintaining the canopy to limit the impact of potential disease and blight.
4. In order to ensure the continued resilience of the Town's tree canopy, annual plantings undertaken by either the Town or through approved landscape plans in new developments shall demonstrate the establishment of an ecologically diverse canopy composed of native and hardy species of trees. While ornamental and non-native varieties may be permitted, these species shall not constitute the fundamental tree canopy.
5. In order to implement the annual plantings policies, it is the goal of the Town to plant trees with every municipal infrastructure project. The location of the trees shall be determined in consideration of their function and impact on regulating temperature, energy use and potential conflict with other utilities.
6. The Town shall prioritize the planting and re-planting of trees in municipal parklands and open spaces in order to maximize the shade coverage of public spaces. New strategic planting plants may be subject to a comprehensive shade audit to support the coverage and placement of trees.
7. Council recognizes the local importance of the Hackberry tree and shall endeavour to protect large stands through designation as Natural Environment District or through the use of tree preservation plans where they are located in areas designated for future development or re-development.
8. Tree planting and tree preservation will occur so that all areas of the Town are protected through a no-net-loss policy to maintain a high standard of amenity, appearance and resiliency. Where new development will result in the loss of existing tree canopy, a condition of development approval will require that the lost trees be replaced at a 1 to 1 ratio for every tree removed which is in excess of 15cm DBH (diameter at breast height).
9. For the purposes of this policy the replacement ratios will only apply to the removal of trees having a minimum caliper of 150mm or more. The new trees will be planted within the boundary of the proposed development to the greatest extent possible with the remaining trees to be planted in public parks or on publicly owned lands as directed by the Town. The caliper size and tree species shall be a condition of the development approval. The requirements of this policy shall be in addition to any other landscaping requirements.

TOWN OF CARLETON PLACE
OFFICIAL PLAN

associated to any particular development application.

10. Restrictions shall be applied through the provisions of the Municipal Act, the Development Permit By-law or subdivision agreements to prevent or control the removal of trees and soil. Council will consider adopting a “Let it lay” program for the retention of tree stumps, standing trunks and felled logs on municipal property in addition to the woodchip mulch and composting initiatives at the municipal composting site.

4.2 Parks and Open Space System

The Parks and Open Space System consists of major parks, conservation areas, trail systems, and the Mississippi River corridor. The Parks and Open Space System provides opportunities for active and passive recreation and physical linkages for the movement of people. Certain elements of the Open Space System are meant to act as buffers between developments and to provide pathway-oriented recreational activities.

The Parks and Open Space System is shown on Schedule B.

4.2.1 Objectives

It is the objective of the Parks and Open Space policies to:

- encourage a system of parks, recreational facilities and open spaces that provide a wide range of recreational and leisure opportunities to meet the needs of existing and future Town residents;
- encourage the protection, management and enhancement of all areas of natural, environmental and recreational value;
- provide for the reasonable and safe use of lands within the Mississippi River floodplain in accordance with Mississippi Valley Conservation requirements;
- provide connectivity between both passive and active recreational areas or other natural features, where possible;
- provide convenient linkages to on-street pedestrian and cycling infrastructure;
- provide for the creation of a continuous public recreational trail linking the new residential and commercial areas to the Mississippi District; and
- protect and enhance linkages for the movement of wildlife.

4.2.2 Permitted Uses

The main permitted uses in the Parks and Open Space System are those that support the natural, open and recreational use of the land, including a complete range of:

- public indoor and outdoor recreational facilities and uses
- private indoor and outdoor recreational facilities and uses

TOWN OF CARLETON PLACE OFFICIAL PLAN

- conservation uses
- limited commercial uses which serve the main permitted uses, such as concession stands
- all activities associated with storm water management, erosion or flood control
- all public works of the Town of Carleton Place or the County of Lanark
- buildings and structures accessory to the above noted permitted uses
- community gardens, urban agriculture and pollinator opportunities.

In addition to the above list of permitted uses the use of land located in Roy Brown Park by the Mississippi Valley Conservation for their corporate headquarters as well as for the development of interpretive and educational facilities is recognized and permitted.

4.2.3 General Policies

1. Notwithstanding the underlying designation shown on Schedule A, lands shown as Parks on Schedule B shall only be used for passive or active recreational uses.
2. All development on lands which form part of the Town's green infrastructure shall be subject to the Development Permit By-law.
3. New development may be required to incorporate an integrated recreational walkway / trails system, interconnecting residential neighbourhoods, commercial areas, employment areas, schools, public buildings, and major recreation facilities.
4. Where lands which form part of the Town's green infrastructure are privately owned, it shall not imply that the lands are free and open to the general public. There shall be no obligation for the Town, or any other public agency, to purchase the lands.
5. A system of pedestrian and cycling trails shall continue to be developed providing internal circulation within residential neighbourhoods, as well as to the larger community and the Mississippi District.
6. Trail design elements shall be sympathetic to the surrounding environment.
7. The trail system will connect open space areas, parks, schools, shopping, employment areas and other community facilities and provide an alternative means of access than the automobile.
8. The redevelopment of existing uses, the approval of residential plans of subdivision, new lots created through consent, and the development of new open space areas shall include provision for the establishment of a system of walkways and/or bikeways in accordance with the conceptual linkages shown on Schedule A - On-Street Bike Lane Plan, and Off-Street Trails Plan, which are shown for information. Changes to the trail system may occur without amendment to this Plan.
9. A bicycle route signage program for existing roadways and public trails will be developed in accordance with recognized standards and best practices.

TOWN OF CARLETON PLACE

OFFICIAL PLAN

10. Ongoing road maintenance and new road construction and associated infrastructure shall have consideration for the bicycle in the design and placement of intersection treatments, sewer grates, manhole covers and signage.
11. The Town may require wider road right-of-ways on roads to be located in new development areas in order to accommodate a pedestrian / cycling path within the road right-of-way. In such cases the Town will apply density bonusing in accordance with Section 3.5.4 and 3.5.5.
12. All facilities operated by the Town will incorporate appropriate bicycle facilities consistent with their location in order to lead by example in promoting cycling in Carleton Place.
13. Lands which form part of the Town's green infrastructure may include lands having inherent environmental hazards, such as poor drainage, flood susceptibility, erosion, steep slopes or other physical conditions which might lead to the deterioration or degradation of the environment. Section 5.0, Public Health and Safety, contains policies specific to such environmental hazards.
14. Parks may be provided by conveyance in accordance with the parkland dedication policies of this Plan and the *Planning Act* and through other actions by public authorities.
15. All lands conveyed as part of parkland dedication must be suitable for public recreational uses and acceptable to the Town in accordance with the *Planning Act*.
16. Public access facilities such as paved and unpaved trails and walkways are permitted in all features provided they are constructed and placed in a manner that has no negative impact on the ecological function of the feature.
17. The Town will explore opportunities to negotiate shared access agreements, easements, privately-owned publicly accessible spaces (POPS), land acquisitions and dedications as opportunities to expand the municipal park system.

4.3 Built Infrastructure

Built Infrastructure refers to the construction and maintenance of roads, bridges, structures and railway lines required for transportation services, the physical supply and distribution of water, the collection and treatment of waste water and the management of storm water, the collection and disposal of solid waste, the construction and maintenance of energy production and distribution facilities such as hydro- electric structures, wind and solar energy facilities and gas pipelines and finally the development of communication facilities including both above ground and underground equipment such as transmission towers and telecommunication infrastructure, including fibre optic lines.

The Planning Act requires that infrastructure expansions conform to the upper tier Official Plan. (See Section 24.1, *Planning Act*). The *Development Charges Act, 1997* and associated regulation requires that the Council of a municipality must indicate, in an approved Official Plan, capital forecasts or similar expression of the intention of the Council, that it intends to ensure that an increase in the need for service will be met (See *Development Charges Act*, paragraph 3 of Section 5(1)).

TOWN OF CARLETON PLACE

OFFICIAL PLAN

The provision of transportation, water, wastewater, solid waste, energy and communication infrastructures are crucial to ensuring that Carleton Place can continue to accommodate growth in a manner which is environmentally, socially and economically sustainable.

4.3.1 Objectives:

1. That efficient infrastructure services will be provided by the appropriate level of government or the private sector in a cost-effective manner which recognizes development priorities and which ensures the protection of our environment.
2. That the road network within Carleton Place, regardless of which level of government is responsible, will function in a cost effective, efficient and safe manner for the movement of people and goods;
3. That on-going improvements and enhancements of water, wastewater and stormwater services will be managed in a fiscally and environmentally responsible manner;
4. That waste management is carried out in a manner which is environmentally sustainable and to provide appropriate waste management infrastructures which support on-going development;
5. That long range infrastructure planning (beyond the life span of this Official Plan) will be undertaken to ensure that any new required infrastructure will take into consideration anticipated long term needs;
6. That all forms of development will work in conjunction with the findings and recommendations of Council approved Master Plans, as amended. Such Master Plans include but are not limited to the Transportation Master Plan and the Parks and Recreation Master Plan.
7. Opportunities for adaptive re-use should be considered, wherever feasible, before consideration is given to developing new infrastructure and public service facilities;
8. Public service facilities should be co-located in community hubs, where appropriate, to promote cost-effectiveness and facilitate service integration, access to transit and active transportation.
9. Continue to support ongoing commuter and long-distance transit services provided by private owners while considering opportunities for new alternative local and inter-city transit models.

4.3.2 General Policies

1. The Town recognizes that the provision of effective and efficient infrastructure requires long term planning which may extend beyond the planning horizon of the Official Plan. Accordingly the Town has undertaken the development of an infrastructure Master Plan. The implementation of that master Plan is considered to be in conformity with this Official Plan.
2. All new development must be undertaken in a manner which is consistent with the requirements of the Infrastructure Master Plan.

TOWN OF CARLETON PLACE OFFICIAL PLAN

3. Some areas of the municipality are not connected to piped services due to technical or financial constraints. In these areas existing uses are recognized and permitted however any new development or redevelopment which would result in intensification will only be permitted when and where full services are provided.
4. It is the intention of Council to ensure that an increase in the need for eligible services and infrastructure may be recoverable through the enactment of a development charge by-law under the *Development Charges Act*, 1997 by the Town of Carleton Place. In short, eligible public works and municipal services may be in part or in whole funded through development charges.
5. Opportunities for adaptive re-use should be considered, wherever feasible, before consideration is given to developing new infrastructure and public service facilities.

4.3.3 Transportation

The management of the roadway infrastructure in Town of Carleton Place is shared between the Province, the Town and the County. The transportation system is composed of Provincial highways, arterial and collector roads, public local roads and connected pedestrian and cycling infrastructure opened and maintained on a year-round basis. There are also a limited number of private roads. The transportation network is shown on Schedule A. The following policies are provided on the basis of the type of roadway.

4.3.3.1 *Complete Streets*

Complete streets come in all shapes and sizes, a quiet local road can accommodate pedestrians, cyclists, and motorists with minimal infrastructure, while higher order roadways require additional and possibly specialized infrastructure. The Town already has a number of complete streets that fit the lower end of this spectrum however there are still many streets that can better accommodate all road users through the “Complete Streets” approach.

The Town will adopt the following Complete Street approach that will inform planning and design for all road-related projects.

1. The aim of complete streets is to accommodate all modes, which requires prioritizing vulnerable road user safety, and pedestrians and cyclists are explicitly considered early in the planning and design phases, rather than as an afterthought.
2. Each project will be planned, designed, constructed, operated, and maintained with the explicit consideration for the needs of road users of all ages and abilities.
3. Neighbourhoods shall be designed with pedestrian/cycling connections between streets and pedestrian/cycling facilities are more supportive of sustainable modes.
4. It is recognized that not all projects will be able to accommodate all road users to the highest level of service. Where constraints exist, planners and designers will need to demonstrate that the proposed design afforded due consideration for all potential road users and that the prevailing design meets the needs of the intended function of the street and fits within the existing and planned community context.
5. Council may consider a Special Downtown Cycling District (along Bridge Street between

TOWN OF CARLETON PLACE

OFFICIAL PLAN

Lake Ave and the Mississippi River) to acknowledge the importance of this Town destination for cyclists and to support local businesses, despite not being designated a Cycling Priority Route and having limited space for cycling facilities. It should be afforded specialized cycling treatments to enhance safety for cyclists where possible.

4.3.3.2 Provincial Highways

There are 2 Provincial Highways which form an integral part of the road system in Carleton Place, Highway 7 and Highway 15. The following shall apply:

1. Development fronting on or within 300 metres of a provincial highway must be reviewed by the Ministry of Transportation Ontario (MTO) and development is conditional on the issuance of MTO permits which are designed to ensure that the long-term efficiency of the highway is not compromised.
2. The MTO permit can apply to building setbacks, signage, location and number of highway accesses, frontage requirements and required improvements such as culvert installation, road widenings, traffic signalization or the construction of turning lanes.
3. Development proponents will be required to consult with the MTO prior to the submission of a development application. Highways 7 and 15 are designated as Arterial Roads on Schedule A.

4.3.3.3 Arterial Roads

Arterial roads have the capacity to carry large traffic volumes, which link two or more communities or which function as an integral part of the provincial transportation network through linkages to Provincial highways. These roads must maintain a high level of efficiency for the movement of vehicles while also providing opportunities for pedestrian pathway connections as well as commercial and industrial development which can benefit from high traffic volumes. The following policies shall apply:

1. Lot creation for residential purposes with direct access to an Arterial Road shall not be permitted.
2. Residential projects with frontage on an arterial road may be permitted in accordance with the land use designation, provided that access is provided through a local public street or condominium road maintained year round. The review process shall ensure that adequate measures are included in the subdivision design to mitigate any potential negative impacts related to the proximity of the arterial to the residential development.
3. All development which could have an impact on the efficiency of arterial roads shall be required to submit a traffic impact study and the proponent will be responsible for the implementation of any required roadway improvements.
4. The minimum width of any arterial roadway right of way shall be 26 metres.

4.3.3.4 Collectors

Collectors are identified on Schedule B. Access to collectors shall generally be minimized in order to ensure that the main function of the roadway as an efficient transportation strategy is

TOWN OF CARLETON PLACE

OFFICIAL PLAN

maintained. Access control shall be established in the Development Permit By-law. The minimum width of any collector right of way shall be 20 metres.

4.3.3.5 Local Streets

Local Streets are identified on Schedule B. Generally new development and lot creation on local streets may be permitted in accordance with the relevant policies of this Plan and the requirements of the Development Permit By-law. The minimum width of any street right of way shall be 20 metres. A reduced right of way standard may be accepted through the development review process provided that the right-of-way widths can accommodate all of the required servicing infrastructures for the proposed development and provided that the approval authority is satisfied that the reduced widths will not result in lower quality development. In all new developments a sidewalk on at least one side of the street shall be required as will linkages to the Town's pathway system.

4.3.3.6 Private Roads

Private roads are identified on Schedule B. New private roads, or the extension of existing private roads is only permitted where such roads are required as part of a condominium plan which defines responsibility for the long-term maintenance of the private road. New condominium roads must access public roads. In such cases an amendment to the Official Plan is not required. The conversion of private roads to public roads shall require an amendment to this Plan. An amendment shall not be granted unless it has been demonstrated that the private road meets municipal design standards for public localstreets.

4.3.3.7 Extension or improvements to Existing Public Roads

Extensions to existing public roads may proceed without amendment to this Plan provided that the extension is required to improve the Town's road system. Minor extensions may be permitted for development purposes provided that the roadway extension is constructed to municipal standards at nocost to the municipality and provided that Council is satisfied that the extension and the subsequent maintenance costs are justified.

4.3.3.8 Land Acquisition

Land may be acquired by the Town for road widenings, road extensions, rights of way, or intersectionimprovements. Such land may be acquired through the subdivision or consent process, through Development Permit conditions or through formal agreements. The minimum rights-of-ways for highways and roads are shown on Schedule A.

4.3.3.9 Addition of Roads

New roads may be added to the road system without amendment to this plan where such roads are theresult of the approval of a Plan of Subdivision or is required as a condition of Development Permit approval.

4.3.4 Bridges

Bridges and culverts are an integral component of the Carleton Place transportation system.

TOWN OF CARLETON PLACE

OFFICIAL PLAN

The maintenance, repair, replacement or expansion of these structures is an on-going and necessary activity and is considered consistent with the policies of this Official Plan.

4.3.5 Water, Wastewater and Stormwater Services

4.3.5.1 General Policies

1. All development shall generally occur on the basis of full municipal water and wastewater services.
2. The need to ensure that water and wastewater infrastructures are properly maintained and expanded to meet growth and development priorities is crucial to the long term economic and environmental health of the municipality. As such any capital expenditures required for water and wastewater system maintenance and expansion are considered to be in full conformity with this Official Plan.
3. Development will not be encouraged where such development would result in, or could lead to, unplanned expansions to existing water and wastewater infrastructures.
4. Development shall generally be directed to areas where water and wastewater services can reasonably be extended.
5. The allocation of infrastructure capacity for infill and economic development purposes is encouraged.
6. Stormwater management will be required for all new development in accordance with guidelines which may be developed by the Ministry of the Environment, Conservation and Parks, the Mississippi Valley Conservation or the Town of Carleton Place. Stormwater management may not be required for small scale developments such as lots created through the consent process or minor developments subject to a development permit where there is no impact on the watershed.
7. The development of stormwater infrastructure shall seek to limit the area of permanent ponding areas and shall include designs which are multi-functional when not in use for their primary purpose. It shall be the policy of the Town to consider the use of wet ponds only where all other options have been explored and have been found to not be possible.
8. The establishment of new water and wastewater servicing facilities shall be subject to Ministry of the Environment, Conservation and Parks guidelines and provincial regulations.
9. The location of the Town's water and wastewater treatment plants is shown on Schedule B. Where development or redevelopment is proposed on lands adjacent to the wastewater treatment plant, MOECP Guideline D-1 shall be considered.

4.3.6 Snow Disposal Facilities

The Town of Carleton Place requires permanent and temporary snow disposal facilities. Such disposal facilities include only those lands on which snow is placed after being brought to the site from elsewhere and not areas in which snow is simply moved to one portion of a site after

TOWN OF CARLETON PLACE

OFFICIAL PLAN

being cleared from the rest of the site. Snow disposal facilities are not designated on the Schedules of this Plan. Existing and proposed snow disposal facilities will be recognized in the Development Permit By-law. New Snow Disposal Facilities will only be permitted in areas where it can be demonstrated that the impacts of trucking and any other negative impacts on sensitive land uses and any adjacent lands designated Natural Environment can be minimized.

4.3.7 Innovative Technologies

Council will encourage, support and promote proven and innovative technologies to increase energy efficiency, reduce solid waste and wastewater volumes, improve the quality of wastewater effluents and air quality. This will include, but not be limited to:

1. Strategies or initiatives related to water conservation, energy conservation, air quality protection and integrated waste management;
2. Opportunities for energy efficiencies, alternative energy production and distribution networks, demand management strategies and land use patterns and designs which support energy conservation and natural solar gain.
3. Innovative building and community designs that contribute to low carbon design, energy, and resource conservations;
4. Promoting opportunities for construction waste reduction include the use of recyclable materials or modular designs;
5. Evaluating the use of photovoltaic, solar-thermal surfaces and low albedo materials in new buildings;
6. Integration of green infrastructure to complement existing infrastructure such as low impact design and best management practices to manage natural hazard risks;
7. Incorporating habitat niches in building and site designs for native species including birds, bees and bats;
8. Opportunities for carbon storage and sequestration through enhancement of natural features and the introduction of new carbon reservoirs;
9. Innovative solutions to municipal or industrial wastewater treatment such as the design and construction of artificial wetlands and grey water treatment and re-use; and
10. Council will provide leadership in this field as it considers new public infrastructure projects and will include innovative and sustainable technologies where it is possible to do so in a fiscally responsible manner.

4.3.8 Surface Water Management Plans

In order to control flooding, ponding, erosion and sedimentation and to protect, as much as possible, water quality and aquatic habitat or other natural habitat which depend upon watercourses and other water bodies for their existence, surface water management plans (or stormwater management plans) shall be required for some forms of new development. Storm

TOWN OF CARLETON PLACE

OFFICIAL PLAN

water management plans shall be required for any new development consisting of more than four lots or for commercial or industrial developments with large amounts of impervious area. Stormwater management will be undertaken in accordance with the Ministry of the Environment, Conservation and Parks Guideline entitled "Stormwater Management Planning and Design Manual, 2003". Stormwater management may not be required for small scale developments such as lots created through the consent process for development permits where there is no impact on the watershed.

4.3.9 Waste Management

Development shall be reviewed to ensure that appropriate solid waste disposal services can be provided in a manner which is consistent with environmental considerations. In reviewing development proposals adjacent to such disposal sites, the approval authority shall consult Guideline D-2 and Guideline D-4 issued by the Ministry of the Environment, Conservation and Parks.

4.3.10 Energy

It is a policy of this Plan to encourage the use of renewable, sustainable or low-carbon sources, such as wind, solar and energy from waste heat or gases.

4.3.11 Utility and Communication Facilities Corridors

Utility and communications facilities and corridors include a wide variety of utilities owned and operated by both public and private entities. The well-being of Carleton Place's quality of life is closely linked to the presence of hydroelectric corridors, telecommunications networks and energy sources.

The following policies shall apply:

1. The development of hydro-electric power generation and supply facilities, telecommunications facilities and utilities shall not require an amendment to this Official Plan provided that they are in full compliance with applicable Provincial and/or Federal legislation.
2. The development of hydro-electric power generation and supply facilities, telecommunications facilities and utilities shall be subject to the provisions of the Development Permit By-law and to the Community Design Framework policies in Section 2.0.
3. Utility installations that may pose a hazard shall be located away from residential areas.
4. The multiple use of corridors for utility and transportation uses shall be encouraged.
5. Consideration shall be given to the location of utilities within the public right of way as well as on private property. Utilities shall be clustered or grouped where possible to minimize visual impact. The Town encourages utility providers to consider innovative methods of containing utility services on or within streetscape features such as gateways and lamp posts when determining appropriate locations for large utility equipment and utility cluster

TOWN OF CARLETON PLACE
OFFICIAL PLAN

sites.

6. Where new development is proposed the proponent shall confirm that utility and telecommunication providers are able to provide services and that appropriate locations for utility equipment and utility cluster sites have been determined.
7. Promote the use of native and low maintenance planting strategies within utility corridors and right-of-ways.

4.3.12 Other Infrastructure Corridors

Council recognizes the importance of other infrastructure corridors, such as hydroelectric transmission corridors, natural gas pipelines, rail lines and fibre-optic corridors. The expansion, maintenance and preservation of these and other infrastructure corridors are important to continued economic development and diversification and will not require an amendment to this Plan.

4.3.13 Source Water Protection

[Amendment No. 4 – Bylaw 35-2016]

The Mississippi-Rideau Source Protection Plan was approved on August 27, 2014 and came into effect on January 1, 2014. Section 40 of the Clean Water Act, 2006 requires that municipal Councils within the jurisdiction of a Source Protection Plan amend their Official Plans to conform with the policies of the Source Protection Plan. The following policies apply:

1. All decisions of the Town Council, including decision on matters related to Planning Act applications, shall conform to the Source Protection Plan.
2. All Planning Act applications prescribed by Subsection 59.1(a) of the Clean Water Act, 2006 that based on the policies of the Source Protection Plan, would result in a restricted land use under Section 59 of the Clean Water Act, 2006 shall require a notice from the Risk Management Official in accordance with Section 59(2) of the Clean Water Act, 2006 prior to approval.
3. Notwithstanding the policies and land use designations of this Plan to the contrary, land uses identified in the Source Protection Plan as being prohibited shall not be permitted.
4. Permitted and non-permitted land uses and any specific development requirements or constraints shall be outlined and defined in the Town's Development Permit By-law.
5. Where applicable, future amendments to the SPP shall be implemented by an amendment to this plan."
6. All development in the IPZ 10 area designated on Schedule A must be connected to municipal services.
7. Lands shown as Intake Protection Zone on Schedule A are areas where Planning Act and Building Code Act applications shall require a clearance notice from the Risk Management Official.

TOWN OF CARLETON PLACE**OFFICIAL PLAN**

8. By January 1, 2016, Council shall initiate an education and outreach program for residents within the IPZ areas to raise awareness about drinking water sources and good stewardship practices. This education program shall be ongoing.
9. As resources permit, Council may implement the non-legally binding policies described in the SPP.
10. By February 1, of each year, Council shall provide the Source Protection Authorities with a summary of implementation activities for the previous calendar year.

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**



5.0 SAFETY AND SECURITY POLICIES

Flood-prone areas, and contaminated lands can result in hazards to human health and safety, and damage or loss of value to property. It is the intent of this Plan to monitor and manage development in areas that are susceptible to such hazards. Floodplains are shown on Schedule B. While contaminated lands are not shown on any schedule, they may be identified during the initial development stages.

Additional policies in this section address issues related to noise, vibration and air quality.

5.1 Objectives

It is the objective of these policies to:

- identify potential hazards that are constraints to development and pose threats to human life and property;
- protect Town residents from natural and human-made hazards;
- ensure that developments on or near natural and human-made hazards recognize and mitigate the potential adverse impacts those sites may have;
- provide the Town's requirements for site assessment and clean-up prior to the granting of planning approvals;
- ensure that impacts associated with noise, vibration and air quality are minimized; and
- prepare for the impacts of a changing climate that may increase the risk associated with natural hazards.

5.2 Flood Hazard

Floodplains represent lands that are susceptible to flooding during the spring run-off or as a result of significant storm events. The Two-Zone Concept is applied to part of the shoreline of the Mississippi River as shown on Schedule A. This approach to flood hazard management includes a floodway where development is not permitted and a flood fringe where limited development is possible subject to specific conditions. The Development Permit By-law will continue to recognize the 2-zone approach through separate designations. Other shoreline areas subject to hazardous conditions related to flooding are shown as floodplain where the 2-zone concept does not apply. In these areas the policies of the floodway shall apply to the areas shown as floodplain.

5.2.1 Policies

1. No development other than those structures that are necessary for flood or erosion control, conservation purposes and uses of a passive non-structural nature as approved by

TOWN OF CARLETON PLACE
OFFICIAL PLAN

Council in consultation with Mississippi Valley Conservation Authority shall be permitted within the Floodway or Floodplain as shown on Schedule A.

2. Development or redevelopment in the flood fringe shall be regulated through the Development Permit By-law and the regulations of the Mississippi Valley Conservation Authority.
3. An amendment to this Plan shall not be required for minor adjustments to flood hazard land boundaries that are deemed advisable by Council, in consultation with the Mississippi Valley Conservation Authority.
4. Where a request is made to remove lands from the floodway, floodplain or flood fringe designation Council shall consider the following:
 - the nature and severity of existing environmental hazards;
 - the potential impact of those hazards;
 - the proposed methods by which any potential impact may be overcome in a manner consistent with accepted engineering techniques and resource management practices;
 - the costs and benefits in monetary terms of any engineering works and/or resource management practices needed to overcome any potential impact; and,
 - the recommendations of the Mississippi Valley Conservation Authority.
5. There shall be no obligation on the part of the Town to acquire private lands within the Floodplain, Floodway or Flood Fringe.
6. The Development Permit By-law shall provide for adequate setbacks for buildings and structures within, or adjacent to the lands designated as Floodplain, Floodway or Flood Fringe. The setbacks shall be established from the boundaries of the Regulatory Floodline in accordance with the regulations and guidelines of the Mississippi Valley Conservation, based on the severity of existing and potential environmental hazards.
7. Council shall recognize existing non-conforming uses within the Floodplain, Floodway or Flood Fringe.
8. Council shall discourage the expansion of any existing non-conforming uses within the Floodplain, Floodway or Flood Fringe.
9. Development associated with the following uses, where the impacts of a flood event could pose a threat to public health and safety, are not permitted within both the floodway and flood fringe areas of the floodplain: institutional uses such as hospitals, nursing homes, pre-school, school nurseries, day care and schools; essential emergency service such as that provided by fire, police and ambulance stations and electrical substations; and uses associated with the disposal, manufacture, treatment or storage of hazardous substances.

5.3 Contaminated Lands

Contaminated lands are those lands where the environmental condition of the property has been impaired through past activities. Although such lands represent a potential hazard due to real or perceived environmental contamination, opportunities for their redevelopment may exist.

5.3.1 Policies

1. In order to ensure that there will be no adverse effects from any proposed development, Environmental Site Assessments (ESA) and remediation of contaminated lands are required by this Plan prior to any activity or development occurring on a site that is known or suspected to be contaminated.
2. Where there is evidence that a site may be contaminated due to the previous use of the property, Council shall require a Phase I Environmental Site Assessment (ESA). Where a Phase I ESA reveals that a site may be contaminated, a Phase II ESA will be required. A Phase I or II ESA is an assessment conducted in accordance with Part XV.1 of the Environmental Protection Act and Ontario Regulation 153/04 or their successors by or under the supervision of a qualified person to determine the location and concentration of contaminants on the site proposed for development.
3. Prior to a development being approved on a site where information reveals that the site may be or is contaminated, the applicant will provide a Record of Site Condition in accordance with Part XV.1 of the *Environmental Protection Act* and Ontario Regulation 153/04 or their successors. The Record of Site Condition, which details requirements related to site assessment and clean-up, must be acknowledged by the Ministry of the Environment, Conservation and Parks and registered on title of the subject lands confirming that the site has been made suitable for the proposed use. The Record of Site Condition and MOECP acknowledgment will be provided to the Town as part of the Development Permit review process.

5.4 Organic Soils

Organic soils, as shown on Schedule A, shall be considered as a constraint to development and as such development and site alterations shall only be permitted where it can be demonstrated through a geotechnical study undertaken by a qualified professional that the hazard can be overcome using accepted engineering techniques and that no new hazard or adverse environmental impacts will result. Notwithstanding the above the disposal, manufacturing, treatment or storage of hazardous materials or substances shall not be permitted in areas with organic soils.

5.5 Noise, Vibration and Air Quality

Depending on the type, purpose and location of a development application, a supporting study that addresses potential noise, vibration and air quality impacts may be required. The study may recommend various measures that must be implemented by the proponent of a development as a condition of approval. The following policies shall apply:

TOWN OF CARLETON PLACE

OFFICIAL PLAN

1. Incompatible land uses will be appropriately buffered from each other in order to prevent adverse effects from noise, vibration and air quality. Potential sources may include major roads and industrial operations.
 - a. To assist in identifying the necessary mitigation measures, a development proponent may be required to conduct a study in accordance with the Ministry of the Environment, Conservation and Parks
2. guidelines established for this purpose such as the Noise Assessment Criteria in Land Use Planning – Publication LU-131 and/or the NPC Series guidelines.
3. The Town may conduct a peer review of such studies at the expense of the applicant.

5.6 Incompatible Land Uses

Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures.

Every effort shall be made to prevent or minimize future land use conflicts which can arise when incompatible land uses develop in close proximity to one another. Ministry of the Environment, Conservation and Parks guidelines on Land Use Compatibility (Guidelines D-1, D-2, D-4 and D-6 and any other relevant or future MOECP Guideline documents) shall be applied when reviewing development and when considering amendments to this Official Plan or to the Development Permit By-law.

Where avoidance is not possible, planning authorities shall protect the long-term viability of existing or planned industrial, manufacturing or other uses that are vulnerable to encroachment by ensuring that the planning and development of proposed adjacent sensitive land uses are only permitted if the following are demonstrated in accordance with provincial guidelines, standards and procedures:

1. there is an identified need for the proposed use;
2. alternative locations for the proposed use have been evaluated and there are no reasonable alternative locations;
3. adverse effects to the proposed sensitive land use are minimized and mitigated; and
4. potential impacts to industrial, manufacturing or other uses are minimized and mitigated.



6.0 IMPLEMENTATION

The following policies are provided to guide the implementation of the Official plan. The policies are divided into six categories as follows:

- General
- Permitted Uses
- Development Control
- Economic Development
- Social and Cultural Policies

6.1 General

The policies of this Plan shall be implemented by the Town of Carleton Place through the powers conferred upon them by the *Planning Act*, R.S.O. 1990, the *Municipal Act*, 2001, the *Development Charges Act*, 1997, the *Building Code Act*, R.S.O. 1992, as amended, and any other applicable statutes of the Province of Ontario;

The decisions of the Town Council must be consistent with and in conformity to the relevant policies of this Official Plan;

Pursuant to Section 24(1) of the *Planning Act*, R.S.O. 1990, no public work shall be undertaken and no By-law shall be passed by the Town for any purpose that does not conform to the intent and policies of this Official Plan;

Town Council may acquire, hold, or dispose of land for the purposes of implementing any policies of this Official Plan subject to the provisions of the *Planning Act*, R.S.O. 1990, the *Municipal Act*, 2001, and any other applicable statutes of the Province of Ontario; and

All forms of development agreements regarding subdivisions, consents, condominiums, and development permits are required to conform to the policies of this Official Plan.

6.2 Permitted Uses

The following general policies are related to various types of land uses permitted throughout the planning area regardless of the land use designation.

6.2.1 Accessory Uses

Wherever a use is permitted in the land use designation, it is intended that uses, buildings or structures incidental, accessory or essential to the use shall also be permitted.

Accessory Dwelling Units: It is a policy of this Plan to provide opportunities for accessory dwelling units such as apartments in detached dwelling units on the same lot as the principal single detached dwelling. In substantiating the appropriateness of a proposed accessory dwelling the proponent shall:

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

- demonstrate compliance to the Ontario Building Code; and
- demonstrate compliance with applicable Development Permit standards for lot size, setbacks and parking.

6.3 Non-Conforming and Non-Complying Uses

6.3.1 Continuance of Existing Uses

Nothing in this Official Plan shall apply to prevent the use of any land, building or structure for any purpose prohibited by this Plan if such land, building or structure was lawfully used for such purpose on the day of the passing of this Official Plan and so long as it continues to be used for that purpose.

6.3.2 Extension or Expansion of Existing Uses

Where the use of any land, building or structure is deemed to be non-complying, such land, building or structure shall not be extended or enlarged except through the issuance of a Development Permit provided that such non-conforming or non-complying use existed on the day of the passing of the Development Permit By-law and continues to be used for such purpose.

A Development Permit may also be issued to permit a non-conforming use provided that the Town has established through the development permit review process that the proposed use is similar to the purpose for which it was used on the day the Development Permit by-law was passed or is more compatible with the uses permitted by the Development Permit By-law than the existing non-conforming use.

6.3.3 Recognizing Existing Non-conforming Uses

An established use that existed prior to the passing of the implementing Development Permit By-law and that does not conform to the land use policies and designations of this Plan, may be designated in the implementing Development Permit By-law in accordance with the existing non-conforming use provided that:

- the designation of such non-conforming use will not permit any significant change of use that will be detrimental to any existing conforming uses;
- the non-conforming use does not constitute a danger to surrounding uses by virtue of their hazardous nature or the traffic they generate;
- the non-conforming use does not pollute the environment to the extent of interfering in the natural use of the property; and,
- the non-conforming use does not interfere with the continued development of adjacent conforming uses.

6.3.4 Prior Building Permits

Nothing in this Official Plan shall prevent the erection or use of any building or structure for which

TOWN OF CARLETON PLACE

OFFICIAL PLAN

a building permit has been issued under the *Building Code Act* prior to the passing of the implementing Development Permit By-law so long as the building or structure when erected is used and continues to be used for the purpose for which it was erected and provided the permit has not been revoked under the *Building Code Act*.

6.3.5 Reconstruction or Repair of Existing Building

A building or structure being used for a legal non-conforming use may be reconstructed, renovated, repaired or strengthened to a safer condition where such building or structure was lawfully used for such purpose on the day of the passing of this Official Plan and continues to be used for such purpose, provided that the building or structure is constructed in conformity with the requirements of this Plan. Where such building or structure is also an existing legal non-conforming building or structure, the building or structure may be reconstructed, renovated, repaired or strengthened to a safer condition provided that the building or structure does not further reduce any Development Permit By-law requirements.

Where a non-complying building or structure located in a floodplain is unintentionally damaged it may be reconstructed provided:

- the building or structure does not further reduce any Development Permit By-law requirements;
- there is no enlargement of the gross floor area; and
- it is reconstructed in accordance with a permit issued by the Mississippi Valley Conservation Authority pursuant to Ontario Regulation 148/06, as amended.

6.4 Lots of Record

Lots of record which are vacant may generally be used for building purposes in accordance with the policies of this Plan and the regulations of the Development Permit By-law provided they front on a year-round publicly maintained road and can be municipally serviced.

Council may consider permitting alternative servicing for specific properties, but only in isolated cases where full municipal services cannot be extended due to technical obstacles of extending services relative to the limited extent of existing development.

Alternative servicing may include individual on-site systems or communal services. Individual on-site systems means individual autonomous water supply and sewage disposal systems, that are owned, operated and managed by the owner of the property upon which the system is located.

Communal services means sewage works and sewage systems and water works that provide for the distribution, collection or treatment of sewage or water, but which: are not connected to full municipal sewage and water services; are for the common use of more than five residential units/lots; and are owned, operated, and managed by the Town, another public body, or a condominium corporation or single owner which has entered into an agreement with the Town or public body, pursuant to Section 51 of the *Planning Act*, providing for municipal/public body assumption of the communal services in the event of default by the owner.

TOWN OF CARLETON PLACE

OFFICIAL PLAN

Lots of record which are subject to other development constraints may be developed provided the constraint can be mitigated in accordance with other relevant policies in this Plan.

6.5 Public Uses

Public utility facilities subject to the requirements of the *Environmental Assessment Act* may be permitted in all land use designations of this Plan and are not subject to the restrictions listed in items 1 to 4 below.

Other public utility and municipal services and facilities are permitted in all land use designations as shown on the accompanying land use schedules, provided that:

1. such use is necessary in the area, that it can be made compatible with its surroundings and that adequate measures are taken to ensure land use compatibility;
2. adequate off-street parking and loading facilities are provided;
3. the construction of permanent buildings is discouraged in all areas which have been identified as environmentally sensitive; and
4. the general intent of the policies of this Plan is satisfied.

Notwithstanding the power of the Federal and Provincial Governments to undertake public works by authority granted under statutes other than the *Planning Act*, Council shall endeavor to ensure that such development follows the general intent of this Plan and is compatible, as far as practicable, with the type, quality and character of development in the area in which it is proposed. Council encourages the Federal and Provincial Governments to consult with them whenever a use of land or public work is proposed which is not permitted by this Plan, in order that the proposal may be evaluated with regards to its effect on the achievement of the goals and objectives of this Plan and on the provision of Town services and facilities.

Where public uses are to be located on lands adjacent to natural heritage or resource designations, such public uses shall not result in a negative impact on the natural features or ecological functions for which the area is identified.

6.6 Development Control

6.6.1 Plans of Subdivision

A plan of subdivision application will be reviewed on the basis of technical, environmental and planning and design considerations. The following is a list of some of the types of studies which may be required. Though this list summarizes the types of studies commonly required for plans of subdivision it is not necessarily exhaustive, and other studies may be required in certain situations.

1. Technical considerations relate to the following requirements:
 1. The application must be complete in accordance with the requirements of Section 51 (17) and applicable regulations under the *Planning Act*, R.S.O.1990; and

TOWN OF CARLETON PLACE
OFFICIAL PLAN

2. The application must conform to the policies of this Official Plan;
2. Environmental documentation which should accompany the submission of application for draft plan approval, relate to the following requirements:
 1. Evidence respecting the availability and suitability of water and wastewater services including where appropriate the preparation of a hydrogeological study, terrain analysis and an impact assessment report in accordance with the Ministry of Environment, Conservation and Parks guidelines and regulations;
 2. Preparation of a servicing options statement;
 3. Preparation of a preliminary servicing and stormwater management report;
 4. Preparation of a grading plan;
 5. Preparation of a sediment and erosion control plan; and
 6. Completion of studies required under the environmental and development constraints policies in section 4 and 5 of this Plan.
3. Planning and Design Considerations include the following
 1. Consistency with policies in Section 2.0 where applicable;
 2. Lot and block configuration;
 3. Compatibility with adjacent uses;
 4. Road access, street layout and pedestrian amenities;
 5. Parks and open space amenities;
 6. Easement and right-of-way requirements;
 7. Justification of the need for the Subdivision;
 8. In considering a draft plan of subdivision, regard shall be had to, among other matters, the criteria of Section 51 (24) of the *Planning Act, R.S.O. 1990; and*
 9. Emergency and secondary accesses

6.6.2 Consents

It is the policy of this Plan that lot creation in excess of four lots, including the retained lot, shall take place by Plan of Subdivision.

Consents may also be granted to permit a lot enlargement, clarification of title or for any legal or technical reason which does not result in the creation of a new lot. Vertical consents (commonly known as Strata Plans) are not permitted.

TOWN OF CARLETON PLACE
OFFICIAL PLAN

The following criteria shall apply when considering consent applications.

1. All lots created shall have frontage on a public road with at least one side of the lot which physically abuts the public road;
 - a. Notwithstanding the provisions in Section 6.5.2(1), lot creation for commercial and employment uses may be permitted where a private road has been established through an easement and Joint Use and Maintenance Agreement (JUMA) and it can be demonstrated that no adverse impact has been created.
 - b. The creation of lots for residential uses shall be prohibited without frontage on an open and maintained municipal road.
2. The proposed lot shall be compatible with adjacent land uses and shall not result in a traffic hazard as a result of limited sight lines on curves or grades;
3. A consent which has the effect of land locking another parcel is not permitted;
4. Access to interior land will be protected by ensuring that 20 metre wide openings for future road allowances are provided at strategic locations;
5. The lot being severed and the lot being retained shall conform to the provisions of this Plan and the implementing Development Permit By-law;
6. A maximum of one new lot may be created per consent application; and
7. In considering a consent, regard shall be had to, among other matters, the criteria of Section 51 (24) of the *Planning Act*, R.S.O. 1990 with necessary modifications.

6.6.3 Development Criteria

Council shall consider the following development criteria when reviewing the compatibility and appropriateness of any new development or redevelopment, when considering amendments to the Development Permit By-law and in considering, where applicable, the requirements for a Class 1, 2 or 3 Development Permit:

1. The provision of safe access onto or from a Town, County or provincial road;
2. Adequate access to, and provision of, off-street parking;
3. Barrier-free access to public and commercial buildings and the designation of parking spaces for physically challenged persons;
4. Access and maneuvering of emergency vehicles in providing protection to public and private properties;
5. The availability of municipal services and the cost of upgrading such services including water, sewage treatment facilities, fire and police protection, street lighting, roads and winter maintenance, waste disposal, community facilities and recreational facilities including parks and recreational pathways and related facilities;

TOWN OF CARLETON PLACE
OFFICIAL PLAN

6. Adequate grade drainage or storm water management and erosion control;
7. The screening, buffering or fencing of aesthetically displeasing or dangerous land uses or open storage. A buffer may be open space, a berm, a wall, a fence, plantings, a land use different from the conflicting uses but compatible with both, or any combination of the aforementioned sufficient to accomplish the intended purpose;
8. The provision of landscaping, the creation of privacy and/or open space areas around buildings and other uses, and the establishment of setbacks to maintain proper distance separation between new development and natural heritage sites, natural hazards and resource areas and development constraints such as noise and vibration;
9. Adequate exterior lighting for access and parking areas for public or private use such as commercial, industrial, institutional and multiple residential development;
10. The control of signs and advertising such that they are in scale with the intended use and with surrounding uses;
11. Protection of the environment by avoiding air, soil or water pollution;
12. The preservation and protection, whenever possible, of street trees, tree canopies and the urban forest;
13. The adequacy of school board facilities to accommodate new development or redevelopment and the provision or availability of school bussing;
14. Protection or enhancement of areas designated Natural Environment District where applicable;
15. Conserving cultural heritage resources; and
16. The physical suitability of the land for the proposed use.

6.6.4 Safety and Security Criteria

When reviewing development applications, ensure that safety and security measures are considered through such means as:

1. sufficient lighting in spaces intended for public use after dark to support the kind of activities envisioned for that space;
2. signs and an overall pattern of development that supports users' sense of orientation and direction;
3. preservation of clear lines of sight for persons passing through the space;
4. attention to the proposed mix of uses and their proximity to each other to ensure they are complementary; and
5. the routing and design of bicycle and pedestrian routes so that they are accessible to populated areas.

6.7 Parkland Dedication and Cash-in-lieu of Parkland

Land for use as parkland shall be provided by conveyance in accordance with the provisions of Section 51.1 of the *Planning Act* and through other actions by public authorities.

The Town shall request in all applications for conveyance that the County of Lanark (“the approval authority”) impose a condition to the approval that land in an amount not exceeding, in the case of commercial or industrial purposes 2%, and in all other cases 5% of the land included in the plan shall be conveyed to the local municipality for park or other recreational purpose. Notwithstanding the foregoing, exceptions and reductions shall be considered in accordance with provisions of the *Planning Act*.

For residential purposes Council shall generally require a parkland conveyance of 1 hectare for every 600 dwelling units created or the cash-in-lieu equivalent as provided in the *Planning Act*. For commercial and industrial development Council shall generally require a conveyance of 2% of the land or the cash-in-lieu equivalent.

6.8 Cash-in-lieu of Parking

Council may enter into an agreement to exempt an owner or occupant from the need to provide and maintain parking facilities as required under the Development Permit By-law. Such agreement shall provide for the making of one or more payments of money to the municipality as consideration for the granting of the exemption and shall set forth the basis upon which such payment is calculated.

6.9 Holding Provisions

The use of Holding provisions in accordance with Section 36 of the *Planning Act R.S.O. 1990* is permitted. A municipality may adopt holding provisions and when doing so shall clearly state the conditions which must be met prior to the removal of the “H” designation by Council. The use of Holding provisions shall conform to the policies of this Official Plan.

The following have been established as objectives for using holding provisions in a Development Permit By-law:

1. To assist in the phasing of development and/or redevelopment;
2. To co-ordinate development and/or redevelopment with the provision of water, sanitary sewage, storm sewer and other services;
3. To control development and/or redevelopment which may necessitate special design considerations;
4. To forestall development and/or redevelopment until such time that stated planning related criteria can be satisfied; and
5. To aid in the selection of sites or areas that may be subject to holding provisions, the following locational criteria are identified:

TOWN OF CARLETON PLACE
OFFICIAL PLAN

1. lands in a built-up area which are undeveloped;
2. lands which are unserviced;
3. lands which do not have adequate access or frontage onto a public roadway;
4. lands which are adjacent to hazardous, noxious, temporary or otherwise undesirable uses or activities; and
5. lands which are near or fronting onto public roads which are subject to hazardous conditions or are inadequate to handle current traffic volumes.

Removal of the holding provisions shall be accomplished by the adoption of an amending By-law in accordance with the provisions of Section 36 of the *Planning Act, R.S.O. 1990* and related regulations.

Removal of the holding provisions shall occur only after Council is satisfied that all prescribed conditions or criteria have been satisfied.

It is intended that holding provisions shall be implemented by means of the Development Permit By-law. Land or lands shall be zoned for its/their intended use and the holding symbol (H) shall be added as a suffix, separated from the principal zone by a hyphen. The Development Permit By-law shall specify the uses of land permitted and any regulations applying to the land during the time for which the holding provisions are in place. Conditions or criteria that are to be satisfied before the holding provisions can be removed shall be clearly stated in the Development Permit By-law.

6.10 Temporary Use By-laws

A Temporary Use By-law is a By-law passed by Council for the purpose of allowing a use that is otherwise prohibited by the Development Permit By-law. A Temporary Use By-law must define the land or lands to which it applies and it shall prescribe the period of time during which it is in effect, which period of time shall not exceed three years from the day of passing of the By-law except in the case of a "Garden Suite" where a Temporary Use By-law cannot exceed a period of twenty years. Council may extend the period of time during which a temporary use is permitted by passing further By-laws, each of which shall not be in effect for more than three years.

The following criteria shall apply where a Temporary Use By-law, pursuant to the authority of Section 39 of the *Planning Act, R.S.O. 1990*, is used in the implementation of the Official Plan:

1. Temporary Use By-laws may be passed to permit uses which do not conform with the Official Plan provided that the temporary use will not affect the ability of the land in question to be used for the purposes intended in the Official Plan;
2. The proposed use shall be compatible or can be made compatible with the surrounding land uses;
3. Required services shall be adequate for the proposed use;

TOWN OF CARLETON PLACE
OFFICIAL PLAN

4. Access and parking shall be appropriate for the proposed use; and
5. The proposed use is of a temporary nature and will not require any major construction or extensive capital investment on the part of the owner or that the owner will not experience undue hardship in reverting the original use upon termination of the temporary provisions.

6.11 Interim Control By-laws

Interim Control By laws may be passed by Council in accordance with the provisions of Section 38 of the *Planning Act* for the purpose of controlling the use of land, buildings and structures within specifically identified areas for a specific period of time (i.e. not exceeding one year in length with provision for extending the time period for a total time period of not more than two years).

Prior to passing an Interim Control By law, it is first necessary for a municipal Council to pass a resolution directing that a review or study be undertaken in respect to land use planning policies in the municipality or in any area or areas thereof. It is intended that any Interim Control By law be passed in order to adequately control development in a designated area while the review or study is being completed. Where an Interim Control By law ceases to be in effect, a municipal Council may not for a period of three years pass a further Interim Control By law that applies to any lands to which the original Interim Control By law applied.

6.12 Complete Applications

The following list identifies the type of study or report which could be required in order for the Town to proceed with the processing of a planning application. As every development proposal is considered on its own merit, a pre-submission consultation with municipal planning staff will be required in order to confirm the need for additional information, studies or reports.

List of potential studies or reports:

- Archaeological Assessment
- Building Materials Samples
- Building Shadow Impact Assessment Study
- Coloured Perspective Drawings
- Concept Plan
- Construction Traffic Management Plan
- Cost Estimate for External Works
- Environmental Impact Statement
- Environmental Site Assessment
- Functional Servicing Report
- Heritage Impact Assessment Report
- Illumination and Traffic Signal Plan
- Landscape Plan

TOWN OF CARLETON PLACE OFFICIAL PLAN

- Natural Heritage Evaluation
- Noise Attenuation Study
- Parking and Loading Study
- Pavement Marking and Signage Plan
- Photographs of Existing Context
- Planning Rationale report
- Reference Plan for Land Conveyances
- Sight-line Study
- Transportation/Traffic Impact Study
- Tree Inventory
- Tree Preservation Plan
- Urban Design Brief
- Utilities Plan
- Others (as required by the Town)

The specific type and number of supporting documents will be identified following the pre-submission and/or pre-application meeting.

6.13 Development Permit By-laws

The entire corporate area of the Town of Carleton Place shall be subject to a Development Permit By-law. The Development Permit approval framework combines existing systems of Development Permit, site plan control and site alteration by-laws into one approval or permitting system. Provisions for new development, infill and construction are outlined within the Development Permit By-law and are consistent with Official Plan designations and directions. It differs from traditional land use regulations by allowing discretionary uses, conditional approvals, and variations to standard requirements, control of exterior design elements and removal of vegetation. This provides staff and Council with flexibility within the context of the By-law to review development proposals and provide approvals without further site-specific amendments to the By-law.

The Development Permit By-Law shall clearly articulate and establish development and design requirements, provisions and standards which must be demonstrated to the satisfaction of the Town prior to the granting of any approval. The Development Permit By-Law will generally provide for a streamlined approach to the review and approval of development applications and allow for flexibility within a clearly articulated context. The Development Permit By-law shall establish specific designations on the basis of consistency and compatibility of land uses, neighborhood characteristics and architectural and functional design and compatibility.

6.13.1 Objectives

The objectives of the Town in implementing the development permit system include but are

TOWN OF CARLETON PLACE

OFFICIAL PLAN

not limited to the preservation of the existing small-town character, the improvement of Mississippi District designation and the waterfront, preservation and enhancement of the residential neighbourhoods, promotion of rehabilitation of industrial properties, the expansion of greenspaces and park facilities and to provide for their interconnectivity, increasing the diversity of arts, cultural and recreational opportunities and the protection of the natural environment.

Except for those types of development for which the Development Permit By-law specifies that no development permit is required, a development permit will be required prior to undertaking any development.

6.13.2 Application Requirements

All applications for Development Permit are required to submit a full drawing and plan set which includes elevation and cross section drawings for any proposed building or structure. More specifically all applications for Development Permit must include;

1. The name, address, telephone number and, if applicable, the email address of the owner of the subject land, and of the agent if the applicant is an authorized agent and if known the date the land was acquired.
2. The current designation of the subject land in the official plan and the land uses the designation authorizes.
3. The current designation of the subject land in the Development Permit By-Law and the land uses the designation authorizes.
4. Whether the proposed use is,
 1. A permitted use; or
 2. A use that may be permitted subject to criteria as set out in the development permit by-law and how the applicable criteria have been addressed.
5. Whether a variation is requested within the provisions set out in the development permit by-law and how the proposed variation meets the criteria as set out in the development permit by-law.
6. A description of the subject land, including such information as the legal description of the subject land including lot and concession numbers, registered plan and lot numbers, reference plan and part numbers and street names and numbers.
7. The frontage, depth and area of the subject land, in metric units.
8. How access to the subject land is achieved and the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
9. The location and nature of any easement or restrictive covenant affecting the subject land.

TOWN OF CARLETON PLACE

OFFICIAL PLAN

10. The existing uses of the subject land and the length of time such use has existed if known.
11. Whether there are any buildings or structures on the subject land and if so the following information for each building or structure must be provided;
 1. The type of building or structure;
 2. The setbacks from the building or structure from all lot lines, the height of the building or structure and its dimensions or floor area;
 3. The current use of the building or structure and the date of construction if known.
12. The proposed uses of the subject land.
13. The current land uses adjacent to the subject land.
14. The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it.
15. Whether any development is proposed for the subject land and if so the following information must be provided;
 1. The type of development proposed including whether or not any buildings or structures are proposed and the setbacks from all lot lines, height and dimensions or floor area.
16. Plans that show the location of all buildings and structures to be erected, the location of all facilities and works to be provided in conjunction with the buildings and structures, and the location of all facilities and works.
17. Whether water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means.
18. Whether sewage disposal is provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system.
19. Whether storm drainage is provided by sewers, ditches, swales or other means.
20. Drawings that show plan, elevation and cross-section views for each building or structure to be erected and are sufficient to display;
 1. The massing and conceptual design of the proposed building,
 2. The relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access,
 3. The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways

TOWN OF CARLETON PLACE
OFFICIAL PLAN

in adjacent buildings;

4. Matters relating to exterior design, including without limitation the character, scale, appearance and design features of the proposed building.
21. Design elements on any adjoining highway under the Town's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities and any facilities designed to have regard for accessibility for persons with disabilities.
22. Plans and drawings shall not include the following:
 1. Interior design;
 2. The layout of interior areas, other than interior walkways, stairs, elevators and escalators.
 3. The manner of construction and standards for construction.
23. Additional required information, if known, should include;
 1. Whether the subject land has ever been the subject of an application under the Act for approval of a plan of subdivision or a consent and if yes the file number and status of the application;
 2. Whether the subject land has ever been the subject of an application under section 34, 41 or 45 of the Act and if yes the file number and the status of the application.

6.13.3 Pre-Consultation

Applicants are required to consult with municipal staff prior to submitting a Development Permit application. Pre-consultation will provide important information including the identification of required studies and /or reports in support of an application. Failure to consult with municipal staff prior to submitting an application may result in delays related to incomplete applications.

6.13.4 Supporting Studies and Reports

Technical reports/plans or studies may be required to assist in the review process of a Development Permit application. Applications for a Development Permit may be required to submit the following studies or reports;

- A servicing options report;
- A hydrogeological study;
- A drainage and/or stormwater management report;
- An Environmental Impact Assessment for a natural heritage feature or area;

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

- An Archaeological Assessment;
- An influence area study for development in proximity to a waste management facility or industrial use;
- A traffic study;
- A Phase I Environmental Study and if necessary further investigation as required;
- A noise and/or vibration study;
- A source water protection study;
- An MDS I or II calculation
- A minimum separation distance calculation for an industrial use or a waste management facility;
- Confirmation on sufficient reserve sewage system capacity and reserve water system capacity; or
- Vegetation Inventory and /or Tree Preservation Plan.

6.13.5 Discretionary Uses

As may be provided in the Development Permit By-Law, a development permit may be issued to permit, as a discretionary use, any use not specifically listed as a permitted use in the Development Permit By-Law, provided that the proposed use is similar to and compatible with the listed permitted uses, would have no negative impact on adjoining properties, and would maintain the intent, principles and policies of this Plan.

In addition, the Development Permit By-law may provide that a development permit may be issued to permit, as a discretionary use, an extension to a legal non-conforming use or change in use of a legal non-conforming use, provided that the proposal is desirable in order to avoid hardship, that it would have no negative impact on adjoining properties, and that it would maintain the intent, objectives, principles and policies of this Plan.

6.13.6 Variations

The Development Permit may allow for defined variations to the standards and provisions outlined in the Development Permit By-Law. Such variations will only be permitted if they are consistent with the policies of this plan.

Any proposal for a use which is not listed as a permitted use or which does not qualify as a discretionary use in the Development Permit By-law and in accordance with the relevant policies in the Official Plan will require an amendment to the Development Permit By-Law.

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

6.13.7 Delegation of Approval Authority

Council may delegate to staff the approval or issuance of development permits. Limits on and criteria for such delegation will be established in the Development Permit By-Law.

6.13.8 Development Permit Not Required

A Development Permit shall not be required for single dwelling units and semi-detached dwelling units provided that such development or proposed development is deemed to be in conformity with the requirements, standards and provisions within the designated Residential Development Permit Area, and which is also in full conformity with all of the following standards:

- Development is setback a minimum 30 metres (98.4 feet) from any natural watercourse.
- No site alteration or vegetation removal is required or proposed within 30 metres of the Mississippi River.

In addition a Development Permit shall not be required for the following:

- Any Development that has a Plan approved through prior Site Plan Control may proceed with Development in accordance with the approved Site Plan.
- Any necessary repairs or maintenance to existing development.
- The placement of a portable classroom on a school site of a district school board is exempt from the requirement for a development permit if the school site was in existence on January 1, 2007.

6.13.9 Conditions

The Corporation may impose conditions and grant provisional approval prior to final approval.

The proposed development shall in all cases be required to occur as illustrated on the approved and stamped drawings including all grading and drainage, servicing, lighting, landscaping, and elevation designs. A development agreement, registered on title may be required prior to final approval for any development application.

Technical reports may be required to assist in the review process and any recommendations therein may be imposed as conditions of Development Permit Approval. In the event that any recommendations within a submitted Technical report exceed the minimum requirements of any section of this By-Law the stricter requirement will be imposed prior to approval.

As a condition to the approval of the plans and drawings the Town of Carleton Place may require the owner of the lands to,

1. provide to the satisfaction of and at no expense to the Town of Carleton Place any or all of the following;
 - Widening of highways that abut on the land.

TOWN OF CARLETON PLACE
OFFICIAL PLAN

- Subject to the Public Transportation and Highway Improvement Act, facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs.
 - Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways.
 - Walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access.
 - Facilities designed to have regard for accessibility for persons with disabilities.
 - Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon.
 - Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material.
 - Easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or board thereof on the land.
 - Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon.
2. maintain to the satisfaction of the municipality and at the sole risk and expense of the owner any or all of the facilities or works mentioned in clause 1 above, including the removal of snow from access ramps and driveways, parking and loading areas and walkways;
 3. enter into one or more agreements with the municipality dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in clause 1 or 4 and the maintenance thereof as mentioned in ~~clause 2~~ Section 6.14.9.2 or with the provision and approval of the submitted plans and drawings; or enter into one or more agreements with the municipality ensuring that development proceeds in accordance with the approved plans and drawings.
 4. convey part of the land to the municipality to the satisfaction of and at no expense to the municipality for a public transit right of way.

6.13.10 Agreements

The Owner or Applicant may be required to enter into a Development Permit Agreement with the Town, to be registered against the lands affected, which shall include but not be limited to:

1. The responsibility of each party to execute and complete all works envisioned in the Development Permit Approval;

TOWN OF CARLETON PLACE

OFFICIAL PLAN

2. Detailed drawings and specifications of the work to be completed, including plans showing the physical relationship to the adjacent properties and public right-of-ways;
3. The timing of construction, including commencement and completion;
4. Any financial guarantees and/or fees required by the Town to ensure the completion of the works described on the Development Permit;
5. Cash in lieu of parking; and
6. Cash in lieu of parkland.

6.14 Community Improvement Area

[Amendment No. 6 – Bylaw 84-2021]

6.14.1 Purpose

Council recognizes the importance of planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary.

It is the intent of Council to utilize Community Improvement Plans to promote and focus public and private sector investment into maintenance, rehabilitation, and redevelopment activities that improve the living and working conditions in the Town.

6.14.2 Goals:

The primary goals of Community Improvement Plans will be to:

1. Preserve, redevelop and rehabilitate the built environment, including residential, commercial, industrial, and mixed-use areas;
2. To ensure private and public community improvement activities are coordinated;
3. To assist the Town in identifying priorities for municipal expenditure regarding community improvement projects; and,
4. To participate, wherever possible, in Federal and/or Provincial programs that facilitate community improvement.

6.14.3 Objectives

Community Improvement Plans may be adopted to achieve one or more of the following objectives:

1. To upgrade and maintain all essential municipal services and community facilities and

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

infrastructure;

2. To encourage or facilitate the intensification of Strategic Properties;
3. To ensure the maintenance of the existing building stock;
4. To preserve heritage buildings through rehabilitation, renewal and re-use;
5. To facilitate the remediation, rehabilitation and/or redevelopment of existing Brownfield sites;
6. To encourage the provision of a mix of housing types, including the construction of affordable housing;
7. To encourage private sector investment and the strengthening of the economic base;
8. To enhance the visual appearance of Community Improvement Areas;
9. To revitalize the Mississippi District as a mixed-use area and a vibrant shopping destination;
10. To improve energy efficiency and reduce carbon emissions where feasible;
11. Improving environmental, social, cultural, economic development, or safety conditions.

6.14.4 Criteria for Selection of areas

The entire Municipality is designated a Community Improvement Area.

Council may, by by-law, designate the lands within a Community Improvement Area as a Community Improvement Project Area whereupon Council shall undertake the preparation of a Community Improvement Plan for such area or areas. Prior to designating a Community Improvement Plan Area, Council shall repeal all previous designating by-laws adopted under the Planning Act for Community Improvement purposes in the area to be designated as a Community Improvement Project Area.

Community Improvement Project Areas must satisfy one or more of the following criteria:

1. Building stock or property is in need of rehabilitation or redevelopment;
2. Improvement to building facades and public spaces;
3. Opportunities exist to realize energy efficiency improvements or expand housing opportunities through redevelopment or conversion of residential lands and/or buildings;
4. Known or perceived contamination of land or buildings;
5. The presence of incompatible land uses or activities, including non-conforming uses, that disrupt the land use and/or lifestyle of the citizens of the area due to factors such as noise, odour, vibration, parking, loading, and traffic circulation;

TOWN OF CARLETON PLACE

OFFICIAL PLAN

6. Deterioration or deficient community infrastructure, such as, but not limited to, road, sanitary and storm sewers, water mains, curbs and sidewalks, community facilities, open spaces, parks, streetscapes, and utilities;
7. The presence of cultural heritage resources which would benefit from enhancement;
8. Opportunities exist to facilitate intensification of the area;
9. Deteriorated or insufficient parking facilities, road access or traffic circulation;
10. Built form and/or streetscapes are incoherent or detracting from a neighbourhood; and
11. Other significant environmental, social or community economic development reasons for community improvement.

6.14.5 Phasing

Council shall have regard for the phasing of improvements in order to permit a logical sequence of events to occur without unnecessary hardship to area residents and the business community. The improvements should be prioritized according to the following:

1. The ability for the Town to fund community improvement projects;
2. The availability of senior level government programs that provide assistance for community improvement; and,
3. The alignment of required capital expenditures to undertake community improvement with departmental priorities and associated capital budgets.

6.14.6 Implementation

Subject to Section 28 of the Planning Act, in pursuing the objectives of the Official Plan's Community Improvement Policies Council may:

1. sell, lease or dispose of lands and buildings acquired or held by the municipality;
2. acquire land to implement objectives of the Community Improvement Plan;
3. give loans and grants to owners, tenants and their assignees for rehabilitation purposes;
4. encourage the private sector to utilize available government programs and subsidies;
5. regularly update the Development Permit By-law to provide a range of appropriate uses for the intensification and integration of land uses in order to stimulate economic and functionality of areas;
6. provide tax assistance by freezing or canceling the municipal portion of the property tax on eligible properties for remediation purposes; and
7. issue debentures with the approval of the Local Planning Appeals Tribunal.

TOWN OF CARLETON PLACE

OFFICIAL PLAN

In developing Community Improvement Plans, Council will ensure that the public is involved in the planning process.

6.15 Maintenance and Occupancy Standards

It is the policy of Council to maintain the physical condition of the existing building stock by adopting and enforcing a Municipal Property Standards By-law as enacted under Section 15.1 of the *Building Code Act*, R.S.O. 1990, as amended.

Council may further support property maintenance and safe occupancy by:

1. Utilizing available government programs, where applicable, to provide financial and administrative support to individuals seeking to improve their properties.
2. Maintaining municipally owned buildings, properties and community facilities and providing or maintaining municipal services in good repair.
3. Using or encouraging the use of associated legislation such as the *Ontario Fire Code* for the retrofit of buildings and Part 11 of the *Ontario Building Code* also respecting the retrofit of buildings.
4. Appointing a Property Standards Officer to enforce the By-law and by the appointment of a Property Standards Committee under the provisions of Section 15.6 of the *Building Code Act*, R.S.O. 1992, as amended.
5. Council may amend the Property Standards By-law to prescribe minimum standards for the maintenance of heritage attributes for properties designated under the *Ontario Heritage Act*.

6.16 Building Permits

In accordance with the provisions of Section 8 of the *Ontario Building Code Act*, R.S.O. 1992, as amended, it is a policy of this Plan that building permits will not be issued where the proposed construction does not conform to the provisions of the Development Permit By-law.

6.17 Economic Development

Council recognizes that the economic base of the Town is dependent upon a mix of commercial, service industries, manufacturing activities and tourism. Council's intent is to establish a framework in which to encourage new economic growth and new employment generation while sustaining existing economic strengths.

6.17.1 Objectives

1. To sustain the strengths of the existing economic base and to broaden the Town's employment opportunities.
2. To sustain and to build on the existing strength of the commercial, industrial and tourism sectors of the economy.

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**

3. To undertake initiatives to stimulate new employment generation.
4. To work cooperatively with senior governments and community groups in promoting and undertaking economic development activities.

6.17.2 General Policies

In addition to specific land use policies elsewhere in this Plan, Council will undertake several measures to sustain, strengthen and diversify the economic base including:

1. Providing a policy framework which facilitates the planning and delivery of municipal services necessary for the development or redevelopment of lands for commercial, industrial and other employment generating activities.
2. Expediting planning and other approvals necessary at the Town level to permit the development of lands or construction of new buildings associated with economic development.
3. Supporting community improvement programs.
4. Encouraging and facilitating employment in the construction industry through expediting the approvals of plans of subdivision, encouraging the rehabilitation of heritage buildings, encouraging the retrofit of the existing building stock and by providing a streamlined development permit system.
5. Undertaking a phased program to rehabilitate and improve gateway thoroughfares in accordance with Section 2.4.
6. Introducing a program of community promotion through better signage on Town roads.
7. Allocating funds for the development of promotional literature and multi-media promotional materials.
8. Encouraging an "Open for Business" philosophy towards economic opportunities in the design of municipal by-laws regulating and licensing businesses.
9. Encouraging the development of home-based businesses.
10. Promoting the development of existing business parks.
11. Encouraging measures that will extend the length of the tourist season.

6.18 Home Based Business

Home based businesses are permitted in all areas where residential uses are permitted subject to the provisions of the implementing Development Permit By-law and other by-laws established by Council as well as the principles set out herein. Permitted uses shall include, but are not limited to professional, administrative and consulting services, office uses, computer technology uses, instructional services, distribution sales offices and artisan studios. Home based businesses shall be:

TOWN OF CARLETON PLACE OFFICIAL PLAN

1. clearly accessory, secondary, incidental and subordinate to the permitted residential use;
2. compatible with surrounding residential and/or non-residential uses; and/or
3. regulated by Council through provisions contained within Development Permit By-laws.

Home based businesses of an industrial nature, such as a carpentry shop, tinsmith shop, welding shop etc., may be permitted as an accessory use to a principal residential use. Council may however restrict these types of home based businesses to specific sectors through the Development Permit By-law.

Entrances serving home occupations, industry or businesses located adjacent to provincial highways require the approval of the Ministry of Transportation (MTO). Typically, MTO will require that the property owner obtain an entrance permit and a sign permit if necessary. As a condition of these permits, MTO requires the property owner to acknowledge that the use of their existing entrance cannot be converted to a commercial entrance in the future and that an additional entrance will not be permitted to accommodate the home occupations, industry or business. In addition, the MTO would not support a future severance that would result in a separate entrance to a business and one for the retained parcel.”

6.19 Brownfield Redevelopment

Brownfield sites are undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant.

From an economic perspective, brownfields can result in reduced property values, economic activity and employment. Vacant and underutilized properties in serviced urban areas represent an opportunity to increase development densities. From an environmental perspective, brownfields can present a threat to ecological and human health and safety. From a social perspective, the existence of brownfields can lead to neighbourhood deterioration, threats to personal safety and security, and reduced quality of life.

The benefits that result from brownfield redevelopment are also environmental, economic and social. The economic benefits of brownfield redevelopment can include increased employment in urban areas and increased property values. Environmental benefits can include the removal of threats to the health of residents and workers, the protection of groundwater resources and wildlife habitats and a reduction in unplanned growth. The social benefits of brownfield redevelopment can include neighbourhood revitalization, improved safety and security, the provision of additional housing opportunities through intensification and infill, and an increased sense of community pride. Financial incentive programs that result in an increase in brownfield development will translate into economic, environmental and social benefits.

Accordingly, the Town shall identify and promote opportunities for intensification and redevelopment of Brownfield industrial sites. Private sector investment in the re-use and/or redevelopment of underutilized and/or abandoned Brownfield industrial lands may be encouraged through the use of Community Improvement as described in Section 6.14 and the related financial tools including property tax and building permit fee incentives.

6.20 Social and Cultural Policies

6.20.1 Affordable Housing

Council shall strive to meet a target of 25% of all new housing to be affordable and attainable housing by enabling a full range of housing types and densities to meet projected demographic and market requirements of current and future residents of the Town.

Affordable housing is defined as follows:

1. in the case of ownership housing, the least expensive of:
 - a. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
 - b. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area;
2. in the case of rental housing, the least expensive of:
 - a. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
 - b. a unit for which the rent is at or below the average market rent of a unit in the regional market area.

The Town shall also contribute to the provision of affordable and attainable housing through the following policies:

1. Monitor the need for social assisted housing for households and seniors. Where specific needs are identified, Council will work with the Ministry of Municipal Affairs and Housing and the Social Services Department of the County of Lanark to meet identified needs, implement affordable housing plans and deliver the provision of affordable housing programs
2. Encourage infill and housing intensification. This may be achieved through the conversion of single detached dwellings to multiple units, through the provision of Accessory Residential Units, through re-development at higher densities, through land severances on large, under-utilized lots which create opportunities for development on the severed lot (subject to the relevant policies elsewhere in this plan) and through infill on vacant lands.
3. Maintain at all times the ability to accommodate residential growth for a minimum fifteen (15) years through residential intensification and redevelopment and, in necessary, lands which are designated and available for residential development.
4. Maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three (3) year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans.

TOWN OF CARLETON PLACE
OFFICIAL PLAN

5. Collaborate with the County of Lanark to monitor population projections and the residential development targets.
6. Develop incentive programs for the construction of accessory dwelling units.
7. Investigate opportunities for alternative housing models include co-operative housing, rooming homes, temporary shelters, transitional housing and communal housing.
8. Encourage in cooperation with other levels of government, the development of affordable and attainable ownership and rental housing, including the development of not-for-profit housing by cooperative, municipal, and private non-profit housing corporations.
9. Encourage cost-effective development standards and densities for new residential development to reduce the cost of housing.
10. Promoting the location and development of affordable and attainable housing units in proximity to schools, recreation facilities, open space, and commercial hubs, including grocery stores. Notwithstanding the latter, affordable and attainable housing units should also be promoted throughout all designations that permit residential uses.
11. Promote the development of affordable and attainable housing through such means as infill construction, conversions of non-residential space, and adaptive re-use of buildings.
12. Provide for increased density through bonus provisions as stated in Section 3.5.4.1.
13. Provide financial relief from development, planning, permit, and other fees normally charged for projects or in the form of tax incentives and payment of fees through mechanisms such as a Community Improvement Plan for projects that provide permanent affordable or accessible housing.
14. Explore opportunities for affordable or accessible housing for surplus Town-owned land and working with other levels of government to make surplus land available to providers of permanent affordable or accessible housing development at little or no cost.
15. Evaluate opportunities to co-locate affordable and attainable housing in or adjacent to public service provider facilities.
16. Encourage the development of smaller dwelling units and lot sizes, where housing is can be demonstrated more affordable and attainable due to lower construction costs.
17. Discourage the demolition of rental apartment buildings with more than 4 rental apartment units, unless replacement units are provided and the rents of the replacement units are at, or below the average market rents in the Town at the time of the application.
18. Offer a range of planning and regulatory incentives that encourage affordable and attainable housing. Such incentives may include:
 - a. Fast-tracking development applications that contain an affordable housing component;
 - b. Application of height and/or density bonusing, as set out in Policy 4.6;

TOWN OF CARLETON PLACE
OFFICIAL PLAN

- c. Reducing parking or landscape open space requirements; and,
- d. Providing financial incentives, in the form of waived Development Charges, for affordable and attainable housing projects.

6.20.2 Group Homes

A group home is defined as a single housekeeping unit in a residential dwelling in which 3 to 10 residents (excluding supervisory or operating staff) live together under responsible supervision consistent with the requirements of its residents. The home is licensed or approved under provincial statute and is in compliance with municipal By-laws.

A group home shall be permitted in all residential land use designations.

A group home shall be permitted in a single detached dwelling or a semi-detached or duplex dwelling provided that both units are occupied by one group home operation and that the total number of residents does not exceed ten (10).

An accessory dwelling unit or a garden suite shall not be permitted on the same lot as a licensed group home.

6.20.3 Heritage Conservation

The municipality will maintain a cultural heritage resource register resulting in inventories of significant heritage buildings as well as a list of locally significant buildings and structures. The heritage resources policies of this plan shall apply when:

1. conserving heritage buildings, cultural heritage landscapes and archaeological resources that are under municipal ownership and/or stewardship;
2. conserving and mitigating impacts to all significant cultural heritage resources, when undertaking public works; or
3. respecting the heritage resources identified, recognized or designated by federal and provincial agencies.

Council may permit development and site alteration on adjacent lands located to protected heritage property where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved. A heritage impact assessment, conducted by a qualified professional, may be required if there are any adverse impacts to any significant cultural heritage resources resulting from development proposals. Mitigative measures and/or alternative development approaches may be required for the conservation of heritage attributes of a protected heritage property. The Ontario Heritage Act may be utilized to conserve, protect and enhance any significant cultural heritage resources located within the Town.

Council shall obtain updated archaeological site mapping from the Ministry of Tourism, Culture and Sport under the provisions of a municipal-provincial data sharing agreement, and update this database as new archaeological sites are identified from land development and on the

TOWN OF CARLETON PLACE

OFFICIAL PLAN

Provincial archaeological sites database. Council may undertake the preparation of an Archaeological or Cultural Heritage Master Plan with the assistance of the Ministry of Tourism, Culture and Sport.

Areas of archaeological potential are determined through the use of provincial screening criteria, or criteria developed based on the known archaeological record within the Town. Criteria include features in proximity to water such as current or ancient shorelines, rolling topography, unusual landforms, and any known significant heritage areas such as portage routes or other places of past human settlement. All lands within 300 metres of any shoreline are subject to a Phase I Archeological Review. Subject to the review of the Phase I study, which shall be conducted by a qualified archeologist, the applicant may be requested to undertake further investigations if it is recommended in the Phase 1 report.

Council may consider archaeological preservation in situ, to ensure that the integrity of the resource is maintained. The heritage integrity of archaeological resources can be preserved by adopting Archaeological Zoning By-laws under section 34 of the *Planning Act*, to prohibit any land use activities or the erection of buildings or structures on land which is a site of a significant archaeological resource.

Council shall consult appropriate government agencies, including the Ministry of Tourism, Culture and Sport and the Ministry of Public and Business Service Delivery, when an identified human cemetery, marked or unmarked human burial is affected by land use development. The provisions under the *Heritage Act* and the *Cemeteries Act* shall apply.

When identifying, protecting and managing cultural heritage and archaeological resources, Council shall consult with and Indigenous Communities.

**TOWN OF CARLETON PLACE
OFFICIAL PLAN**



7.0 ADMINISTRATION OF THE OFFICIAL PLAN

7.1 Amendments to This Official Plan

Amendments to this Plan shall be considered in accordance with related policies elsewhere in this Plan. In general, amendments will only be considered when they are justified and when the required supportive information is provided as stated in the policy sector proposed for revision. Proposed amendments to this Plan shall be accompanied by sufficient information to allow Council to fully understand and consider the following:

1. the impact of the proposed change on the achievement of the stated goals, objectives and policies expressed in this Plan;
2. the need for the proposed change; and
3. the effect of the proposed change on the need for public services and facilities.

In addition when considering amendments which affect the use of a specific site or sites, Council shall consider:

1. whether there is a need to add the site or sites to the lands already designated for the proposed use; and
2. the physical suitability of the land for the proposed use.

7.2 Council Approved Plans

The Official Plan is meant to be consulted in its entirety when making interpretations of its policies. Furthermore, the policies contained in this Plan will work in conjunction with the Transportation Master Plan, Parks and Recreation Master Plan and all other policy documents adopted by Council. In the event of competing interests, the most restrictive policies or guidelines shall be considered during the review of a development application.

7.3 Consultation

Council shall undertake a community consultation program for all amendments to and reviews of the Plan. The consultation process shall include timely provision of adequate information as well as opportunities for members of the public to discuss this information with Town staff and to present views to Council. Public meetings shall be held in accordance with the relevant provisions of the *Planning Act*.

7.2.1 Consultation with Indigenous Communities

The Town of Carleton Place is acknowledged to be located on the unceded traditional Omàmiwinini (Algonquin) territory. In acknowledging this Truth comes respect for the land, the people and the shared history of the territory. The Town recognizes the injustices of the past and those that continue today. The Town is committed to reconciliation, and to speaking Truth and working towards Justice in solidarity with Indigenous Peoples.

TOWN OF CARLETON PLACE OFFICIAL PLAN

In the spirit of reconciliation, the Town of Carleton Place acknowledges the “free, prior and informed consent” set out in the United Nations Declaration on the Rights of Indigenous Peoples and as adopted by Government of Canada Bill C-15. “Free, prior and informed consent” involves consulting with Indigenous Communities prior to development and gaining consent before moving forward, where appropriate.

The Town of Carleton Place will continue efforts to engage with local and regional Indigenous Communities on protocols for land use and development approvals in order to balance the growth and development requirements of the Provincial Policy Statement while acknowledging the traditional knowledge and cultural heritage of traditional Indigenous Communities.

The Town acknowledges and values the traditional knowledge and cultural heritage of Indigenous Communities and will encourage partnerships to achieve the objectives of the Official Plan, support mutual learning and understanding and strengthen relationships. Involvement and engagement with Indigenous Communities will occur as early as reasonably possible on future planning proposals.

7.4 Review and Monitoring of the Official Plan

Council shall at regular intervals of not more than five years, undertake a review of this Plan, or partsthereof, to ensure that:

1. the Plan’s goals and objectives remain valid and realistic in light of prevailing circumstances;
2. the Plan’s policies are adequate for the achievement of its goals and objectives; and
3. The Plan continues to be consistent with the Provincial Policy Statement.

In order to facilitate the review of this Plan, Council will monitor the achievement of its objectives andthe effectiveness of its policies.

7.5 Land Use Designation Boundaries

The boundaries of the land use designations established by this Plan and as shown on the attached Schedules are intended to be approximate and shall be considered as absolute only where they coincide with roads, railway lines, rivers, lot lines shown in an implementing Development Permit By-law, or other clearly defined physical feature.

Where land use designation boundaries are considered as approximate, amendments to this Plan will not be required in order to make minor adjustments to the boundaries provided that the general intent and purpose of the Plan are maintained. Such minor adjustments shall be determined by Council and will not need to be incorporated into the land use schedules.

Where the land use boundaries are considered as absolute, the location of the boundaries is not open tointerpretation and an amendment to this Plan will be required in order to deviate from or change these boundaries.

7.6 References to Statutes

Where any Act or portion of any Act is referred to in this Plan, such references shall be interpreted as referring to the stated Act or portion of the Act and any subsequent changes to or renumbering of these sections of such Act.

7.7 References to Ministries and Review Agencies

Throughout this Official Plan, references are made to various Provincial Ministries and agencies in regard to the review of and/or input on various types of planning issues and development proposals. While such references are considered to be current at the date of adoption of this Official Plan, it is acknowledged that changes may occur as a result of ongoing changes in the planning and application review processes in the Province of Ontario. No amendment to this Plan is required in order to acknowledge such changes; however, it is the intent to update such Ministry and agency references at the time that general reviews and updates of the Official Plan are undertaken.

7.8 Interpretation of Figures, Quantities, Terms and Uses

It is intended that all figures and quantities herein shall be considered as approximate unless stated otherwise. Amendments to the Official Plan will not be required where Council is satisfied that the variance from the figure or quantity is minor and that the intent of the policy in question is met.

Where examples of permitted uses are provided for in the land use policies of the Plan, it is intended that these be recognized as representative examples as opposed to a definitive and/or restrictive list of uses. The implementing Development Permit By-laws shall ensure that all permitted uses are consistent with the intent of this Official Plan.

The Provincial Policy Statement includes definitions of numerous significant terms used in its policies. These definitions will apply to instances in this Plan where the same terms are used, for instance in reference to “development”, “adjacent lands”, or “significant”, among others. Where this Plan employs a different meaning for a term defined in the Provincial Policy Statement, this will be specifically identified in the text of the Plan.

Specifically, the following definitions shall be used when making interpretations of this Official Plan;

1. **Greenfield Development:** The development of any undeveloped or vacant land. Greenfield Developments are most frequently found outside the developed extent of urban areas. However, greenfields can also be found in the remaining natural areas or in-between spaces of a developed area, such as near a waterway or near a highway off-ramp.
2. **Infill:** Means urban development, including residential, commercial, retail, institutional, educational and mixed-use development, but excluding industrial development, on unused or underused land. Infill development can be readily connected to municipal infrastructure and services.
3. **Intensification:** means the development of a property, site or area at a higher density than currently exists, through development, redevelopment, infill and expansion or conversion of existing buildings. Maintenance and repair usual and necessary for the

TOWN OF CARLETON PLACE
OFFICIAL PLAN

continuance of an existing use is not an intensification of use. Reasonable emergency procedures necessary for the safety or the protection of property are not an intensification of use.

4. *Net Density*: Means the total number of dwelling units per hectare of land to be developed for residential or mixed use, excluding allowed deductible areas. Allowed deductible areas are public dedications of land which are for public streets, public sidewalks, public open space, public drainage facilities. Non-allowed deductible areas include utility easements, setbacks, private drives and walkways, general landscaping, common areas and facilities, off street parking, and traditional drainage facilities exclusive to a development project. Mitigations required for development will not be included in the allowed deductible areas.
5. *Gross Density*: Means the measure of dwelling units permitted per gross acre of land area contained in the development. Contrary to “Net Density”, the calculation for gross density does not consider “deductible areas” (see “Net Density”).
6. *Primary Commercial Use*: Means the building containing the largest gross floor area at ground level of commercial space on a property.

TOWN OF CARLETON PLACE
OFFICIAL PLAN



8.0 SECONDARY PLANS

[Amendment No. 5 Bylaw 39-2020]

A Secondary Plan is a planning document illustrating a vision and guiding principles for development and redevelopment in the Secondary Plan Area.

Development Applications for Draft Plan of Subdivision, Site Plan and Development Permit Approval within the Secondary Plan Area shall include a description and/or illustration as to how the development proposal conforms with the Town's Secondary Plans, where applicable.

Any amendment to the text or Schedules of the Secondary Plans constitutes an amendment to the Town of Carleton Place Official Plan and requires approval from Lanark County. Further, any applications to amend the Secondary Plans shall be subject to all of the applicable policies of the Secondary Plans, as well as all the applicable policies of the Town of Carleton Place Official Plan Amendment and approval from Lanark County.

8.1 Highway District Secondary Plan

This Highway District Secondary Plan is a Council adopted planning document and therefore forms policy. Any development and/or redevelopment shall be subject to the policies of the Highway District Secondary Plan.

The Highway District Secondary Plan Study Area includes Highway 7, Highway 15, local municipal roads (including McNeely Avenue, and the Franktown Road and Findlay Avenue intersections), and the right-of-way for the future Captain A. Roy Brown Boulevard. It also includes existing commercial properties to the north and south of Highway 7, and lands intended for commercial development to the north of the proposed Captain A. Roy Brown Boulevard, between Highway 15 and McNeely Avenue.

This Secondary Plan was based on the existing land use designations from the Town's Official Plan. Any changes to the land use designations would be contemplated at the time of a municipal comprehensive review.



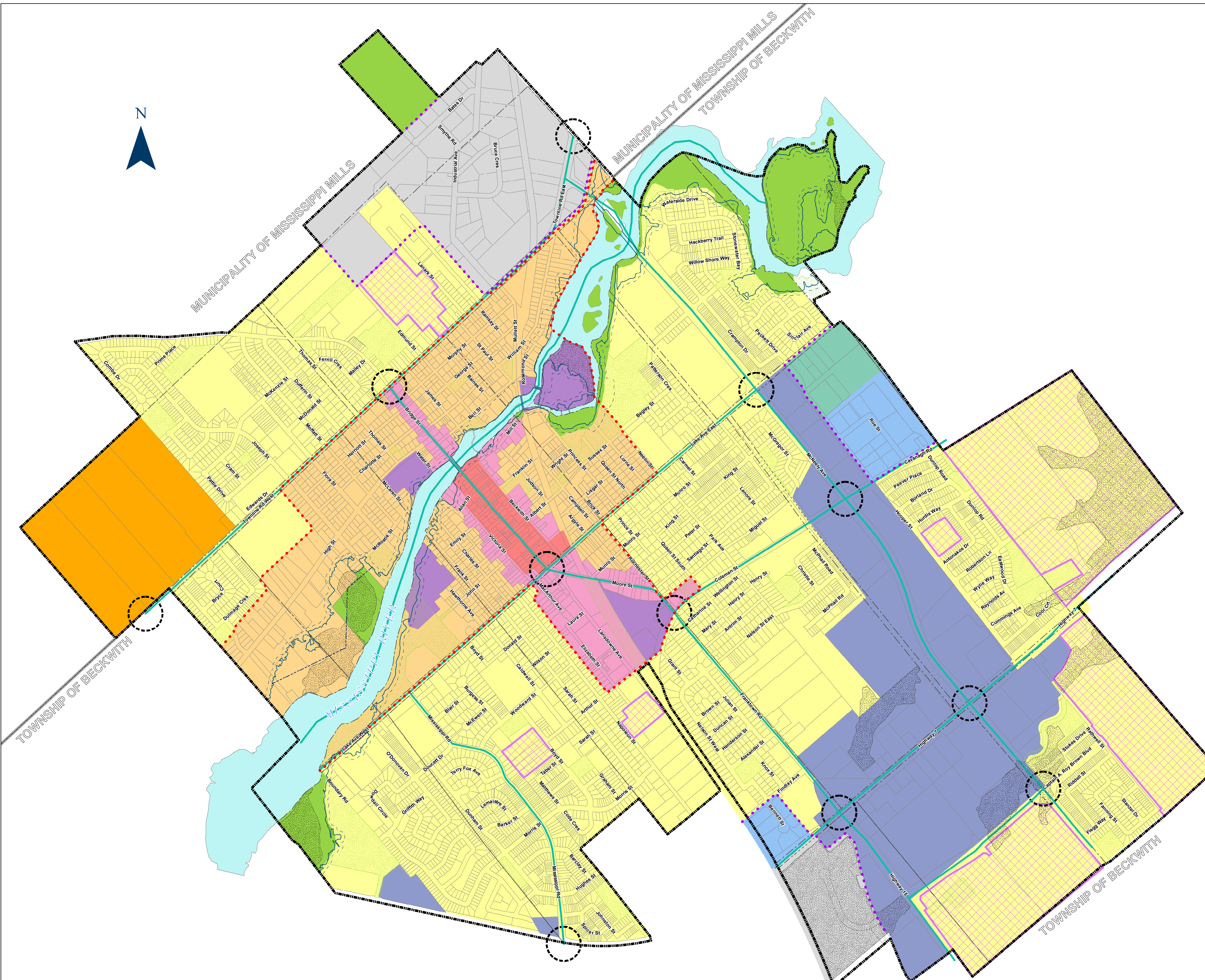
OFFICIAL PLAN

TOWN OF CARLETON PLACE

SCHEDULE 'A'

LANDUSE

- MISSISSIPPI DISTRICT LINE
- DOWNTOWN
- MISSISSIPPI TRANSITIONAL SECTOR
- MISSISSIPPI RESIDENTIAL SECTOR
- MISSISSIPPI STRATEGIC PROPERTY
- HIGHWAY DISTRICT
- EMPLOYMENT DISTRICT LINE
- HEALTH CAMPUS
- INDUSTRIAL CAMPUS
- BUSINESS PARK CAMPUS
- RESIDENTIAL DISTRICT
- GREENFIELD OVERLAY
- FUTURE DEVELOPMENT DISTRICT
- NATURAL ENVIRONMENT DISTRICT
- PARKS AND OPEN SPACE OVERLAY
- MISSISSIPPI THOROUGHFARE
- GATEWAY
- WATERBODY
- FLOODPLAIN
- REGULATION LIMIT
- FLOODWAY
- CONDITIONED ORGANIC
- TOWN BOUNDARY





OFFICIAL PLAN

TOWN OF
CARLETON PLACE

SCHEDULE 'B'

LEGEND

- TOWN BOUNDARY
- PROVINCIAL HIGHWAY
- ARTERIAL ROAD
- COLLECTOR ROAD
- LOCAL ROAD
- PRIVATE ROAD
- 1 WATER TREATMENT
- 2 WASTEWATER TREATMENT
- OTTAWA VALLEY RECREATIONAL TRAIL
- TRANS-CANADA TRAIL
- TRAIL
- SIDEWALK CONNECTION
- PROPOSED STREET CONNECTION
- PARKS AND OPEN SPACE OVERLAY
- RECREATIONAL SYSTEM
- WATERBODY

