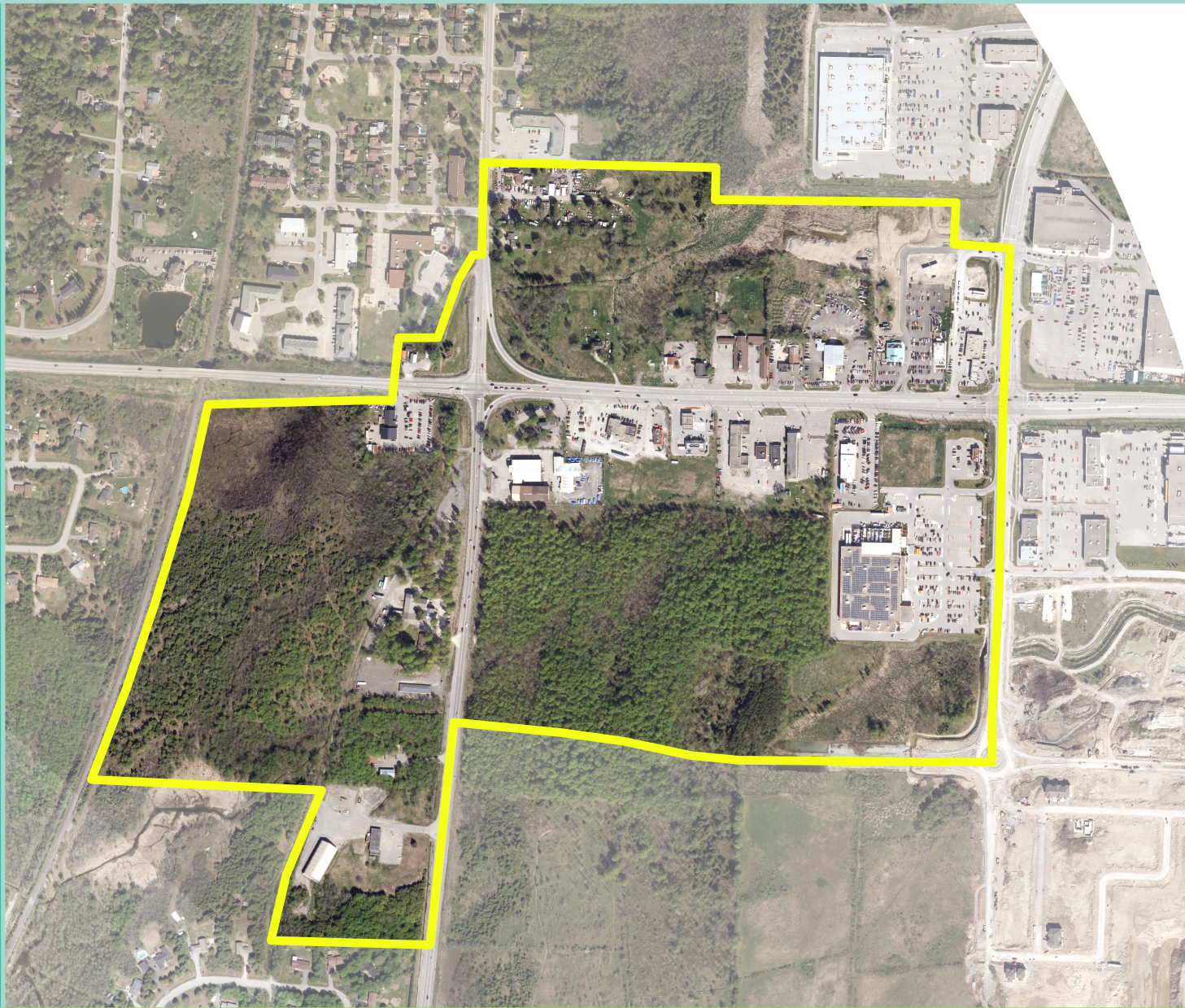


FINAL

TOWN OF CARLETON PLACE HIGHWAY DISTRICT SECONDARY PLAN



TOWN COUNCIL ADOPTION: APRIL 21, 2020
COUNTY APPROVAL: JUNE 24, 2020



TOWN OF CARLETON PLACE
HIGHWAY DISTRICT SECONDARY PLAN

TOWN COUNCIL ADOPTION: APRIL 21, 2020
COUNTY APPROVAL: JUNE 24, 2020

**PREPARED FOR:
TOWN OF CARLETON PLACE**

175 Bridge Street
Carleton Place, ON, K7C2V8
T: 613.257.6200



**PREPARED BY:
WSP**

2611 Queensview Drive, Suite 300
Ottawa, ON, K2B 8K2
T: 613.829.2800



CORPORATION OF THE TOWN OF CARLETON PLACE

By-law No. 39-2020

Being a By-law to adopt Amendment No. OPA-01-2020 to amend the Official Plan for the Town of Carleton Place, By-law No. 34-2013, as amended

WHEREAS the Council of the Corporation of the Town of Carleton Place has initiated an application to amend the Official Plan for the Town of Carleton Place;

WHEREAS the Council of the Corporation of the Town of Carleton Place held a public meeting on the 3rd day of March 2020 and the 21ST day of April, 2020 respecting a Town-initiated proposal to amend the Town of Carleton Place Official Plan by adding a new Section 8 entitled 'Secondary Plans', adding a new subsection 8.1 entitled 'Highway District Secondary Plan', amending Section 2.4 regarding gateways, and amending Schedule A to correct specific boundaries and designations; and

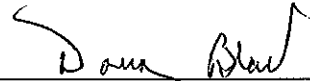
WHEREAS the Council has determined that the proposed amendment to the Official Plan, as finally prepared, is suitable for adoption, and is appropriate and desirable to encourage the development, redevelopment and enhancement of the Town of Carleton Place's Highway District through the preparation of a Secondary Plan;

NOW THEREFORE the Council of the Corporation of the Town of Carleton, in accordance with the provisions of Section 17 and 21 of the *Planning Act, R.S.O., 1990*, as amended, hereby enacts as follows:

1. That Amendment No. OPA-01-2020), respecting the addition of a new Section 8 'Secondary Plans', the addition of a new subsection 8.1 'Highway District Secondary Plan', an amendment to Section 2.4 'Gateways', and an amendment to Schedule A in the Official Plan for the Town of Carleton Place, Council Adoption: July 23, 2013, Ministerial Approval: April 23, 2014 (By-law No. 34-2013, consisting of the text in Schedule "B" and the map in Schedule "C" attached hereto and forming part of this By-law, is hereby adopted.
2. The Mayor and Clerk are authorized to execute such certificates and other documents and to take or cause to be taken such action as may be required to evidence and confirm the adoption of the said Amendment.
3. That the Town is hereby authorized and directed to make an application to the County of Lanark for the approval of the aforementioned Official Plan Amendment No. OPA-01-2020 for the Town of Carleton Place.
4. That this By-law shall come into force and take effect on the date of the final passing thereof, subject to the provisions of the *Planning Act*.

ENACTED AND PASSED THIS 21st DAY OF April 2020 as witnessed by the Corporate Seal of The Corporation of The Town of Carleton Place and the hands of its proper Officers duly authorized in that behalf.

THE CORPORATION OF THE TOWN OF CARLETON PLACE



Mayor, Mr. Doug Black



Clerk, Stacey Blair

READ A FIRST AND SECOND TIME THIS 21ST DAY OF APRIL 2020.

READ A THIRD TIME AND FINALLY PASSED THIS 21ST DAY OF APRIL 2020.

**THE CORPORATION OF THE COUNTY OF LANARK
BY-LAW NO. 2020-24**

**A BY-LAW TO ADOPT OFFICIAL PLAN AMENDMENT (OPA) NO. 01-2020
FOR THE TOWN OF CARLETON PLACE**

WHEREAS, the recommendation has been made to the Council of the Corporation of the County of Lanark by the Economic Development Committee of the Whole that the explanatory text and Schedule "A" constituting Official Plan Amendment (OPA) No. 01-2020 for the Town of Carleton Place be adopted by the Council in accordance with the provisions of the *Planning Act*, R.S.O. 1990.

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the County of Lanark enacts as follows;

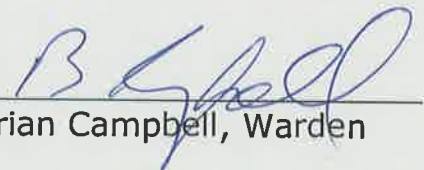
1. That Official Plan Amendment No. 01-2020 for the Town of Carleton Place, by adding a new Section 8 entitled "Secondary Plans", adding a new subsection 8.1 entitled "Highway District Secondary Plan", amending Section 2.4 regarding gateways, and amending Schedule A to correct specific boundaries and designations, a copy of which is attached hereto and forms part of this By-Law, is hereby adopted.

By-Law read a first and second time this 24th day of June, 2020.

By-Law read a third time and finally passed this 24th day of June, 2020.



Leslie Drynan, Clerk/Deputy CAO



Brian Campbell, Warden



Town of Carleton Place Highway District Secondary Plan

Table of Contents

1	INTRODUCTION	1
1.1	Integrated Planning and Class EA Process	2
2	SECONDARY PLAN STUDY AREA.....	3
2.1	Community Context.....	3
2.2	Existing Conditions Within the Study Area	5
2.3	Land Uses and Development Activity	10
3	REGULATORY FRAMEWORK.....	11
3.1	Planning Act	11
3.2	Provincial Policy Statement (2014).....	12
3.3	Public Transportation and Highway Improvement Act – Ministry of Transportation ...	12
3.4	Lanark County Sustainable Communities Official Plan (Adopted June 27, 2012)	12
3.5	County of Lanark Transportation Master Plan (November 2010)	13
3.6	Town of Carleton Place Official Plan (Adopted July 23, 2013, with Modifications April 23, 2014)	14
3.7	Town of Carleton Place Development Permit By-Law (March 2015).....	14
3.8	Conceptual Design Plan for Highway 7 South (August 2013).....	18
3.9	Ontario Traffic Manual – Book 8, Volume 1: Guide and Information Signs (May 2010) ..	18
3.10	MTO Highway Access Management Guideline (December 2013)	19
4	VISION AND GUIDING PRINCIPLES	20
4.1	Vision Statement.....	20
4.2	Guiding Principles.....	21
5	CONCEPTUAL DEMONSTRATION PLAN.....	21
5.1	Policy Framework and Design Guidelines.....	22
6	IMPLEMENTATION.....	29
6.1	Interpretation.....	29
6.2	Implementation Strategy	29

6.3	Cost Sharing Agreements.....	30
6.4	Development Application Requirements	32
6.5	Official Plan Amendment	32
7	REFERENCES	34
8	APPENDIX - SCHEDULES	35

SCHEDULES

Schedule A – Conceptual Demonstration Plan

Schedule B – Lane Configuration

Schedule C – Road Network – Existing and Proposed

Schedule D – Active Transportation and Recreational Vehicles

Schedule E – Gateway Locations

Schedule F – Potential Servicing Options

1 INTRODUCTION

A secondary plan is a planning policy document that establishes a vision, guiding principles, and an implementation framework to guide development and redevelopment for a particular area of a municipality.

This Secondary Plan (the 'Plan') pertains to the lands located north and south of Highway 7 within the Town of Carleton Place (Secondary Plan Study Area), as illustrated in **Figure 1-1**.

The Plan has been developed in accordance to the Planning Act and in consultation with landowners within the Secondary Plan Study Area and the general public. The purpose of the Plan is to provide safe and accessible areas for all modes of regional and local travel within the Highway District in the Town of Carleton Place while ensuring opportunities for businesses to grow and expand.

A secondary plan is a land use plan for a particular area of a municipality that is prepared as an amendment to a municipal Official Plan. Usually, a secondary plan will provide more detailed policies for the area it covers, such as public spaces and urban design. This Secondary Plan was based on the existing land use designations from the Town's Official Plan.

The Plan is unique, as it is focused on transportation planning and responds to improvements to the Highway 7 and Highway 15 intersection. These improvements would be implemented through the Ontario Ministry of Transportation's (MTO) Highway 7 and Highway 15 Intersection Improvements Preliminary Design and Class Environmental Assessment (EA) Study. The Plan contains detailed policies and urban design guidelines for development within the Secondary Plan Study Area.

The Plan is supported by Schedules (i.e. Maps) that must be read in conjunction with the policy direction, as follows:

- Schedule A – Conceptual Demonstration Plan
- Schedule B – Lane Configuration
- Schedule C – Road Network – Existing and Proposed
- Schedule D – Active Transportation and Recreational Vehicles
- Schedule E – Gateway Locations
- Schedule F – Potential Servicing Options

The Plan will be adopted as an amendment to the Official Plan (OP) of the Town of Carleton Place. It will create a new Section 8 within the OP for Secondary Plans. Section 8.1 of the OP will include reference to this Secondary Plan.

The implementation of the Secondary Plan will guide development, redevelopment, and design of properties through the Development Permit System (zoning), Site Plan, and Draft Plan of Subdivision application processes, as well as related Cost Sharing Agreements.

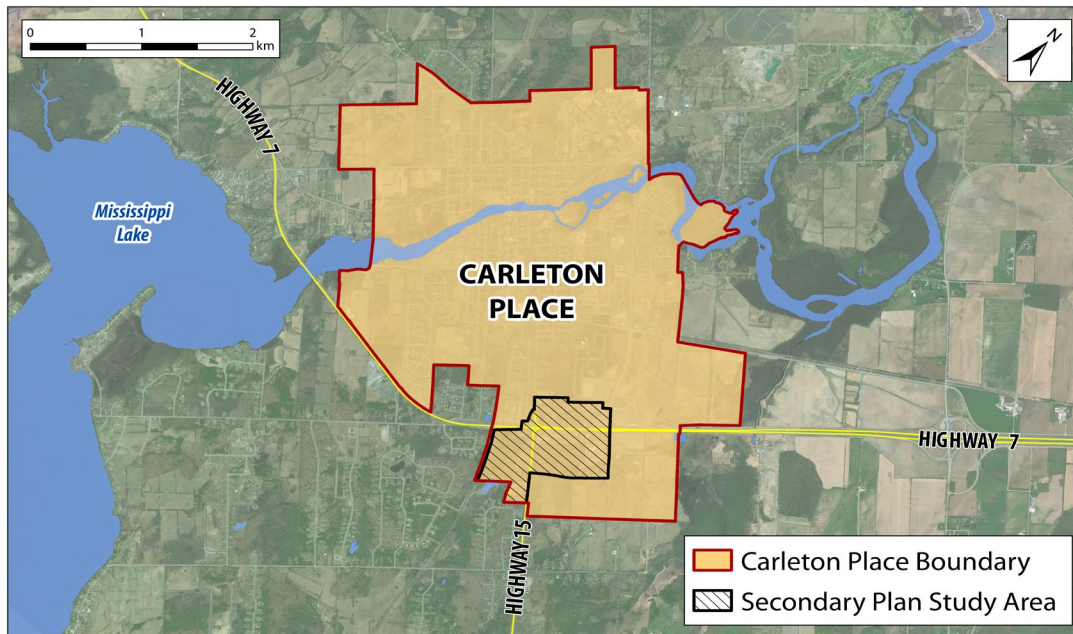


Figure 1-1: Secondary Plan Study Area Context

1.1 Integrated Planning and Class EA Process

This Plan was developed in parallel to MTO's Highway 7 and Highway 15 Intersection Improvements Preliminary Design and Class EA Study as a separate study, through an integrated Planning and Class EA process.

The Preliminary Design and Class EA Study is being carried out in accordance with the approved environmental planning process for Group 'B' projects under the MTO Class EA for Provincial Transportation Facilities (2000). The Class EA Study will be documented in a Transportation Environmental Study Report (TESR), which will be available under separate cover and anticipated to be available in 2020.

The benefits of the concurrent processes are to:

- Integrate transportation and land use planning within the Study Area so that provincial and municipal needs are simultaneously addressed;
- Jointly consider future multimodal transportation needs and future development in the Study Area; and
- Simultaneously meet Planning Act and Class EA processes, including public consultation and technical analysis.

The Study Areas for the Secondary Plan and Class EA processes are slightly different. A Traffic Analysis completed in 2018 by WSP as part of the Class EA process, included network modelling of the area surrounding the Highway 7 and Highway 15 intersection including McNeely Avenue, Findlay Avenue

and the future Captain A. Roy Brown Boulevard. The results of the Analysis identified future capacity issues at the Highway 7 and McNeely Avenue intersection. To account for these potential issues and identify improvements along the Highway 7 corridor, the Study Area for the Class EA process was expanded easterly along Highway 7 to include the Highway 7 and McNeely Avenue intersection to approximately 550 m east of McNeely Avenue.

2 SECONDARY PLAN STUDY AREA

The Secondary Plan Study Area, as illustrated in **Figure 2-1**, 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. There are existing vegetated woodland/scrubland in the southwest corner of Highway 7 and Highway 15, and south of Highway 7. The locally known Beckwith Drain (referred to as Tributary of Lavallee Creek in **Figure 2-1**) traverses the Study Area from east to west, and the Beckwith Trail runs north-south along McNeely Avenue.

2.1 Community Context

The Town of Carleton Place is located in Lanark County, west of the City of Ottawa. The Town is bordered by the Municipality of Mississippi Mills to the north and the Township of Beckwith to the south. It has immediate access to Provincial Highways 7 and 15, with the two Highways intersecting within the Town. Carleton Place comprises of approximately 890 hectares (2,200 acres) of lands. The Mississippi River also bisects the Town from west to east. The Ottawa Valley Rail (OVR) Multi-use Trail is also located near the western boundary of the Study Area.

On June 13, 2018, the County of Lanark Council approved new population numbers through the County of Lanark Growth Study. The Study involved an Official Plan Amendment to include the population numbers as an Appendix in the Sustainable Communities Official Plan (SCOP, 2012). For Carleton Place, the population numbers were accepted unanimously by Council. In 2038, Carleton Place will reach a projected population of 20,964, signifying a 97 percent increase in the population from the 2016 Census population of 10,644. County Council approved this unanimously and the Study was finalized in May 2019.

The Highway 7 and 15 intersections and surrounding lands have been the focus of several background studies since 2009. To support ongoing growth and development of the lands southeast of Highways 7 and 15, the Town has completed several studies for the new Highway 7 South community, to develop the vision and planning framework for the development of these lands, including two new local roadways, McNeely Avenue Extension and Captain A. Roy Brown Boulevard. The McNeely Avenue extension has been built, and residential development is underway, following a large growth in retail development south of Highway 7, east of Highway 15.

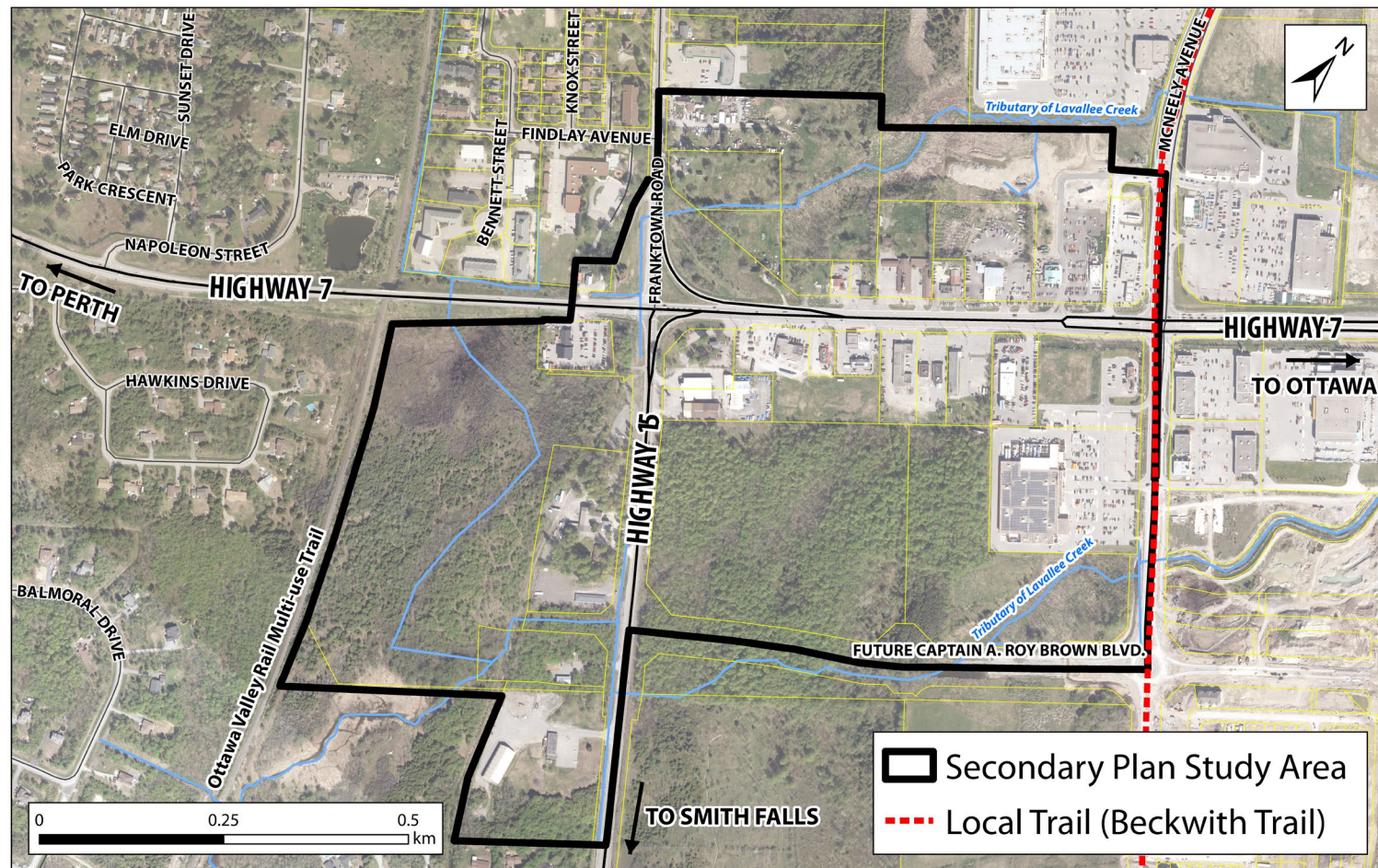


Figure 2-1: Secondary Plan Study Area (Aerial Source: City of Ottawa, 2017)

Town of Carleton Place
 Highway District Secondary Plan
 Town Council Adoption: April 21, 2020
 County Approval: June 24, 2020

2.2 Existing Conditions Within the Study Area

2.2.1 Natural Environment

The existing natural environment conditions within the Study Area were determined through a review of the terrestrial and aquatic environment studies completed by WSP as part of the MTO Class EA process. A summary of the existing natural environment conditions is provided in the following sections.

2.2.1.1 Terrestrial Environment

The Study Area contains wetland, meadow and forest patches that provide habitat diversity for wildlife as illustrated in **Figure 2-2**. Vegetation within the Study Area consists of woodland, thickets, mixed meadows, agricultural fields and fence row communities. No significant vegetation types have been identified within the Study Area.

Based on available background information, field surveys and a Species at Risk (SAR) assessment undertaken as part of the MTO Class EA process, the Study Area has the potential to support the following SAR: Barn Swallow, Eastern Wood-pewee, Monarch, Little Brown Myotis, Northern Myotis, Tricolored Bat, Butternut, and Eastern Ribbonsnake.

There are no known designated natural areas as identified by the Ministry of Natural Resources and Forestry (MNRF) within, or in close proximity to, the Study Area. In addition, there are no Natural Environment Districts as identified in the Town of Carleton Place Official Plan in or within 50 metres of the Study Area. Therefore, no Environmental Impact Statement (EIS) addressing impacts on a Natural Environment District was required as part of the Secondary Plan process.

2.2.1.2 Aquatic Environment

There are two Unnamed Tributaries of Lavallee Creek located within the Study Area, illustrated in **Figure 2-2**. On the north side of Highway 7, flow is conveyed to the North Drain and the Central Drain to the Lavallee Creek Stormwater Management Facility and then through the Lavallee Creek wetland easterly for 600 metres before discharging directly into Lavallee Creek. On the south side of Highway 7, flow is conveyed to the Beckwith Drain and then to the MTO box culvert to the north side of the highway, into the Lavallee Creek wetland where it combines with the north side drainage. East of McNeely Avenue, the Beckwith Drain has been previously realigned and outlets into a human-made wetland. The tributaries support a fish community consisting of bait, forage, panfish and sportfish species.

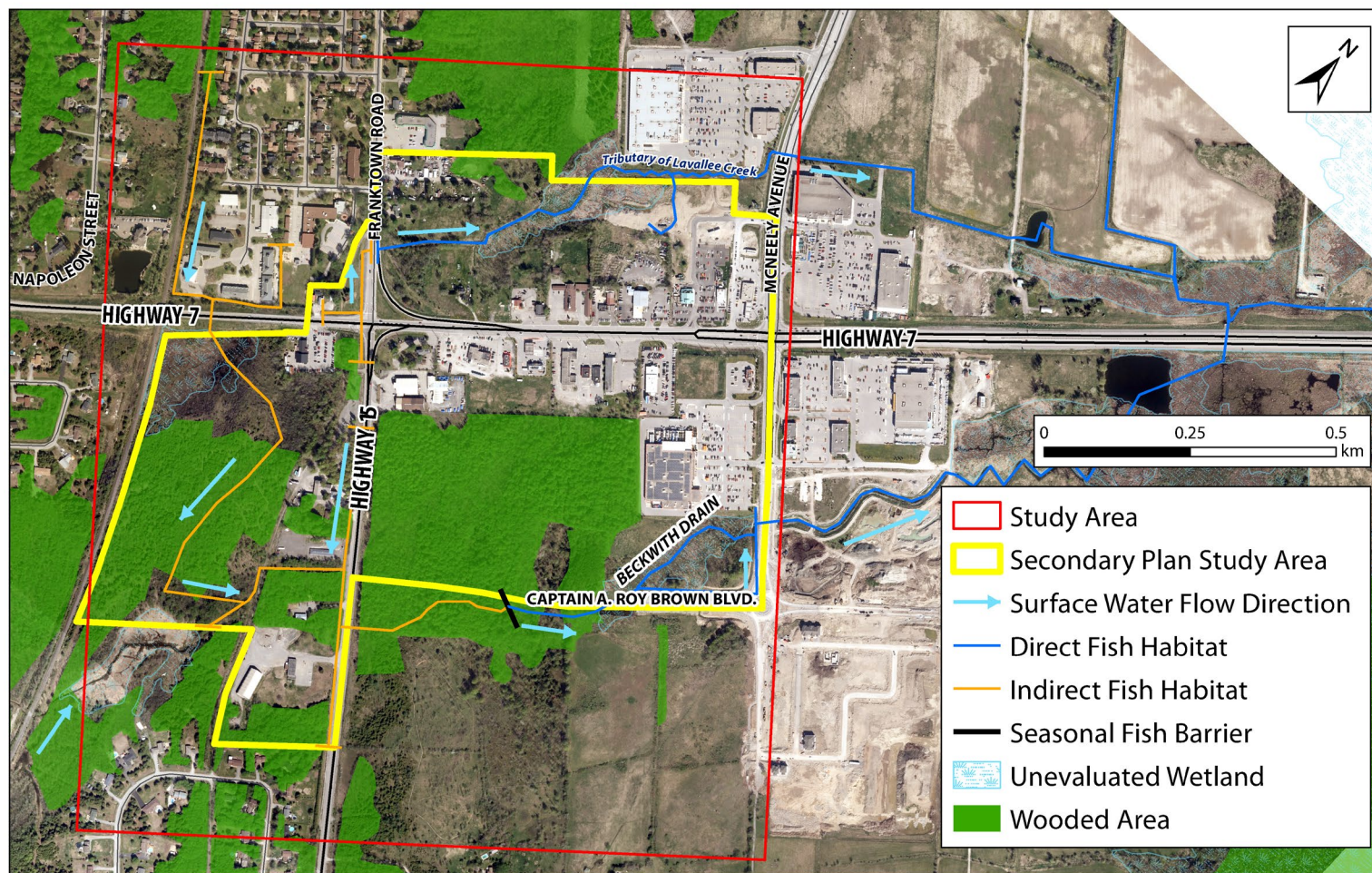


Figure 2-2: Existing Natural Environment Condition (Aerial Source: City of Ottawa, 2017)

Town of Carleton Place
 Highway District Secondary Plan
 Town Council Adoption: April 21, 2020
 County Approval: June 24, 2020

2.2.1.3 Transportation

The existing transportation conditions within the Study Area were determined through a review of the transportation study completed by WSP as part of the MTO Class EA process, as well as the Highway 7 South Conceptual Development Plan - Transportation Master Plan prepared by Novatech in 2013.

The following sections provide a summary of the existing transportation conditions, including existing road network, collision history, traffic conditions, pedestrian, cycling and snowmobile/ATV facilities, transit operations, the proposed Captain A. Roy Brown Boulevard and wayfinding features.

2.2.1.4 Existing Road Network

Highway 7 is a Provincial Highway (under MTO's jurisdiction) that runs parallel to Highway 401 and connects the Greater Toronto Area (GTA) to Ottawa. Within the Study Area, Highway 7 consists of two eastbound travel lanes and two westbound travel lanes with a continuous two-way-left-turn-lane providing accesses to businesses along Highway 7.

Highway 15 is also a Provincial Highway (under MTO's jurisdiction) that runs in the north-south direction connecting Highway 401 in Kingston to Highway 7 in Carleton Place. The signalized intersection at Highway 7 and Highway 15 is the northern terminus of Highway 15.

Franktown Road is located north of the Highway 7 / 15 intersection, and is a two-lane (one northbound travel lane, one southbound travel lane) arterial roadway under the jurisdiction of the Town of Carleton Place.

McNeely Avenue runs between Highway 7 and Townline Road East, within the jurisdiction of the County of Lanark, and provides connections to adjacent commercial/retail and proposed residential land uses.

In the context of ongoing residential and commercial growth in the area, intersection improvements at the Highway 7 / 15 and Highway 7 / McNeely Avenue intersections are required to address anticipated capacity and operational issues. As traffic continues to increase and the adjacent properties redevelop over the next 10 to 20 years, it will become more critical, for both volume of traffic and safety, to limit direct access to the highway, consider restricting full access and/or limit/control the number of right-in/right-outs.

2.2.1.5 Collision History and Existing Traffic Conditions

A total of 104 collisions were reported on Highways 7 and 15 within the Study Area between January 2013 to December 2017. Of the collisions reported, 54 (52% of the total) were mid-block collisions and 50 (48% of the total) were intersection collisions. There were 19 collisions at the Highway 7 / 15 intersection, 28 collisions at the Highway 7 / McNeely Avenue intersection, and 3 collisions at the Highway 15 / 10th Line intersection.

During the afternoon peak hour in 2018, Highway 7 westbound traffic turning southbound (left) at the Highway 15 intersection experienced an average delay of 40 seconds per vehicle and the movement is approaching capacity. The westbound left turn queue extends approximately 220 m along Highway 7, beyond the existing 100 m long storage lane which blocks through traffic on Highway 7 westbound. In addition, the northbound left turn lane on Highway 7 westbound at the McNeely Avenue intersection has reached capacity.

2.2.1.6 Pedestrian, Cycling and Snowmobile/ATV Facilities

The Beckwith Trail runs along McNeely Avenue north and south of Highway 7, as illustrated in **Figure 2-3**. There is an informal bicycling facility path from the Village of Appleton to Carleton Place as well as the Trans Canada Trail within the Town of Carleton Place (Novatech, Sept. 2013).

Snowmobiling and ATV riding is a popular activity in the Town of Carleton Place. A trail network has been established for snowmobiles and ATVs. A trail crosses under Highway 7 to the west of the Highway 7 and 15 intersection adjacent to the Study Area, as illustrated in **Figure 2-3**. The OVR Multi-use Trail is also located near the western boundary of the Study Area.

2.2.1.7 Transit Operations

Up to 75% of the Town's workforce commutes into Ottawa daily. To support the large number of commuters, the Town has partnered with Classic Alliance Motorcoach to provide daily commuter bus service from Carleton Place into Ottawa. This bus service is considered a rural partner with OC Transpo which allow riders to easily transfer onto the OC Transpo system.

2.2.1.8 Future Captain A. Roy Brown Boulevard

A new east-west arterial road, named Captain A. Roy Brown Boulevard, is proposed south of Highway 7 to provide access between Highway 15 and the newly built McNeely Avenue extension. Captain A. Roy Brown Boulevard will be the principal east-west route that runs parallel to Highway 7.

2.2.1.9 Wayfinding

Existing gateway signage within the Study Area is located on the corner of Highway 7 and Franktown Road. There is also existing gateway signage south of the Study Area along Highway 15, as well as west of the Study Area along Highway 7 in front of the Canadian Tire. Existing and potential locations for gateway signs are outlined on **Schedule E**. There is an opportunity to improve the location of gateway features and implement wayfinding signage within the Town of Carleton Place. New gateway signage will be placed at strategic locations to provide direction to key destinations. It will be visible to pedestrians and vehicular traffic. Gateway Design Guidelines are outlined in **Section 5.1.6** of this Plan.

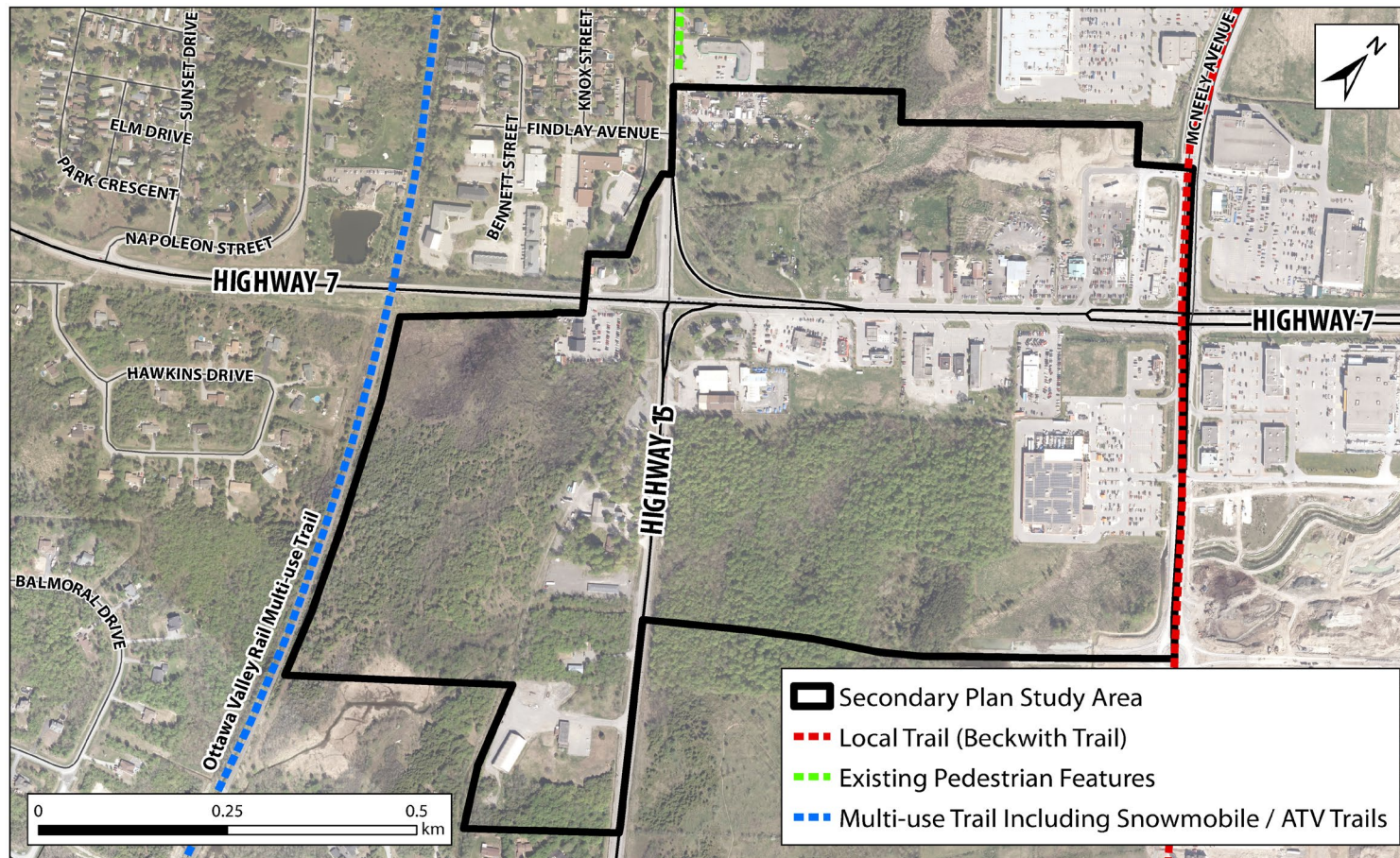


Figure 2-3: Existing Pedestrian, Cycling and Snowmobile/ATV Facilities (Aerial Source: City of Ottawa, 2017)

2.3 Land Uses and Development Activity

Existing land uses and development activity within the Study Area were determined through a review of available background information and based on discussions with landowners in the Study Area. A summary of the existing land uses and development activities are provided in the following sections.

2.3.1.1 Land Uses

The following provides a summary of existing land uses within the Study Area north and south of Highway 7.

North of Highway 7

The majority of land uses north of Highway 7 are commercial uses with access off Highway 7. Existing commercial uses include, but are not limited to: Tim Hortons and McDonalds with drive-throughs; Thruway Restaurant; Hank's Tires; 7 West Motel and a car dealership.

South of Highway 7

The majority of land uses south of Highway 7 adjacent to the highway are commercial uses with access off Highway 7. Existing commercial uses include, but are not limited to: The Cheddar Stop; Harvey's; Dairy Queen; Gourmet Restaurant; Barons Motor Inn; Big Country RV; two car dealerships and an Esso gas station. There is also a Home Depot and an A&W fast-food restaurant with a drive-through, with access off McNeely Avenue.

Currently, the areas south of Highway 7 around the Highway 15 and future Captain A. Roy Brown Boulevard intersection are predominantly vacant and forested. In 2013, the Town of Carleton Place, along with private landowners, developed a Conceptual Design Plan that outlines future development in the area south of Highway 7, as discussed in **Section 3.8** of this Plan.

2.3.1.2 Opportunities for Development in the Study Area

The area along Highway 7 to the north and south of the existing right-of-way is expected to develop or redevelop over the next 10 to 20 years.

At the time of this Secondary Plan, there are several development opportunities within the Study Area, as illustrated in **Figure 2-4**. Additional residential development is anticipated in the area south of Captain A. Roy Brown Boulevard. This increase in density will have impacts on traffic flow through the Highway 7 / 15 intersection as well as the connecting nearby roads. The Secondary Plan will support new development in the area in conjunction with the reconstruction of the Highway 7 / 15 intersection, by providing properties in the Study Area with access at prescribed locations. This will also eliminate uncertainty in the MTO approvals process at the time of development.

There are further opportunities for development within the Study Area, particularly south of Highway 7. The Town of Carleton Place has identified the land immediately south of Highway 7 as “Redevelopment Opportunities” and the land south of that as “Development Opportunity”, as illustrated in **Figure 2-4**.

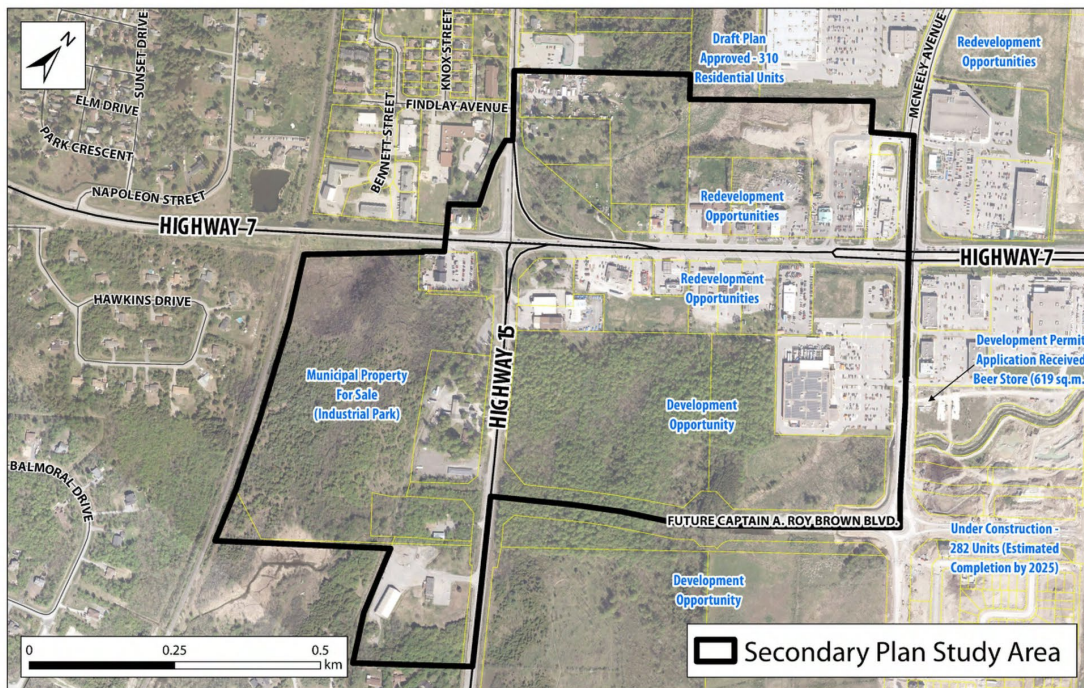


Figure 2-4: Development Activity in the Study Area (Aerial Source: City of Ottawa, 2017)

3 REGULATORY FRAMEWORK

Land use planning in the Town of Carleton Place is guided by several provincial and municipal documents. These documents include the Planning Act, the Provincial Policy Statement (2014), the Public Transportation and Highway Improvement Act, the Lanark County Sustainable Communities Official Plan (SCOP), the Town of Carleton Place Official Plan (OP), the Town of Carleton Place Development Permit By-law, and the Conceptual Design Plan for Highway 7 South. These documents, as they relate to the Secondary Plan, are discussed below.

3.1 Planning Act

The Planning Act provides the authority for a municipality to establish a Secondary Plan. Part 3 of the Planning Act, under Section 22 (2.1.1), indicates that a Secondary Plan is part of an Official Plan, added by way of an amendment, that contains policies and land use designations that apply to multiple contiguous parcels of land. It provides more detail and land use policy direction in respect to those parcels than was provided before the amendment.

3.2 Provincial Policy Statement (2014)

The 2014 Provincial Policy Statement (PPS), issued under Section 3 of the Planning Act, establishes provincial direction in regard to planning matters including building strong healthy communities, the wise use and management of resources and protecting public health and safety. Section 3 of the Act also requires that municipal planning decisions shall be consistent with the PPS. Broad policy directions contained in the PPS that the Secondary Planning process will need to consider include:

- Promoting efficient and cost-effective development and growth patterns;
- Providing sufficient land and infrastructure to accommodate anticipated growth;
- Supporting an appropriate range of employment opportunities;
- Minimizing land consumption and servicing costs;
- Avoiding the creation of environmental and health and safety issues; and
- Protecting natural features and resources for the long-term.

3.3 Public Transportation and Highway Improvement Act – Ministry of Transportation

The Public Transportation and Highway Improvement Act regulates all development within a defined permit control area around Highway 7 and Highway 15. Planning decisions made within this permit control area must conform to Ministry of Transportation requirements in order to be eligible for a building and land use permit to develop individual land parcels. The Secondary Plan primarily guides the development of land near the Highway 7 and 15 intersection and highway corridors, which are under the jurisdiction of MTO. The Public Transportation and Highway Improvement Act will take precedence over the Secondary Plan.

3.4 Lanark County Sustainable Communities Official Plan (Adopted June 27, 2012)

The County of Lanark is the upper-tier municipality for the Town of Carleton Place, and is the approval authority for any amendments to the Town of Carleton Place Official Plan. In accordance with the Planning Act, the Lanark County Sustainable Communities Official Plan (SCOP) sets out general objectives and directions with regards to land use in the County. The Secondary Plan Study Area falls within the Settlement Area designation in Schedule A of the SCOP. This is illustrated in **Figure 3-1**.

The SCOP mandates the process requirements for any amendments to lower-tier Official Plans. Section 8.3.4 indicates that Lanark County is the approval authority for local Official Plans and Official Plan Amendments. Accordingly, amendments to the Official Plan shall be considered in accordance with the policies outlined in **Section 6.5** of this Plan.

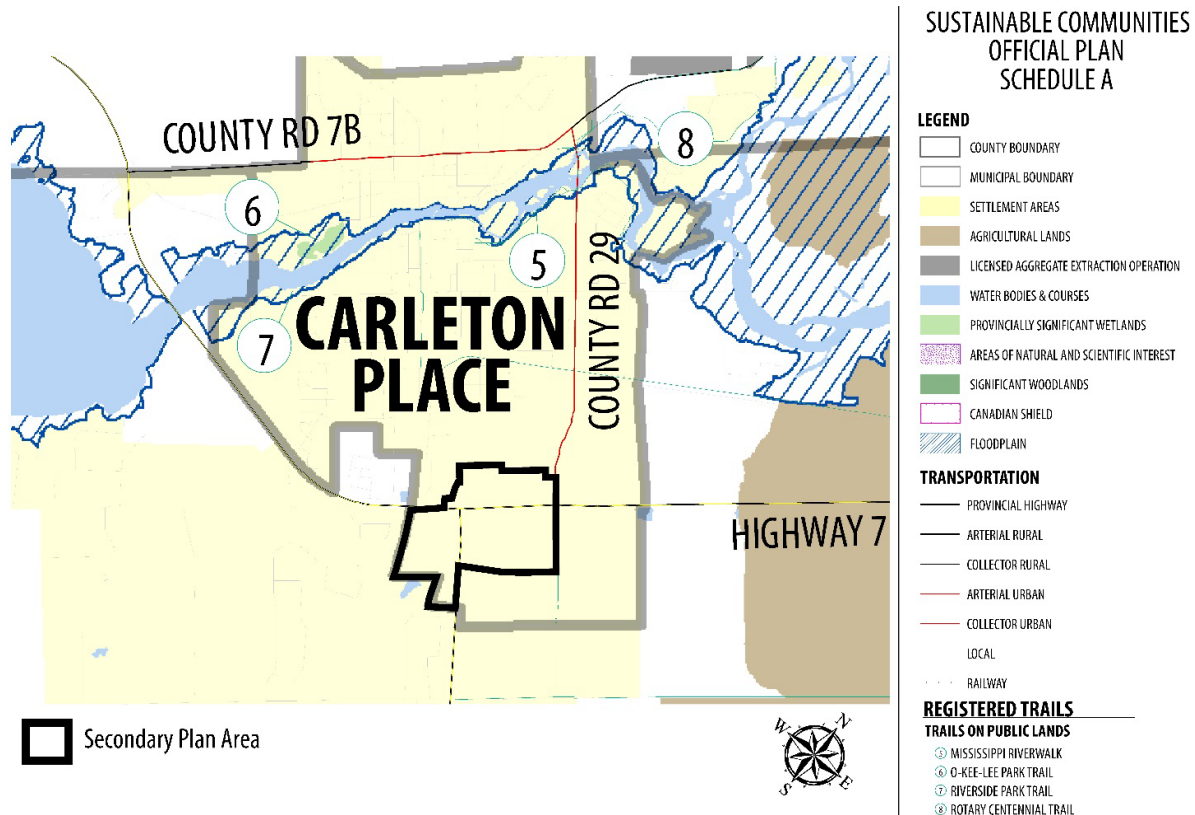


Figure 3-1: Secondary Plan Study Area (Source: Schedule A, County of Lanark Sustainable Communities Official Plan, 2012)

3.5 County of Lanark Transportation Master Plan (November 2010)

A Transportation Master Plan was developed in 2010 to determine the long-term needs of the County's transportation network for a 20-year horizon, with the primary Study Area encompassing the areas bounded by Lanark County. The Transportation Master Plan encourages cycling as a suitable mode of transportation throughout the County.

Measures to promote cycling are included in the Transportation Master Plan to provide on or off-road facilities, managing vehicle speeds, providing bike parking, publishing maps and introducing incentive programs. In the County, cycling has its limitations due to the travel distances and weather constraints. Moreover, the longer commuter distances, the cross-section width of many roads and bridges, the high speed of traffic on County roads and the inclement winter weather provide apparent challenges. Nevertheless, recreational cycling was identified as a popular choice during consultation of the Transportation Master Plan development.

Overall, Lanark County seeks to provide a safer environment for cyclists and to improve the cycling experience for its residents and visitors. It encourages more cycling within the County through

measures such as bike lanes on busier two-lane roads, paved shoulders or bike paths separated from the roadway to provide space needed to increase cyclist comfort levels.

The County has also identified the need for a traffic calming policy to standardize the approach for addressing vehicular traffic concerns. It has identified traffic calming measures, such as streetscaping, gateway features, textured crosswalks, raised median islands, among others, as potential measures that can be implemented.

3.6 Town of Carleton Place Official Plan (Adopted July 23, 2013, with Modifications April 23, 2014)

The Town of Carleton Place Official Plan (OP) establishes how lands are to be used and growth is to be accommodated over a 20-year period. The Secondary Plan Study Area is predominantly contained within the “Highway District”, and includes a portion of the “Industrial Campus” designation of the “Employment District”, as indicated on Schedule A from the Town of Carleton Place OP. The Secondary Plan Study Area on Schedule A is further illustrated in **Figure 3-2**. The Study Area is also bound by Residential District designated lands to the southeast. Organic soils are also shown in patches throughout the area, as identified in Schedule A.

Schedule B of the OP outlines green infrastructure and municipal amenities. It illustrates two conceptual future trail alignments and one existing local trail, known as the Beckwith Trail, within or abutting the Secondary Plan Study Area, as shown in **Figure 3-3**. The Beckwith Trail is an existing local trail along McNeely Avenue bisecting Highway 7 in the Study Area. The asphalt trail is 2.2 metres wide and extends along the east side of McNeely Avenue. It connects the Town of Carleton Place with the Township of Beckwith to the south. The two proposed trails include a north-south trail extending along the entire length of the former railway tracks and an east-west connection bisecting through the Beckwith Trail and to Highway 15 (Novatech, August 2013).

3.7 Town of Carleton Place Development Permit By-Law (March 2015)

The Development Permit System is the Town’s primary regulatory tool for implementing OP policies. It contains provisions that regulate the use of land and the size, height, density and location of buildings on those lands within the Town. It also contains provisions for landscaping and illumination, which impact the signage and streetscaping being proposed within the Secondary Plan area. A Development Permit By-Law replaces the Zoning By-Law, Minor Variance and Site Plan Control processes found in other municipalities. The existing zoning for lands within the Study Area is illustrated in **Figure 3-4**.

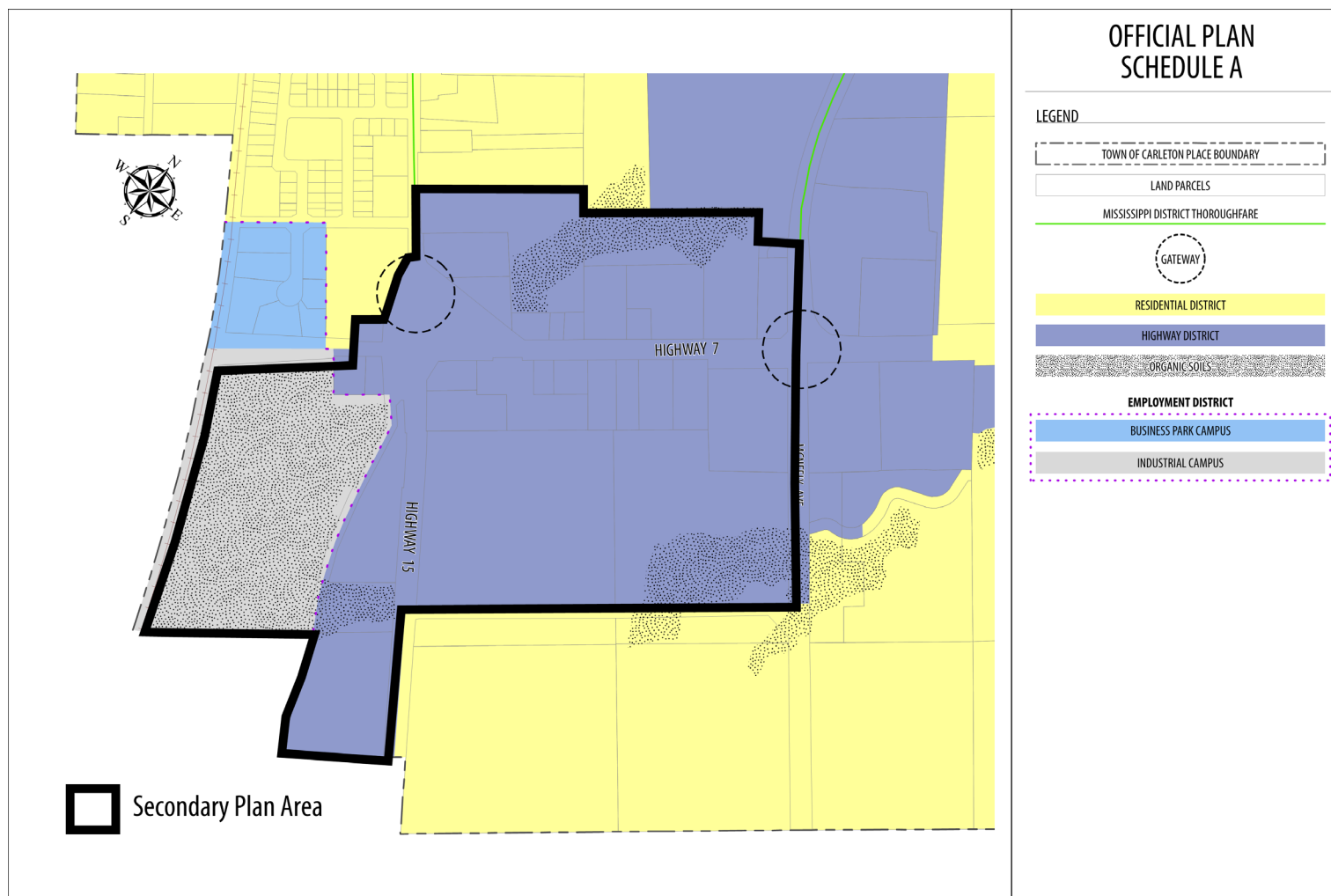


Figure 3-2: Secondary Plan Study Area (Source: Schedule A, Town of Carleton Place Official Plan, 2013)

Town of Carleton Place
Highway District Secondary Plan
Town Council Adoption: April 21, 2020
County Approval: June 24, 2020

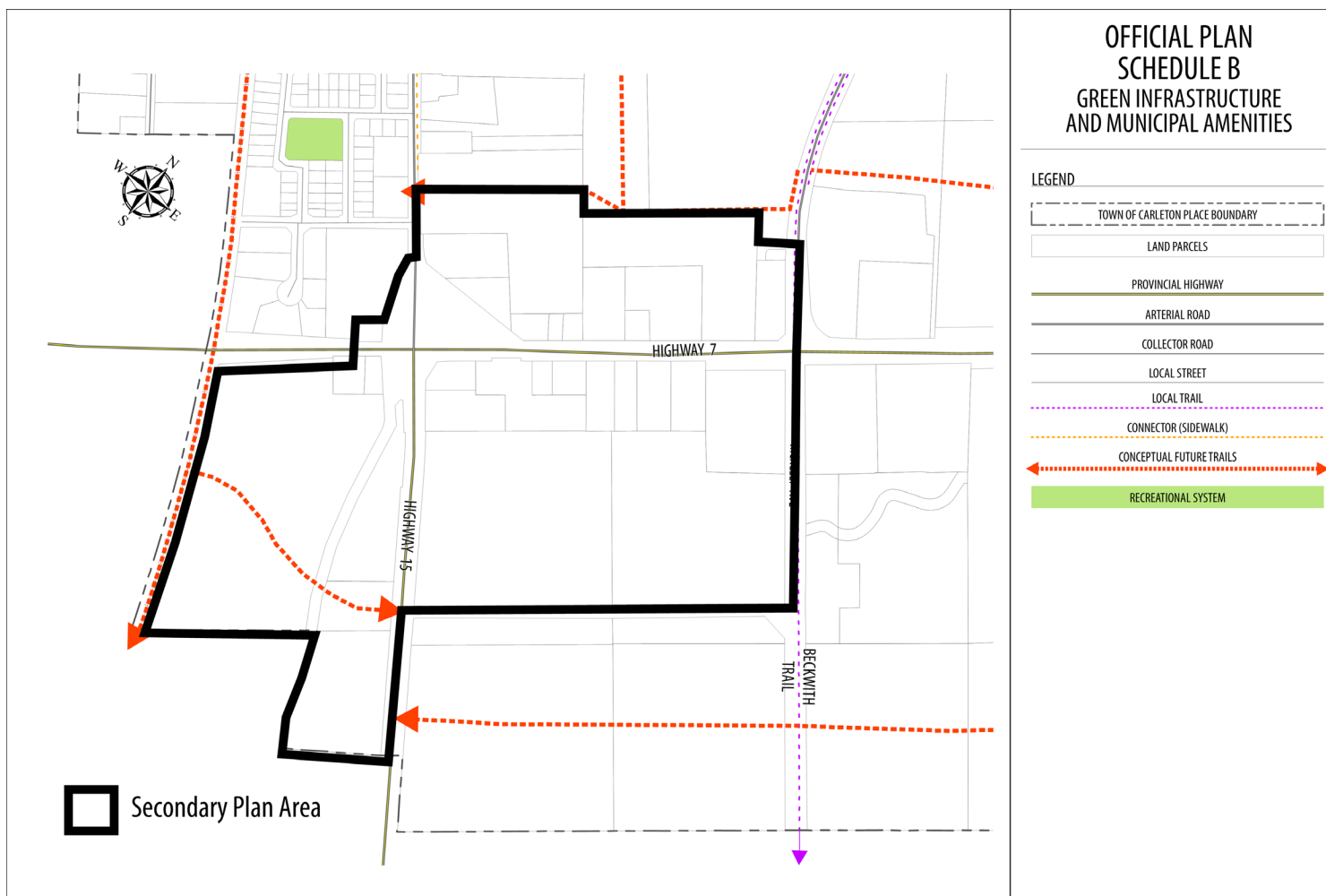


Figure 3-3: Secondary Plan Study Area (Source: Schedule B, Town of Carleton Place Official Plan, 2013)

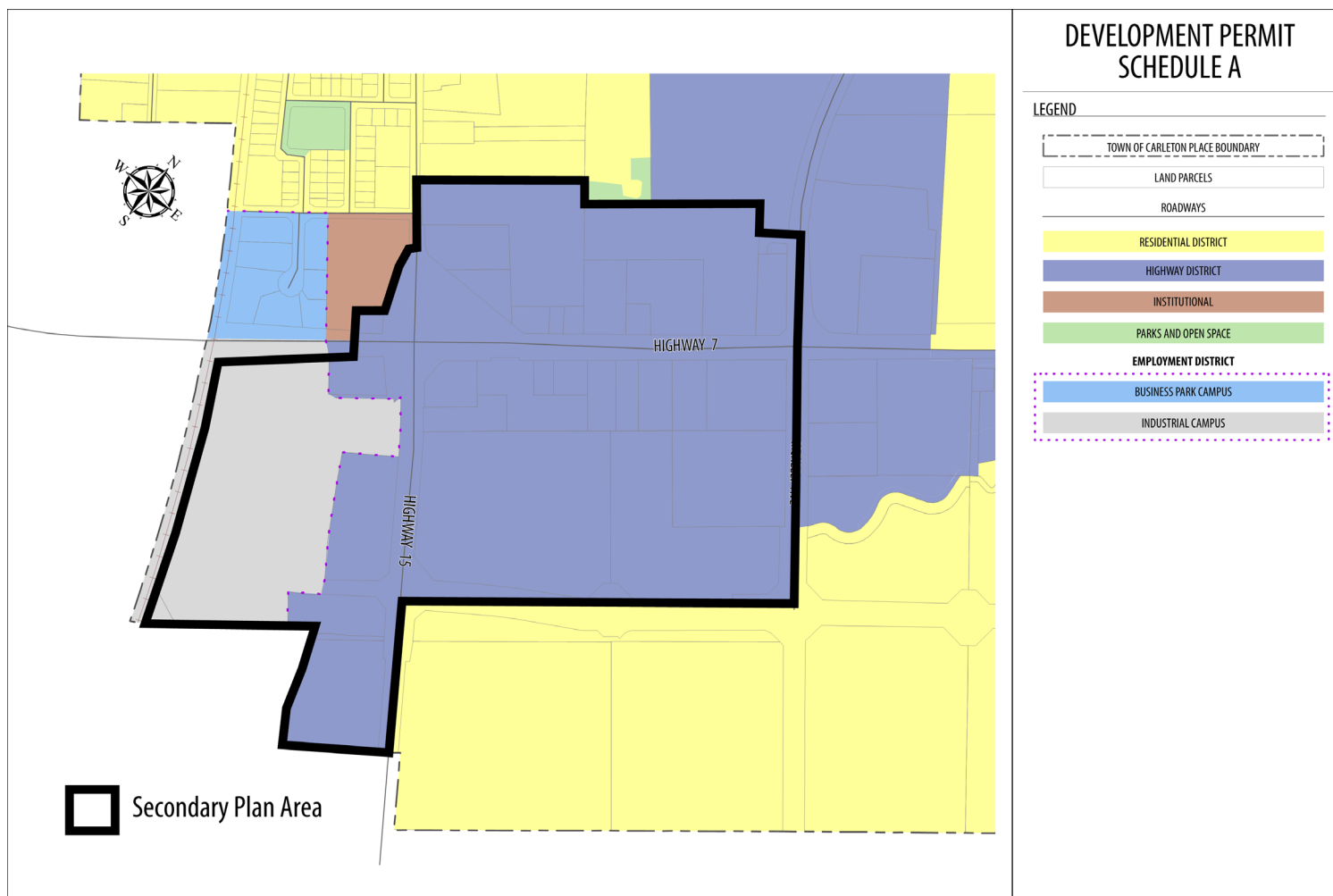


Figure 3-4: Secondary Plan Study Area (Source: Schedule A, Town of Carleton Place Development Permit By-law, 2015)

3.8 Conceptual Design Plan for Highway 7 South (August 2013)

A Conceptual Design Plan (CDP) for Highway 7 South was prepared by Novatech Engineering Consultants for the Town of Carleton Place in August 2013. While this document was not approved by Council, it provides a framework for the design and assessment of lands south of Highway 7.

As indicated in the CDP, the Town of Carleton Place has experienced significant growth over the past 15 years and there continues to be a considerable amount of residential development occurring south of Highway 7. The CDP was designed to be implemented in phases. All commercial and employment lands in the Study Area are to be developed according to density targets.

3.9 Ontario Traffic Manual – Book 8, Volume 1: Guide and Information Signs (May 2010)

The Ontario Traffic Manual (OTM) promotes uniformity in the design, application and operation of traffic control devices and systems across Ontario. It consists of a set of guidelines that are consistent with the intent of the:

- Highway Traffic Act (HTA), R.S.O. 1990;
- Public Transportation and Highway Improvement Act (PTHIA), R.S.O. 1990; and
- Municipal Act, 2001, S.O. 2001

OTM Book 8 contains design considerations for Guide and Information Signs, which are essential to:

- Direct road users along roadways;
- Identify intersecting routes;
- Provide direction to centres of population and other destinations;
- Identify emergency services, public transportation services and essential road user services;
- Support road safety initiatives; and
- Provide administrative notifications.

Book 8 of the Ontario Traffic Manual includes guidelines for destination signs. Destination signs are used to inform road users of locations, adjacent to or near the roadway, that meet pre-determined qualification criteria. This includes Boundary Signs and Decorative Municipal Displays.

This Secondary Plan will identify gateway and wayfinding signage opportunities. The primary signage examined for this Secondary Plan is Decorative Municipal Displays, which allow communities to identify themselves to road users in a manner that is unique and aesthetically pleasing using natural features. An example is provided in **Figure 3-5**. These signs are used on freeways. They are applicable to upper-tier, lower-tier and single-tier municipalities.

To qualify for a Decorative Municipal Display Sign on a provincial freeway, the MTO requires a Municipal Council Resolution. Additionally, the community shall be bisected by, or abutting, a provincial freeway and accessible from the provincial freeway. Each qualified community is entitled to one decorative municipal display for each direction of travel, where space permits.

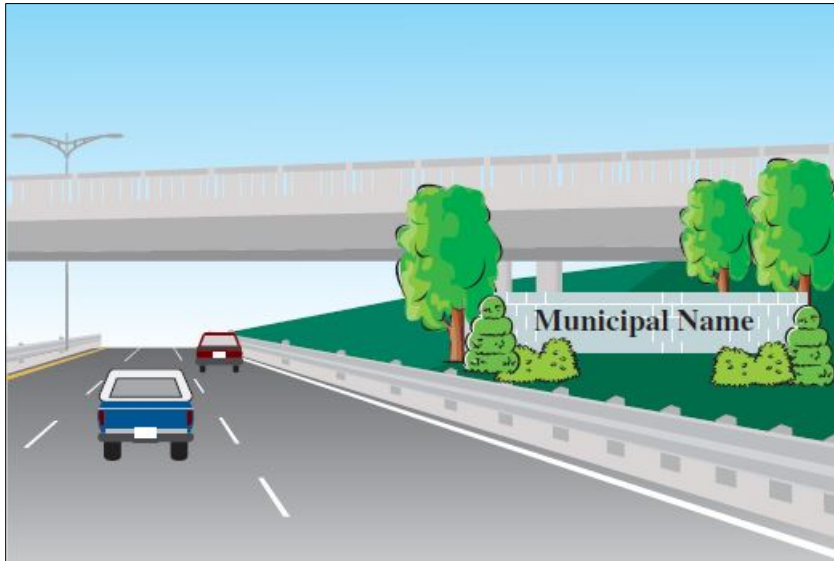


Figure 3-5: Decorative Municipal Display on a Freeway (Source: Ontario Traffic Manual, 2010)

3.10 MTO Highway Access Management Guideline (December 2013)

The Highway Access Management Guideline serves as a reference for MTO, municipalities, and stakeholders (such as property owners, developers, and agencies) to ensure that land use planning is coordinated with transportation infrastructure planning and design.

The Guideline was developed to address road access connections. MTO has authority over access management within MTO's permit control area, which involves entrances onto Provincial Highways and roads in the vicinity of Provincial Highways.

This involves maintaining the role and function of Provincial Highways to serve long distances/inter-personal travel, support industry and promote economic growth. It also balances the needs for Highway safety and mobility while providing appropriate access for land development as well as coordinating transportation planning with land-use planning along Provincial Highways.

The goals of access management are accomplished by applying the following principles:

1. Remove the number of conflict points by limiting or reducing the number of entrances.
2. Limit direct access connections to Provincial Highways.
3. Locate signals in a way that favours through movement of traffic
4. Protect the functional intersection areas and functional interchange areas.
5. Limit and separate the number of direct access connections.
6. Remove turning vehicles from through-traffic lanes.

There are two types of MTO permits with respect to access management. These include:

Entrance Permit – If acceptable, permits an access connection (entrance) to be constructed onto a Provincial Highway.

Building and Land Use Permit – If acceptable, permits an access connection (entrance) to be constructed onto an existing or proposed public road within MTO's permit control area.

A MTO permit is needed for the following:

- New entrance onto a Provincial Highway, including temporary accesses;
- New entrance onto a public road that is within MTO's permit control area;
- Change in location or use of an existing entrance onto a Provincial Highway;
- Change in location or use of an existing entrance onto a public road that is within MTO's permit control area;
- Change in land use within MTO's permit control area;
- Change in property ownership; and
- Paving an existing gravel entrance.

4 VISION AND GUIDING PRINCIPLES

The goal of the Secondary Plan is to provide a vision for the lands surrounding the Highway 7 and 15 intersections. The Secondary Plan considers the near-term needs of local residents and property owners as well as requirements based on anticipated build-out of adjacent properties. Additionally, the Secondary Plan aims to articulate a long-term land use vision for the Study Area based on consultation with local landowners and the public.

4.1 Vision Statement

Working with the MTO, the Town of Carleton Place, local landowners, and the broader community, the Secondary Plan has been developed to include:

- a) A vision and guiding principles for development and redevelopment in the Secondary Plan Study Area;
- b) Policies and design guidelines for the Secondary Plan Study Area;
- c) A Conceptual Demonstration Plan illustrating the overall transportation network;
- d) Supporting schedules illustrating specific transportation elements, gateway locations and potential servicing options; and
- e) An implementation strategy and a framework for cost sharing agreements.

The following Vision Statement guides the Secondary Plan:

To create a safe and accessible area for all modes of regional and local travel while ensuring opportunities for businesses to grow and expand.

4.2 Guiding Principles

The following guiding principles have been developed to implement the Vision Statement:

- Create a safe, welcoming, and accessible area that provides all modes of travel with convenient access through the area;
- Provide opportunities for properties to be accessed by active modes of transportation;
- Enhance redevelopment opportunities for vacant and underutilized properties with safe access and design;
- Create gateway and wayfinding signage that is visible and welcoming;
- Establish alternative access points to reduce potential conflict and meet driver and land owner expectations; and
- The Highways are expected to carry large volumes of traffic, between principal areas of traffic generation, regionally and interregional. Access to these roads shall be limited to a level that will not interfere with the primary function of moving traffic.

5 CONCEPTUAL DEMONSTRATION PLAN

The Conceptual Demonstration Plan in **Schedule A** to this Secondary Plan illustrates the intent and vision for the Secondary Plan Study Area. It is a transportation-based plan that demonstrates how the changes to the highway improvements and development will be implemented and move forward in the area over the long-term. The Conceptual Demonstration Plan illustrates the overall transportation network.

The Conceptual Demonstration Plan is a response to increased development pressures and continual population growth within the Study Area and surrounding areas. It was developed in parallel with a Highway 7 and 15 Intersection Improvements Preliminary Design and Class EA Study. It considers improvements to the intersection of Highway 7 and 15 to meet interim and long-term transportation

needs; access of commercial entrances and intersections to Highway 7 and 15; and the safe use of the road network by all users.

The Conceptual Demonstration Plan was developed in consultation with landowners and the public and considers the regulatory framework outlined in various plans, policies and by-laws outlined in **Section 3** of this Plan. The key structural elements of the Secondary Plan are the access road concepts and active transportation options.

Although the Conceptual Demonstration Plan is the preferred development pattern for the Secondary Plan Study Area, it may be necessary to deviate from this plan to address any unforeseen constraints and opportunities that may arise during development application approvals. However, any development that deviates from the Conceptual Demonstration Plan must respect the overall vision and intent of this Secondary Plan. These deviations may not necessarily require an amendment to the Official Plan or an update to the Secondary Plan (see **Section 6.5** of this Plan).

In addition, **Schedule A** of this Plan will also amend Schedule A of the Official Plan to have the Highway District and Industrial Campus designations follow the new property lines west of Hwy 15.

5.1 Policy Framework and Design Guidelines

The goal of this section of the Secondary Plan is to provide a policy framework on transportation and design guidelines that contribute to the overall vision of the Secondary Plan Study Area. These policies and guidelines apply to the Conceptual Demonstration Plan and outline detailed guidelines for new gateway and wayfinding signage, intersection improvements along Highway 7 and 15, buildings, and streetscapes, landscaping and parks within the area, as per Schedules B through F of this Plan.

The specific policy direction should be considered compulsory to the efficient implementation of the Secondary Plan. The guidelines are less specific but establish a tool to ensure that the vision of the Secondary Plan is implemented.

5.1.1 Intersection Improvements and Highway Widening Policies

Schedule B outlines lane configuration within the Secondary Plan Study Area. The widening will be required to accommodate future growth and ensure safe and efficient passage through the Secondary Plan Study Area for all. The following policies apply:

1. To maximize the opportunities to move access to rear entrances, existing property accesses will be consolidated (i.e. shared access) where possible to reduce turning movement.
2. The ultimate highway improvements will introduce a raised median along Highway 7 and Highway 15 through the Secondary Plan Study Area, at which time entrances will be right-in, right-out only.

5.1.2 Intersection Improvements and Highway Widening Design Guidelines

1. Phasing of the intersection improvements will be implemented in accordance with the recommended Plan presented in the Transportation Environmental Study Report (TESR) that documents the preliminary design and the MTO Class Environmental Assessment Process.
2. Prior to redevelopment of properties with direct access onto Highway 7 or Highway 15, the owners will need to agree that their access onto Highway 7 and Highway 15 will be altered, as presented in the TESR, and provisions for alternative access into the rear of the property arranged.

5.1.3 Proposed Road Network Policies

Schedule C outlines a local area road network with the goal of creating a safe and efficient road network for all modes of travel and for all users. The following policies apply:

1. It shall be the condition of any development approval, that a landowner provides property as required for public or private roads and access easements to adjacent properties. Public and private roads would be illustrated on a Survey Plan as part of an easement registered on title.
2. Roads and accesses must facilitate the movements of all types of motor vehicles and commercial motor vehicles. Public and private access must accommodate the proposed use and loading requirements.
3. North side local access will include provisions to protect for a future through connection of entrances from Franktown Road and from McNeely Avenue upon property development.
4. South side local access will be provided from Captain A. Roy Brown Boulevard and connected to a roundabout between McNeely Avenue and Highway 7.
5. The design of the local area road network will be consistent with the Town of Carleton Place Official Plan (OP).
6. **Schedule C** illustrates locations where the Town should incorporate bus lay-bys to facilitate the operation of commuter transit service. Development of park and ride facilities by the Town near these bus lay-bys should be encouraged.

5.1.4 Active Transportation and Recreational Vehicle Route Policies

Schedule D outlines active transportation and recreational vehicle routes with the goal of allowing pedestrians and cyclists to connect from the surrounding area, travel through the Study Area and access each property. This Schedule also identifies a municipal role for snowmobiles/all terrain vehicles (ATVs) to access Thruway/Pioneer Energy gas station/Tim Hortons from the OVR Multi-use Trail.

The northerly trail, as outlined on **Schedule D**, is expected to follow a required drain, which includes a 30-metre setback of undevelopable land. The trail will also continue north of Findlay Avenue and connect to the OVR Multi-use Trail, subject to further community consultation and determination of design details. The following policies apply:

1. Active transportation will be encouraged to ensure safety and facilitate pedestrian and cyclist connectivity.
2. ATVs and snowmobiles will be permitted on routes identified in **Schedule D**.
3. A trail crossing perpendicular to a Provincial Highway will require either a trail crossing agreement or a snowmobile crossing agreement. An associated encroachment permit would be issued with each of these agreements.
4. Trails are to be made accessible to all, with adequate surfaces and widths to accommodate all pedestrian movement.

5.1.5 Gateway and Wayfinding Policies

Schedule E identifies existing and proposed gateway signage and proposed wayfinding signage (also known as Decorative Municipal Displays in the Ontario Traffic Manual – Book 8, Volume 1) with the goal of establishing signage that is attractive, visible, and interesting to commuters as they pass through the Secondary Plan Study Area. **Schedule E** will result in an amendment to the Town of Carleton Place Official Plan under Section 2.4 (Gateways). The following policies 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.

5.1.6 Gateway Design Guidelines

Gateway signage should:

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 wayfinding to the community.
8. Be enhanced by landscape planting that is salt tolerant and hardy to the site conditions.
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.

5.1.7 Wayfinding and Pedestrian Connections Design Guidelines

The provision of wayfinding and pedestrian connections should:

1. Ensure all pedestrian routes incorporate Universal Design and complies with Municipal and Provincial Accessibility for Ontarians with Disability (AODA) accessibility standards.
2. Include highly visible, accessible and comfortable crossing points for pedestrians at safe and appropriate locations along arterial roads and Highway 7.
3. Consider the use of specialty paving at pedestrian crossings and/or pathways on local roads to enhance wayfinding.
4. Be clear, legible and in keeping with the Town's brand (font, colour, logo).
5. Be placed at strategic locations to provide intuitive direction to key destinations, and be visible to pedestrians and vehicular traffic, as applicable.
6. Ensure the placement of accessible active transportation route mapping along pedestrian pathways at an appropriate spacing and intuitive locations.
7. Ensure that roadway design is appropriate to the local context and conforms to applicable MTO and Municipal design criteria.
8. Include the use of trees and shrubs to accent pedestrian nodes and reinforce intuitive wayfinding.

5.1.8 Streetscape Concept Policies

A streetscape concept for the public or private roads will ensure pedestrian connectivity, accessibility, and safety. The following policies apply:

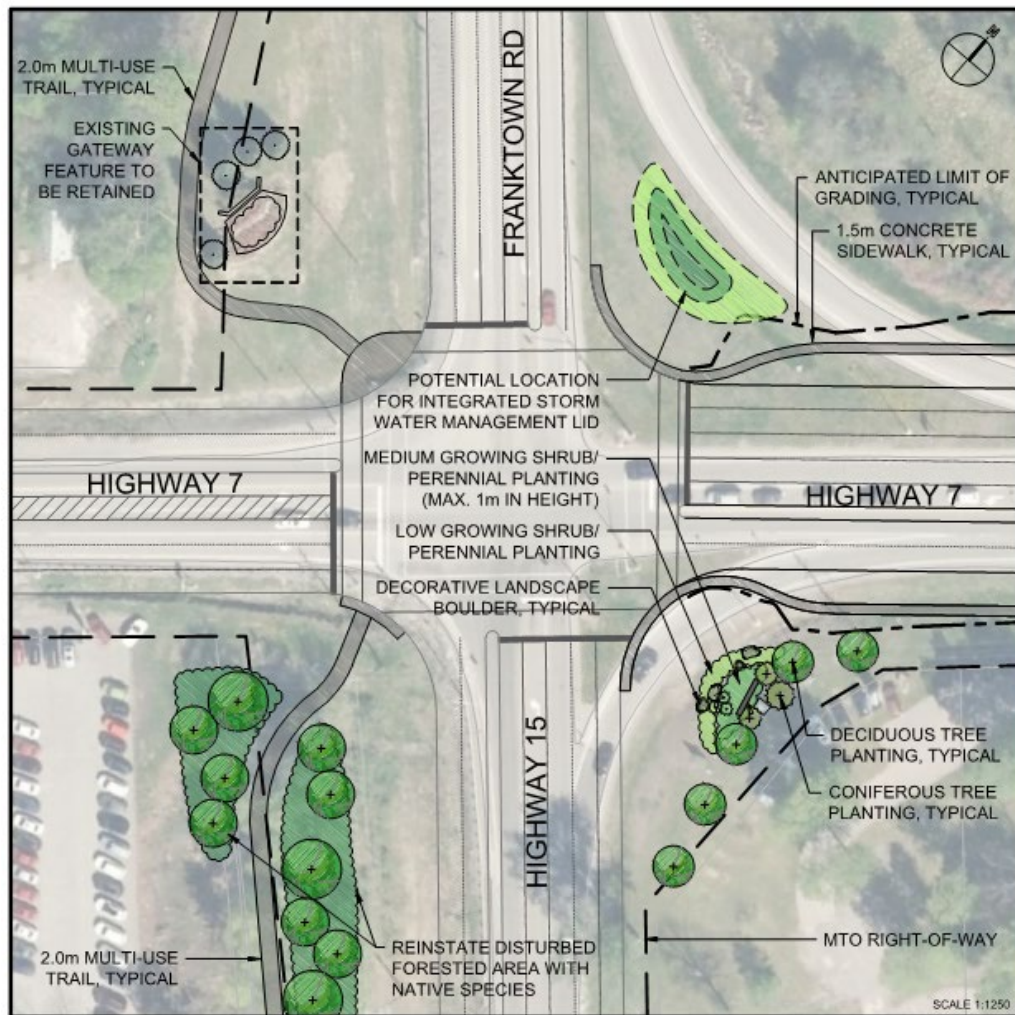
1. Streetscaping design will be in conformity with the Town of Carleton Place Official Plan policies and Development Permit By-law standards.
2. The Town of Carleton Place intends to implement the existing requirements for landscaping along public or private roads through the Town's development approvals.
3. Landscaping will be incorporated at the two intersections, where property is available, at Highway 7/Highway 15 and Highway 7/McNeely Avenue. **Figure 5-1** and **Figure 5-2** are conceptual illustrations of potential landscaped areas.

5.1.9 Streetscaping Design Guidelines

Streetscaping interventions should:

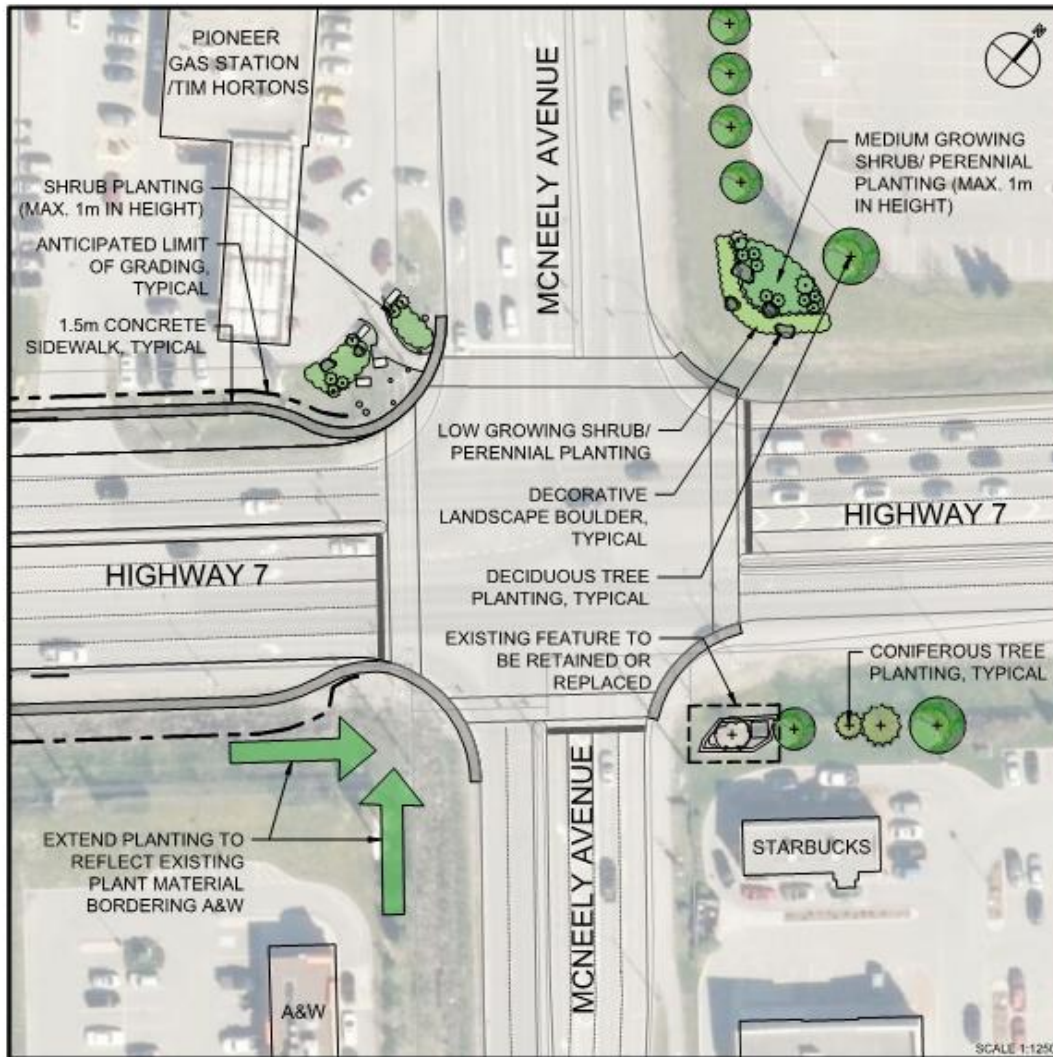
1. Be developed in conjunction with future development of private lands in accordance with municipal standards, as applicable.
2. Ensure landscape works (i.e. tree planting locations) are coordinated with utilities (i.e. light pole locations; below grade infrastructure) at design stage.
3. Select street and pedestrian lighting to meet municipal standards as applicable and to minimize glare and light pollution.
4. Include site furniture at appropriate locations along key pedestrian routes to promote pedestrian comfort and in keeping with Universal Design principles and AODA.
5. Prioritize soft surface materials in medians and boulevards, as well as integrated Low Impact Development (LID) features where site conditions permit to contribute to the natural function and aesthetics of roadside areas.

6. Include hardy, salt-tolerant tree planting offset from pathways, sidewalks and pedestrian nodes to provide pedestrian comfort and shade.
7. Include landscaping features with a variety of hardy and/or native trees, shrubs and perennial planting at strategic locations to soften street edges and punctuate intersections.
8. Buffer undesirable views with hedge screening where appropriate.
9. Select planting and site furniture from a complementary 'family' of materials for a cohesive appearance.



HIGHWAY 7 - HIGHWAY 15 INTERSECTION

Figure 5-1: Highway 7 / 15 Intersection Streetscape Concept



HIGHWAY 7 - MCNEELY AVENUE INTERSECTION

Figure 5-2: Highway 7 / McNeely Avenue Intersection Streetscape Concept

5.1.10 Phasing and Future Development Policies

The Secondary Plan Study Area will be phased over time from short-term improvements to ultimate reconstruction. The following policies will guide how future development would be incorporated and accommodated in order to meet the vision and guiding principles of this Plan:

1. The studies and plans required as part of the Site Plan process for development within the Study Area will be confirmed by the Town through a pre-application consultation meeting.
2. Any development must incorporate the required easements to provide access via a 15-metre private road to adjacent sites in the interim and upon full build out. A full raised median would be constructed along the length of Highway 7.
3. Upon redevelopment, entrances to Highway 7 will be limited to those shown on **Schedule A** of this Secondary Plan. As illustrated in **Schedule A**, permitted entrances as right-in, right-out are shown. Additionally, **Schedule A** illustrates the locations where permitted right-in, right-out entrances could be consolidated as development occurs with additional accesses from the rear of the properties through newly constructed public or private roads. For the lands south of Highway 7, the accesses from the rear of the properties would be provided by a public or a private road. A public road would be constructed as part of a development application, along Highway 7 and be included as a condition of that application (e.g. Site Plan), as well as a Schedule A activity under the Municipal Class Environmental Assessment.
4. Any private landowner who develops his/her own property will be required to enter into a Cost Sharing Agreement. See **Section 6.3** for Cost Sharing Agreement Framework in this Plan.

5.1.11 Future Development Design Guidelines

Future developments should:

1. Allow for the provision of a consistent landscape design scheme in areas outside of the MTO right-of-way in keeping with the local character of the Town as per the standards of landscaping outlined in the Town's Official Plan and Development Permit By-law.
2. Integrate accessible pedestrian and active transportation routes.
3. Ensure the protection and/or integration of significant natural site features into the site design (i.e. tree preservation, watercourse enhancement, etc.) in conformity with the OP policies.
4. Each development within the Study Area will require structures, parking, pedestrian access and new interconnected access to be oriented in such as way to reflect the future configuration outlined in **Schedule A** of this Plan.
5. Where certain sites will have temporary access to Highway 7, the site design should be done in such a way as to enable this access to be removed without having an overly negative impact on the design of the site.

5.1.12 Services and Utilities Policies

Potential servicing options are outlined in **Schedule F**. Policies for servicing include the following:

1. All utilities should be placed underground or in easements to the satisfaction of the Town of Carleton Place, generally following the alignment of the interconnected roadway between parcels.
2. Services and utilities should be made as invisible as possible within the community.
3. The location of trees, street fixtures, telecommunications equipment, utility and light poles and on street parking locations will be coordinated as a condition of development approval.

6 IMPLEMENTATION

The successful implementation of this Highway District Secondary Plan requires municipal leadership, and a clear and comprehensive framework to guide the administration of the Secondary Plan, and to ensure that the Conceptual Demonstration Plan, Design Guidelines and Secondary Plan policies achieve the intended outcomes and goals of this Plan. It will also require an amendment to the Town of Carleton Place Official Plan and approval from Lanark County.

This Section sets out the interpretation, implementation strategy, a framework for cost sharing agreements and the Secondary Plan amendment process.

The Secondary Plan and implementing Official Plan Amendment would go to Town Council for adoption and then to the County for final approval, and therefore form policy. Once the Secondary Plan and implementing Official Plan Amendment (OPA) have gone through the approvals process, and assuming no appeals are filed, the OPA would be in full force and effect. The Secondary Plan will ensure that development within the Secondary Plan Study Area is implemented in a way that is in conformity with the policies of this Plan.

6.1 Interpretation

This Secondary Plan must be read and interpreted in its entirety, and in conjunction with the Planning Act, Provincial Policy Statement, County of Lanark Sustainable Communities OP, Town of Carleton Place OP, Town of Carleton Place Development Permit By-law, and all other municipal planning documents for the Town of Carleton Place.

The Secondary Plan shall be interpreted at the sole discretion of the Town of Carleton Place Council, in consultation, or based on, advice from Town staff.

6.2 Implementation Strategy

The principle tools that will guide the implementation of this Secondary Plan include the preparation of a financial implementation plan for development approval and landowner agreements for shared infrastructure, including Cost Sharing Agreements.

The Secondary Plan will guide the Site Plan, Draft Plan of Subdivision and Development Permit System processes, as well as expenditures by private landowners in the area, where applicable. It is intended that development/redevelopment will conform to the policies and guidelines that are described in this Secondary Plan.

Implementation of the highway improvements will follow MTO's Detail Design and Class EA for Provincial Transportation Facilities.

6.3 Cost Sharing Agreements

Any private landowner who develops his/her own property will be required to enter into a Cost Sharing Agreement. Cost Sharing Agreements will form the basis of the financial implementation for the Secondary Plan Study Area. The Agreement would ensure that the landowner fulfills conditions imposed by the Town when approving development applications.

The Cost Sharing Agreement may include two or more landowners and is intended to benefit the property owners in the area (e.g. north side local access road and south side local access road). The Cost Sharing Agreement would address the provision of services and infrastructure, such as the construction of the private roads, or a public road for the area south of Highway 7, utilities and servicing.

In addition, the Cost Sharing Agreement would also include provisions to address maintenance and operation costs. Fundamentally, the Cost Sharing Agreement would stipulate and allocate the related costs of development among the landowners that benefit from the services and infrastructure.

Framework for Cost Sharing:

- All owners who benefit from infrastructure should contribute to that infrastructure.
- The estimated cost of a project will be used to deposit funds prior to beginning a project. Once the project is completed the actual cost will be used to adjust the deposit and to calculate the cost to be recovered from benefitting property owners.
- Owners are only required to pay for the infrastructure when they derive the benefit from that infrastructure and develop their property.
- Owners who are identified to fund initial costs are only required to provide the funding and proceed with the project when the project is required for the development of their property. If other owners wish to advance the timing of a project, these other owners will need to participate in the initial cost.
- The fair share of costs, that owners will be required to pay, will be calculated and shared based on the area of the property.
- There may be a front-ending agreement(s) established for the South Development Area (**Figure 6-1**) in which the Town would participate, to require, through development approvals, contributions for key infrastructure requirements and to allow the developer(s) to advance the construction of certain infrastructure elements in accordance with an agreed-upon Cost Sharing Agreement.

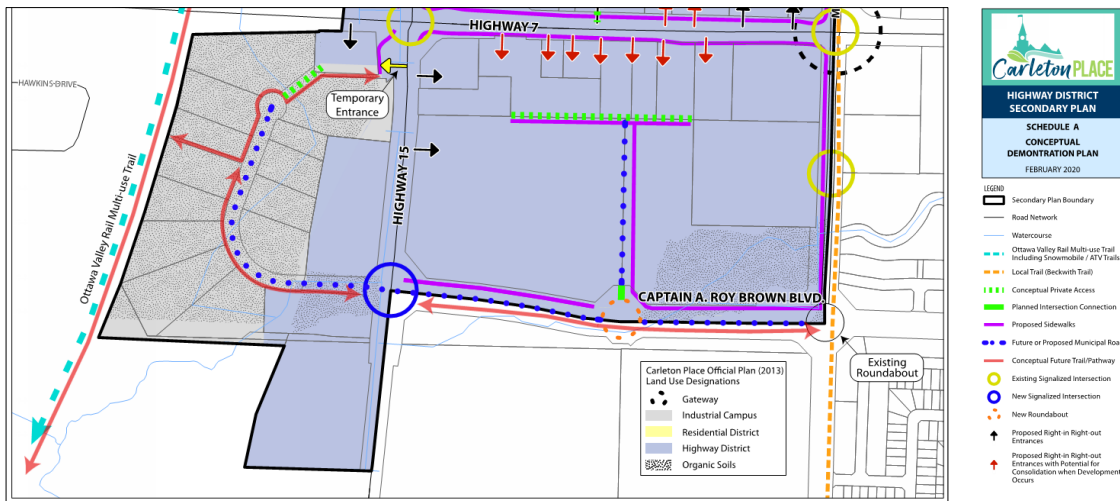


Figure 6-1: South Development Area (excerpt from the Conceptual Demonstration Plan [Schedule A] of the Secondary Plan)

Core Services Agreement

“Core Services” means any work, service or facility to be completed or constructed for development to proceed within the Secondary Plan Study Area, but only to the extent required by the Town. All property owners will be required to become a party to the Core Services Agreement and to contribute their proportionate share in the cost of these core services, before development is approved by the Town.

The first property to redevelop is responsible for constructing the access required for their property, but there will be a cost recovery from adjacent owners who use the access.

Following the completion of the construction of any portion of the Core Services, the Town Council will be asked to consider the adoption of a By-law pursuant to Part XII of the Municipal Act, 2001. The By-law would be designed to recover the relevant portion of the Core Services Costs from other landowners benefitting from the Core Services within the Development Area (the “Fees and Charges By-law”), in accordance with the fair share amount allocated to each benefitting property owner within the Study Area, at such a time as the owners of such benefitting property seek to connect to the Core Services.

Other Shared Works

As development proceeds, the cost to construct other infrastructure that is not a Core Service but is shared between at least two property owners will be negotiated by the benefitting property owners. Examples include the planned stormwater management facility, oversize and over depth infrastructure, and roadways where they cross property lines or run along common property lines.

6.4 Development Application Requirements

Development Applications for Draft Plan of Subdivision, Site Plan and Development Permit System within the Secondary Plan Study Area shall include a description and/or illustration as to how the development proposal conforms with this Secondary Plan.

6.5 Official Plan Amendment

An Official Plan Amendment (OPA) to the Town's Official Plan is required to implement the Secondary Plan. The effect of the OPA would be to:

- Add a new Section 8 to reference Secondary Plans in general, and add a new subsection 8.1 to reference the Highway District Secondary Plan;
- Amend Section 2.4 Gateways to add policies pertaining to gateways and wayfinding signage; and
- Amend Schedule A of the Town's Official Plan to correct the boundary of the Highway District and Industrial Campus designations to follow the new property lines west of Highway 15.

The Secondary Plan adoption will result in a new Section 8 within the OP. Section 8.1 of the OP will include reference to this Secondary Plan and will also state, "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".

Furthermore, the OPA would result in the addition of policies in Section 2.4 Gateways in the Town's Official Plan to include:

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 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.

The implementing OPA will include a separate Schedule that illustrates the correct boundaries of the Highway District and Industrial Campus designations to follow the new property lines west of Highway 15. The correct boundaries of these designations within the Secondary Plan Study Area are shown in Schedule A of this Secondary Plan.

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

7 REFERENCES

AECOM. 2010. County of Lanark Transportation Master Plan. November 2010. County of Lanark.

McIntosh Perry. 2012. Lanark County Sustainable Communities Official Plan. Council adoption June 27, 2012. County of Lanark.

McIntosh Perry. 2013. Town of Carleton Place Official Plan. Council adoption July 23, 2013. Town of Carleton Place.

McIntosh Perry. 2015. Development Permit By-law 15-2015. Council Adopted March 2015. Town of Carleton Place.

Ministry of Municipal Affairs and Housing, Ontario. 2014. Provincial Policy Statement.

Ministry of Transportation, Ontario. May 2010. Ontario Traffic Manual – Book 8, Volume 1: Guide and Information Signs.

Ministry of Transportation, Ontario. December 2013. Highway Access Management Guideline.

Novatech Engineering Consultants. August 2013. Highway 7 South Conceptual Design Plan. Town of Carleton Place.

Novatech Engineering Consultants. July 2013. Highway 7 South Town of Carleton Place: Master Servicing and Stormwater Management Report. Town of Carleton Place.

Novatech Engineering Consultants. September 2013. Highway 7 South Conceptual Development Plan: Transportation Master Plan. Town of Carleton Place.

8 APPENDIX - SCHEDULES

Schedule A – Conceptual Demonstration Plan

Schedule B – Lane Configuration

Schedule C – Road Network – Existing and Proposed

Schedule D – Active Transportation and Recreational Vehicles

Schedule E – Gateway Locations

Schedule F – Potential Servicing Options

TOWN OF CARLETON PLACE
HIGHWAY DISTRICT SECONDARY PLAN

TOWN COUNCIL ADOPTION: APRIL 21, 2020
COUNTY APPROVAL: JUNE 24, 2020

