



**Planning and Protection Committee Action Report
for the April 5th, 2016 meeting held in
the Council Chambers following Physical Environment Committee**

PRESENT: Mayor Antonakos, Councillor Doucett, Councillor Redmond, Councillor Fritz, Councillor Trimble, Duncan Rogers, Clerk, Paul Knowles, Chief Administrative Officer, Les Reynolds Director of Protective Services, Joanna Bowes, Manager of Development Services

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

The following items are for information only and will not be discussed unless the Committee chooses to do so. The Chair will entertain a motion to receive and file for those items not pulled out for discussion.

COMMUNICATION 127124

Received from	Ontario Association of Fire Chiefs
Addressed to	Mayor and Members of Council
Date	March 4 th , 2016
Topic	Seminar: The Essentials of Firefighting and Firefighting 101

SUMMARY

The OAAFC is hosting a two day seminar April 30 – May 1 for municipal politicians in conjunction with its annual conference. The seminar is to aid politicians in understanding the challenges that face today's fire service and the importance of fire services to our communities. It includes an opportunity for elected officials to actually don turnout gear and participate in a live fire training session at the Greater Toronto Airport Authority Fire Department's training centre as well as time to visit the OAAFC Trade Show, the largest fire service trade show in Canada. The registration cost of \$310.00 and is limited to 24 people.

127124 Continued

STAFF RECOMMENDATION

Any members of Council, interested in attending the seminar, should let the Director of Protective Services know as soon as possible.

COMMITTEE DECISION

Any members of Council, interested in attending the seminar, should let the Director of Protective Services know as soon as possible.

COMMUNICATION 127125

Received from	Paul Knowles, Chief Administrative Officer
Addressed to	Planning and Protection Committee
Date	March 29 th , 2016
Topic	Ontario's Long-Term Affordable Housing Strategy

SUMMARY

Ontario is introducing a suite of legislative and policy measures, and investing \$178 million over three years, to ensure that the people of Ontario have access to affordable and adequate housing and to help them secure employment, raise a family and build strong communities.

Last year, Ontario announced that it would consult with communities to update the Long-Term Affordable Housing Strategy, first launched in 2010. The updated strategy is informed by feedback from key stakeholders including clients, developers, municipalities and advocates. It will make housing programs more people-centred and co-ordinated, and provide municipalities with flexibility to meet local needs.

To increase the supply of affordable housing and support the province's goal of ending chronic homelessness in 10 years, Ontario is:

- a) Creating a framework for a portable housing benefit that would give people who receive housing assistance the flexibility to choose where they want to live. Further, the province will invest more than \$17 million over three years to provide a portable housing benefit on a pilot basis to eventually support up to 3,000 survivors of domestic violence.

127125 Continued

- a) Proposing legislation for inclusionary zoning that would enable municipalities to mandate the inclusion of affordable housing units in new development projects.
- b) Developing a Supportive Housing Policy Framework to improve client outcomes, and providing more than \$100 million in funding over the next three years for new supportive housing to improve access for up to 4,000 families and individuals to services like counselling, dispensing medication, and life skills, as well as support the construction of up to 1,500 new supportive housing units over the long term.
- c) Providing an additional \$45 million over three years to the Community Homelessness Prevention Initiative.
- d) Developing an Indigenous Housing Strategy in partnership with Indigenous communities.

If you click on the following [it will take you to the ontario housing strategy site](#) for more details.

COMMENT

The province's plans do not seem to place a priority on affordable housing for seniors which is a local priority. For Council's Information.

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Receive and Record

COMMUNICATION 127126

Received from Joanna Bowes, Manager of Development Services
Addressed to Planning and Protection Committee
Date March 22nd, 2016
Topic Development Services- Planning Activity

SUMMARY

Committee has requested, from the Planning Department, a monthly review of planning matters received or approved within the department. The following outline represents only those matters that were accompanied by a submitted application. The overview does not represent the numerous inquiries received throughout the reporting period, as these inquiries may or may not come to fruition. In addition the accompanying chart does not illustrate the ongoing efforts with respect to various submitted subdivision files.

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Receive and record

TO BE DISCUSSED

COMMUNICATION 125284

Received from Gary Lynfield and Yvonne Harvey
Addressed to Planning and Protection Committee
Date May 25th, 2014
Topic McNeely Fence and Stonewater Bay Pond

SUMMARY

The previously distributed email briefly describes the concerns of the residents with respect to the condition of the fence along McNeely Avenue as well as the stormwater management pond within the Stonewater Bay neighbourhood.

The residents have requested to make a presentation to Council with respect to the above noted items.

125284 Continued

The function of the Stonewater Bay storm pond is being investigated by staff (Communication 124442) as discussed on the Physical Environment agenda for June 3rd, 2014.

COMMENT

There were numerous meetings with the residents with respect to a variety of options for repairing the fence. It was decided that the Property Standards bylaw would be utilized to resolve the sections of the fence that were in disrepair. This practice continues today and property owners are provided with a reasonable time period in which to repair their fence.

UPDATE 1

At the June 3, 2014 meeting of the Planning and Protection Committee staff were directed to draft a letter for the committee's review that would be sent to all property owners bordering the fence that runs along McNeely and Lake Aves. Between Stonewater Bay and Peckett Dr. The letter is meant to solicit their approval for construction of a new fence to be funded through the imposition of a Local Improvement Charge on their tax bills. Approval of two-thirds of all 81 property owners is required to proceed.

UPDATE 2

To ensure the fence along McNeely Ave is maintained the Town has four options;

- 1) Continue the current practice of enforcing the Property Standards Bylaw and requiring owners to repair damaged fence sections. This is a piecemeal approach that will never result in a complete rebuild of the fence. Furthermore it is time consuming to enforce.
- 2) Rebuild the fence as a municipal project but this would result in the general taxpayer funding the entire cost.
- 3) Rebuild the fence as a Local Improvement authorized by section 322 of the Municipal Act. The cost of the fence would be collected via the tax bill from adjacent owners but it requires a majority of owners to agree and was not successful when attempted in 2011.
- 4) Rebuild the fence as a municipal project and impose a fee on benefiting owners as authorized by section 391 of the Municipal Act. This section allows the municipality to impose a fee or charge for a service or capital project and collect the fee or charge from the benefiting property owners. This is similar to a Local Improvement but there is no requirement for agreement by the owners – this is entirely a Council decision. While not mandatory, staff would recommend an opportunity for public input prior to proceeding.

125284 Continued

COMMENT

Historically, the Town has used section 391 of the Municipal Act to authorize a number of charges, generally related to recovering sewer and water capital cost. However, for these charges, the Town has only required owners to pay the charge when they choose to benefit (connect to the sewer and water). Note – section 391(2) provides authority to impose a charge on persons not receiving an immediate benefit from the service but who will receive a benefit at some later point in time. Before Council proceeds with a section 391 project of this type, other potential projects that could be foreseen in the future should be considered and the powers of the act applied with some consistency.

When Developers build infrastructure it is commonly accepted that roads, sidewalks, streetlights etc. become the municipality's responsibility to maintain whereas driveways (including the portion located on the road allowance) are the owner's responsibility to maintain. It could be argued that fencing constructed by a Developer along a property line benefits the owner on both sides (in the case of along a road, the community benefits because of the consistent look from the street – the owner benefits from the barrier between their yard and the public street) but most municipalities have located fencing on private property and determined that fences adjacent to roads are the owner's responsibility. Fencing between a private yard and a pathway should be viewed similarly.

Complicating the particular situation along McNeely there is an access easement at the rear of the lots along McNeely with a fence on both sides so the Owner does not really see the fence along the road. Also, over the past 3 years, approximately 17 of the 81 owners have already paid the cost of repairing their fence as they complied with Property Standards By-law enforcement.

As a policy, the Town should require:

- THAT maintenance of all fences erected by an owner, on their property, be the sole responsibility of the owner. Proper maintenance would be ensured by utilizing the property standards by-law. examples include:
 - fences erected by the Town around a facility or a park (maintenance by Town);
 - fences erected by a private owner adjacent to a street, a park, a trail or other municipal property (maintenance by private owner);

- THAT maintenance of fences which are installed on private property by a developer as a condition of a Development Agreement be the responsibility of the owner who purchases the property from the developer. This includes fences along roads, pathways and parks. Proper maintenance would be ensured by utilizing the Property Standards By-law for local repairs or Section 391 of the Municipal Act for repairs involving multiple owners. If the entire fence along a road, park or trail has reached the end of its useful life the entire fence should be replaced by the Town with the Town funding 50% of the cost from general taxes and collecting the other 50% of the cost from the benefitting owners utilizing section 391 of the Municipal Act. NOTE: Fences erected by a Developer, but not required by a specific

125284 Continued

condition in the Development Agreement, are considered fences erected by the subsequent owner;

- THAT maintenance for all fences between two private properties be the responsibility of the owner of the property on which the fence is erected. If the fence is erected on a property line, the maintenance shall be shared equally between the two owners unless it is known which property owner installed the fence. Proper maintenance would be ensured by utilizing the Property Standards By-law for local repairs or Section 391 of the Municipal Act for repairs involving multiple owners.
- THAT maintenance for all sound barrier installed along roads by the Town's responsibility (even if the sound barrier is installed by the developer).

STAFF RECOMMENDATION

THAT staff require owners to repair the fencing along McNeely Avenue utilizing the Property Standards By-law as required keeping in mind that the entire fence is nearing the end of its useful life.

FURTHER THAT staff evaluate the fence, determine a date for replacement and outline a process for replacement of the fence which includes an opportunity for input by residents.

COMMITTEE DECISION

THAT staff require owners to repair the fencing along McNeely Avenue utilizing the Property Standards By-law as required keeping in mind that the entire fence is nearing the end of its useful life.

FURTHER THAT staff evaluate the fence, determine a date for replacement and outline a process for replacement of the fence which includes an opportunity for input by residents.

COMMUNICATION 126272

Received from Joanna Bowes, Building and Planning Technician
Addressed to Planning and Protection Committee
Date May 26th, 2015
Topic Development Permit By-law 15-2015 & Refreshment
 Vehicle By-law 57-2013

SUMMARY

Previously, the Committee had asked to review the existing Refreshment Vehicle By-law with respect to permitted locations for refreshment vehicles and other housekeeping matters. During this review, staff found an inconsistency between the new Development Permit By-law and the current Refreshment Vehicle By-law.

BACKGROUND INFORMATION

Section 15.0 of the Development Permit By-law provides a definition for a restaurant which includes a refreshment vehicle and allows them to be located as a right in any location in which a restaurant may be located. This could apply, for example, to property in the Central Business District.

However, the Refreshment Vehicle By-law does not permit refreshment vehicles of any Type within the Central Business District.

Further, that the wording in the refreshment vehicle by-law needs to be clarified in a number of places.

COMMENT

Staff will review this matter further. Staff will prepare a draft By-law for the review of Committee.

UPDATE – March 22nd, 2016

Staff have reviewed the Refreshment Vehicle By-law as instructed by Council will present recommended changes.

STAFF RECOMMENDATION

That the Refreshment Vehicle By-law be forwarded to Council for approval.

COMMITTEE DECISION

That the Refreshment Vehicle By-law, with revisions, be forwarded to Council for approval.

COMMUNICATION 127090

Received from Joanna Bowes, Manager of Development Services
Addressed to Planning and Protection Committee
Date February 16th, 2016
Topic Conceptual Subdivision Approval Process and Related Fee

SUMMARY

Development Permit 15-2015 introduced a new review stream, Class 4, or scoped development permit application process. This class of review is meant to provide confidence on one specific matter for the developer, before moving ahead with a complete development permit application (Class 1, 1A, 2 or 3).

It has come to the attention of staff that while this process works for any projects that are required to go through the development permit by-law, there is no similar process related to other planning tools, specifically, subdivisions.

COMMENT

If a developer of a subdivision has a question related to one specific matter, that they would benefit from having the answer, before moving ahead with a project, they should be able to apply for a process similar to that of the Class 4. An example of the types of matters concerning the developer may be layout or design.

Staff is currently considering the implementation of the Conceptual Subdivision Approval Process. This process would function in a similar manner to a Class 4 application with the same requirements for notice and public meeting. The fee would be listed at \$3,500.00. If a developer were to go through this process and gain approval, a refund of the \$1,000.00 subdivision fee would be given.

The outline of the process would be as follows:

1. The developer would apply for Conceptual Subdivision Approval (\$3,500.00), detailing the specific request for design layout of the proposed subdivision.
2. The application would be reviewed by staff for completeness. The applicant would need to provide sufficient detail to ensure the required information is available for circulation.
3. A sign would be posted on the subject site within 10 business days of receipt of the application to ensure the public is aware of the application. Staff and Council would also be circulated.
4. The property would be posted for a 15 day commenting period.
5. Upon receipt of the comments, staff would collect the comments for the developer who would be required to address the identified concerns.

127090 Continued

6. The proposal would then brought forward to the Planning and Protection Committee for decision.
7. If the concerns have been addressed to the satisfaction of the Town, the developer would then move forward with completing the necessary application and technical reports for a complete subdivision application.

UPDATE – April 5th, 2016

Please see the attached policy proposed for approval.

STAFF RECOMMENDATION

That staff implement the attached policy for Conceptual Subdivision Approval Process.

COMMITTEE DECISION

That staff implement the attached policy for Conceptual Subdivision Approval Process.

COMMUNICATION 127127

Received from Joanne Henderson, Manager Parks and Recreation
Addressed to Paul Knowles, Chief Administrative Officer
Date March 29th, 2016
Topic Wine'd Around Downtown

SUMMARY

The Sister City Committee has requested permission to serve alcohol at the following Town facilities/properties during their Wine'd Around Downtown event on May 28th, 2016.

1. Moore House
2. Town Hall Square; and
3. Parking lot south of 92 Bridge Street
- 4.

Also, a committee has been set up to plan a "Farm To Table" dinner at the Market Square on June 4th, 2016 and they are requesting that alcohol be served.

STAFF RECOMMENDATION

THAT permission be granted to serve alcohol at the above locations on May 28th, 2016 for the Wine'd Around Downtown event.

AND THAT permission be granted to serve alcohol at the "Farm To Table" dinner at Market Square on June 4th, 2016.

127127 Continued

COMMITTEE DECISION

THAT permission be granted to serve alcohol at the above locations on May 28th, 2016 for the Wine'd Around Downtown event.

AND THAT permission be granted to serve alcohol at the "Farm To Table" dinner at Market Square on June 4th, 2016.

COMMUNICATION 127128

Received from Joanna Bowes, Manager of Development Services
Addressed to Planning and Protection Committee
Date March 22, 2016
Topic B16/030, 120 Mary Street Severance

SUMMARY

A consent application has been received from the property known municipally as 120 Mary St. This application has been to Council previously and granted approval with conditions. These conditions must be completed within a year or the date of decision. This did not occur and the consent lapsed. The subject lands are legally described as Lot 20 Plan 1844, Town of Carleton Place and illustrated below.



127128 Continued

The consent application is to sever a 365.2 m² residential lot, leaving a 237.8 m² retained property.

The Provincial Policy Statement, 2014 (PPS) provides direction on matters of provincial interest pertaining to land use matters and all development proposals must be consistent with the policies therein. The statement believes that long term prosperity for the province depends upon a "strong, sustainable and resilient community, a clean and healthy environment, and a strong and competitive economy." The policy statement directs development to settlement areas and protects resources throughout the province.

Section 1.0 of the statement, Building Strong Healthy Communities, stresses efficient development patterns by supporting infill development, utilizing existing infrastructure and promoting opportunities to create a varied built form.

Section 2.0 of the statement protects resources and section 3.0 outlines policies to direct development away from areas of potential hazards.

The proposed severance complies and is consistent with policy directions within the Provincial Policy Statement.

The Official Plan designation for this property is Residential (R). This designation allows for a mix of housing types which complements the existing small town character. The Development Permit By-law also designated the property as residential (R). The severance will allow for the creation of a new residential lot. Both the retained and severed lots will meet the minimum frontage required under the Development Permit By-law.

COMMENT

The proposal, if approved, will allow for the creation of a new residential lot. Both the existing and retained lots are appropriately designated in both the Official Plan and in the Development Permit By-law. As with any severance application, staff compiles a list of conditions that the application must meet before final approval and creation of new deed. It should be noted that once Council makes a decision, the applicant must clear all conditions within one year from the date of that decision. The proposed conditions for all of the applications are:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town of Carleton Place.
2. That the applicant provides a Site Grading and Drainage Plan for the retained and severed parcels to the satisfaction of the Town of Carleton Place.

127128 Continued

3. That the applicant shall provide the Town of Carleton Place with a digital copy of the reference plan (in NAD83 datum).
4. That the applicant shall provide the Town of Carleton Place with a Building Location Survey demonstrating that the lands severed and the lands retained are in compliance with all Development Permit provisions. The Building Location Survey shall also include confirmation for both the severed and retained parcels that there is:
 - Adequate frontage along the maintained road
 - Adequate access along the maintained road
 - Compliance with the Ontario Building CodeShould compliance not be demonstrated, the applicant will take any and all steps to bring the property into compliance.
5. The new lot and any structures to be built on will not be permitted any variations to the provisions in the Development Permit By-law of the Town of Carleton Place unless a separate Development Permit application is submitted and approved.
6. That a copy of the deposited reference plan be submitted to the Town of Carleton Place.
7. That a cash-in-lieu of parkland payment of \$640.00 be collected from the applicant.

STAFF RECOMMENDATION

THAT staff forward the above conditions to the County of Lanark for consideration.

COMMITTEE DECISION

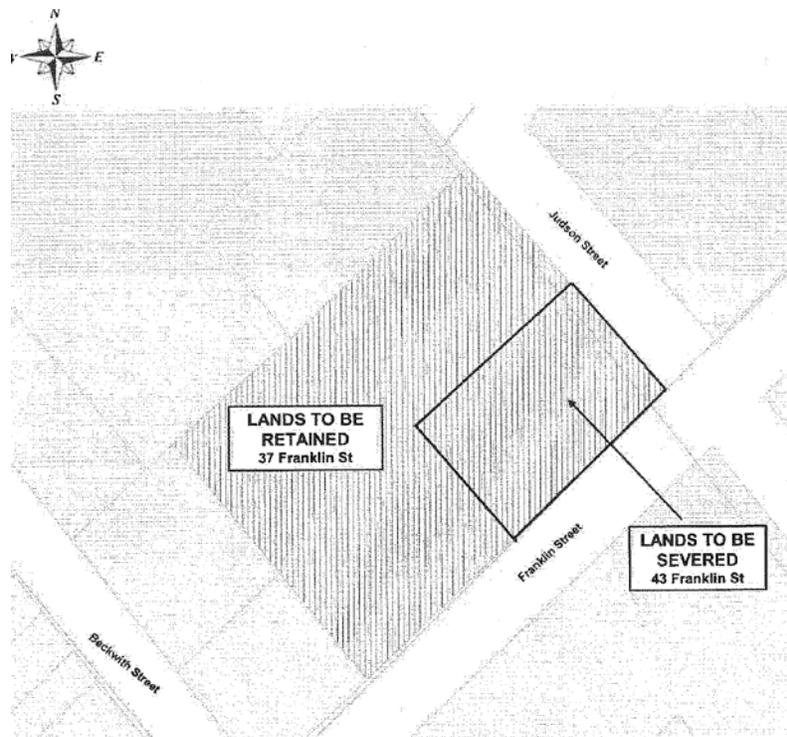
THAT staff forward the above conditions to the County of Lanark for consideration.

COMMUNICATION 127129

Received from Joanna Bowes, Manager of Development Services
Addressed to Planning and Protection Committee
Date March 22, 2016
Topic B16/031, 37 Franklin St, Zion Memorial Church

SUMMARY

A consent application has been received from the property known municipally as 37 Franklin St (Zion Memorial Church). The subject lands are legally described as Lot 53 Plan 276, Town of Carleton Place and illustrated below.



The consent application is to sever a 771.1 m² residential lot, leaving a 2976 m² retained property.

The Provincial Policy Statement, 2014 (PPS) provides direction on matters of provincial interest pertaining to land use matters and all development proposals must be consistent with the policies therein. The statement believes that long term prosperity for the province depends upon a "strong, sustainable and resilient community, a clean and healthy environment, and a strong and competitive economy." The policy statement directs development to settlement areas and protects resources throughout the province.

127129 Continued

Section 1.0 of the statement, Building Strong Healthy Communities, stresses efficient development patterns by supporting infill development, utilizing existing infrastructure and promoting opportunities to create a varied built form.

Section 2.0 of the statement protects resources and section 3.0 outlines policies to direct development away from areas of potential hazards.

The proposed severance complies and is consistent with policy directions within the Provincial Policy Statement.

The Official Plan designation for this property is Mississippi Residential Sector (MRS). This designation allows for a mix of housing types which complements the existing small town character. The Development Permit By-law also designated the property as Mississippi Residential Sector (MRS). The severance will allow for the separation of Zion Memorial Church and it's manse. Both the retained and severed lots will meet the minimum frontage required under the Development Permit By-law.

COMMENT

The proposal, if approved, will allow for the separation of Zion Memorial Church from it's existing manse. Both the existing and retained lots are appropriately designated in both the Official Plan and in the Development Permit By-law. As with any severance application, staff compiles a list of conditions that the application must meet before final approval and creation of new deed. It should be noted that once Council makes a decision, the applicant must clear all conditions within one year from the date of that decision. The proposed conditions for all of the applications are:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town of Carleton Place.
2. That the applicant provides a Site Grading and Drainage Plan for the retained and severed parcels to the satisfaction of the Town of Carleton Place.
3. That the applicant shall provide the Town of Carleton Place with a digital copy of the reference plan (in NAD83 datum).
4. That the applicant shall provide the Town of Carleton Place with a Building Location Survey demonstrating that the lands severed and the lands retained are in compliance with all Development Permit provisions. The Building Location Survey shall also include confirmation for both the severed and retained parcels that there is:
 - Adequate frontage along the maintained road
 - Adequate access along the maintained road
 - Compliance with the Ontario Building CodeShould compliance not be demonstrated, the applicant will take any and all steps to bring the property into compliance.

127129 Continued

5. That a copy of the deposited reference plan be submitted to the Town of Carleton Place.

STAFF RECOMMENDATION

THAT staff forward the above conditions to the County of Lanark for consideration.

COMMITTEE DECISION

THAT staff forward the above conditions to the County of Lanark for consideration.

COMMUNICATION 127130

Received from	Joanna Bowes, Manager of Development Services
Addressed to	Planning and Protection Committee
Date	March 29 th , 2016
Topic	Ontario Municipal Board Powers, Support of Motion from Aurora

SUMMARY

The Town of Aurora has made a motion regarding proposed reform to the scope of the powers of Ontario Municipal Board. The motion outlines the limiting of powers to questions of law and process, as is the case for all other municipal decisions.

COMMENT

The Ontario Municipal Board currently functions as a third party judicial board. They make decisions not only related to questions of law and process, but also regarding the facts as they relate to planning decisions made by planners and municipal council for their municipality.

The Town of Aurora believes that the Ontario Municipal Board should respect the decisions made regarding planning issues specifically and notes that it is not within the jurisdiction of the board to be accountable to the residents of any given municipality.

STAFF RECOMMENDATION

That Council endorse the motion adopted by the Town of Aurora with respect to Ontario Municipal Board Powers and further, that staff forward the Town of Carleton Place motion to The Honourable Kathleen O. Wynne.

COMMITTEE DECISION

That Council endorse the motion adopted by the Town of Aurora with respect to Ontario Municipal Board Powers and further, that staff forward the Town of Carleton Place motion to The Honourable Kathleen O. Wynne.

COMMUNICATION 127131

Received from Paul Knowles, Chief Administrative Officer
Addressed to Planning and Protection Committee
Date March 30th, 2016
Topic Summer Meeting Schedule

SUMMARY

Summer meeting schedule should be established.

STAFF RECOMMENDATION

THAT regular meetings during July and August be cancelled and a Special Summer Policy Review meeting be held on Tuesday, August 2nd, 2016.

COMMITTEE DECISION

THAT regular meetings during July and August be cancelled and a Special Summer Policy Review meeting followed by a Council meeting be held on Tuesday, August 2nd, 2016.

COMMUNICATION 127132

Received from Les Reynolds, Director of Protective Services
Addressed to Planning and Protection Committee
Date March 30th, 2016
Topic Amendment to By-law 64-2008 (Property Standards)

SUMMARY

The previous Development Permit By-law (2008-50) contained a provision (Sec. 3.35) that detailed parking restrictions for vehicles over 2.0 metres in height and prohibited people living in any recreational vehicle for more than 30 days. This provision was not included in the new Development Permit By-law

STAFF RECOMMENDATION

That By-law 64-2008 (Property Standards) be amended by inserting the following:

2.1.4 PARKING RESTRICTIONS IN RESIDENTIAL DESIGNATIONS

No person shall use any driveway or front yard for the parking or storage of any vehicle with a height in excess of 2.0 metres (6.56 feet), unless said vehicle can be fully located a minimum of 2.0 metres (6.56 feet) from the curb or sidewalk, whichever is more restrictive. This provision includes, but is not limited to, cars, trucks, boats, recreational vehicles, trailers etc.

Where a recreational vehicle is parked in any yard on any lot, such vehicle shall not be used for living or sleeping accommodation for longer than 30 days by any person, and in no event shall such living or sleeping accommodation be leased or rented.

127132 Continued

COMMITTEE DECISION

That By-law 64-2008 (Property Standards) be amended by inserting the following:

2.1.4 PARKING RESTRICTIONS IN RESIDENTIAL DESIGNATIONS

No person shall use any driveway or front yard for the parking or storage of any vehicle with a height in excess of 2.0 metres (6.56 feet), unless said vehicle can be fully located a minimum of 2.0 metres (6.56 feet) from the curb or sidewalk, whichever is more restrictive. This provision includes, but is not limited to, cars, trucks, boats, recreational vehicles, trailers etc.

Where a recreational vehicle is parked in any yard on any lot, such vehicle shall not be used for living or sleeping accommodation for longer than 30 days by any person, and in no event shall such living or sleeping accommodation be leased or rented.

COMMUNICATION 127133

Received from	Les Reynolds, Director of Protective Services
Addressed to	Planning and Protection Committee
Date	March 9 th , 2016
Topic	Stray Cats

SUMMARY

Staff have received a complaint from a resident wondering why cats running at large are treated differently than dogs and asking that Council reconsider this approach. The resident is experiencing problems with stray cats digging in his garden and damaging his property. The by-law presently allows cats to run at large, so long as they are registered with the Town and have a means of identification.

COMMENT

The number of stray cats in town has increased steadily in recent years and they comprise the majority of animals we impound. Complaints about cats damaging gardens etc. are received on a regular basis

STAFF RECOMMENDATION

That the Animal Control By-law be amended to prohibit cats from running at large in the same way that dogs are.

COMMITTEE DECISION

That the Animal Control By-law be amended to prohibit cats from running at large in the same way that dogs are.

DEFEATED

Receive and record



Planning and Protection Committee Agenda
for the April 5th, 2016 meeting to be held in
the Council Chambers following Physical Environment Committee

- 1) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF – now or anytime during the meeting**
 - 2) **PUBLIC MEETING – NONE THIS EVENING**
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COMMUNICATION 127124

Received from Ontario Association of Fire Chiefs
Addressed to Mayor and Members of Council
Date March 4th, 2016
Topic Seminar: The Essentials of Firefighting and Firefighting 101

SUMMARY

The OAAFC is hosting a two day seminar April 30 – May 1 for municipal politicians in conjunction with its annual conference. The seminar is to aid politicians in understanding the challenges that face today's fire service and the importance of fire services to our communities. It includes an opportunity for elected officials to actually don turnout gear and participate in a live fire training session at the Greater Toronto Airport Authority Fire Department's training centre as well as time to visit the OAAFC Trade Show, the largest fire service trade show in Canada. The registration cost of \$310.00 and is limited to 24 people.

STAFF RECOMMENDATION

Any members of Council, interested in attending the seminar, should let the Director of Protective Services know as soon as possible.

COMMITTEE DECISION

COMMUNICATION 127125

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Addressed to Planning and Protection Committee
Date March 29th, 2016
Topic Ontario's Long-Term Affordable Housing Strategy

SUMMARY

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Last year, Ontario announced that it would consult with communities to update the Long-Term Affordable Housing Strategy, first launched in 2010. The updated strategy is informed by feedback from key stakeholders including clients, developers, municipalities and advocates. It will make housing programs more people-centred and co-ordinated, and provide municipalities with flexibility to meet local needs.

To increase the supply of affordable housing and support the province's goal of ending chronic homelessness in 10 years, Ontario is:

- a) Creating a framework for a portable housing benefit that would give people who receive housing assistance the flexibility to choose where they want to live. Further, the province will invest more than \$17 million over three years to provide a portable housing benefit on a pilot basis to eventually support up to 3,000 survivors of domestic violence.
- b) Proposing legislation for inclusionary zoning that would enable municipalities to mandate the inclusion of affordable housing units in new development projects.
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- d) Providing an additional \$45 million over three years to the Community Homelessness Prevention Initiative.
- e) Developing an Indigenous Housing Strategy in partnership with Indigenous communities.

127125 Continued

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COMMENT

The province's plans do not seem to place a priority on affordable housing for seniors which is a local priority. For Council's Information.

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

COMMUNICATION 127126

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Addressed to	Planning and Protection Committee
Date	March 22 nd , 2016
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SUMMARY

Committee has requested, from the Planning Department, a monthly review of planning matters received or approved within the department. The following outline represents only those matters that were accompanied by a submitted application. The overview does not represent the numerous inquiries received throughout the reporting period, as these inquiries may or may not come to fruition. In addition the accompanying chart does not illustrate the ongoing efforts with respect to various submitted subdivision files.

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STAFF RECOMMENDATION

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COMMITTEE DECISION

TO BE DISCUSSED

COMMUNICATION 125284

Received from Gary Lynfield and Yvonne Harvey
Addressed to Planning and Protection Committee
Date May 25th, 2014
Topic McNeely Fence and Stonewater Bay Pond

SUMMARY

The previously distributed email briefly describes the concerns of the residents with respect to the condition of the fence along McNeely Avenue as well as the stormwater management pond within the Stonewater Bay neighbourhood.

The residents have requested to make a presentation to Council with respect to the above noted items.

The function of the Stonewater Bay storm pond is being investigated by staff (Communication 124442) as discussed on the Physical Environment agenda for June 3rd, 2014.

COMMENT

There were numerous meetings with the residents with respect to a variety of options for repairing the fence. It was decided that the Property Standards bylaw would be utilized to resolve the sections of the fence that were in disrepair. This practice continues today and property owners are provided with a reasonable time period in which to repair their fence.

UPDATE 1

At the June 3, 2014 meeting of the Planning and Protection Committee staff were directed to draft a letter for the committee's review that would be sent to all property owners bordering the fence that runs along McNeely and Lake Aves. Between Stonewater Bay and Peckett Dr. The letter is meant to solicit their approval for construction of a new fence to be funded through the imposition of a Local Improvement Charge on their tax bills. Approval of two-thirds of all 81 property owners is required to proceed.

UPDATE 2

To ensure the fence along McNeely Ave is maintained the Town has four options;

- 1) Continue the current practice of enforcing the Property Standards Bylaw and requiring owners to repair damaged fence sections. This is a piecemeal approach that will never result in a complete rebuild of the fence. Furthermore it is time consuming to enforce.
- 2) Rebuild the fence as a municipal project but this would result in the general taxpayer funding the entire cost.

125284 Continued

- 3) Rebuild the fence as a Local Improvement authorized by section 322 of the Municipal Act. The cost of the fence would be collected via the tax bill from adjacent owners but it requires a majority of owners to agree and was not successful when attempted in 2011.
- 4) Rebuild the fence as a municipal project and impose a fee on benefiting owners as authorized by section 391 of the Municipal Act. This section allows the municipality to imposed a fee or charge for a service or capital project and collect the fee or charge from the benefiting property owners. This is similar to a Local Improvement but there is no requirement for agreement by the owners – this is entirely a Council decision. While not mandatory, staff would recommend an opportunity for public input prior to proceeding.

COMMENT

Historically, the Town has used section 391 of the Municipal Act to authorize a number of charges, generally related to recovering sewer and water capital cost. However, for these charges, the Town has only required owners to pay the charge when they choose to benefit (connect to the sewer and water). Note – section 391(2) provides authority to impose a charge on persons not receiving an immediate benefit from the service but who will receive a benefit at some later point in time. Before Council proceeds with a section 391 project of this type, other potential projects that could be foreseen in the future should be considered and the powers of the act applied with some consistency.

When Developers build infrastructure it is commonly accepted that roads, sidewalks, streetlights etc. become the municipality's responsibility to maintain whereas driveways (including the portion located on the road allowance) are the owner's responsibility to maintain. It could be argued that fencing constructed by a Developer along a property line benefits the owner on both sides (in the case of along a road, the community benefits because of the consistent look from the street – the owner benefits from the barrier between their yard and the public street) but most municipalities have located fencing on private property and determined that fences adjacent to roads are the owner's responsibility. Fencing between a private yard and a pathway should be viewed similarly.

Complicating the particular situation along McNeely there is an access easement at the rear of the lots along McNeely with a fence on both sides so the Owner does not really see the fence along the road. Also, over the past 3 years, approximately 17 of the 81 owners have already paid the cost of repairing their fence as they complied with Property Standards By-law enforcement.

125284 Continued

As a policy, the Town should require:

- THAT maintenance of all fences erected by an owner, on their property, be the sole responsibility of the owner. Proper maintenance would be ensured by utilizing the property standards by-law. examples include:
 - fences erected by the Town around a facility or a park (maintenance by Town);
 - fences erected by a private owner adjacent to a street, a park, a trail or other municipal property (maintenance by private owner);

- THAT maintenance of fences which are installed on private property by a developer as a condition of a Development Agreement be the responsibility of the owner who purchases the property from the developer. This includes fences along roads, pathways and parks. Proper maintenance would be ensured by utilizing the Property Standards By-law for local repairs or Section 391 of the Municipal Act for repairs involving multiple owners. If the entire fence along a road, park or trail has reached the end of its useful life the entire fence should be replaced by the Town with the Town funding 50% of the cost from general taxes and collecting the other 50% of the cost from the benefitting owners utilizing section 391 of the Municipal Act. NOTE: Fences erected by a Developer, but not required by a specific condition in the Development Agreement, are considered fences erected by the subsequent owner;

- THAT maintenance for all fences between two private properties be the responsibility of the owner of the property on which the fence is erected. If the fence is erected on a property line, the maintenance shall be shared equally between the two owners unless it is known which property owner installed the fence. Proper maintenance would be ensured by utilizing the Property Standards By-law for local repairs or Section 391 of the Municipal Act for repairs involving multiple owners.

- THAT maintenance for all sound barrier installed along roads by the Town's responsibility (even if the sound barrier is installed by the developer).

STAFF RECOMMENDATION

THAT staff require owners to repair the fencing along McNeely Avenue utilizing the Property Standards By-law as required keeping in mind that the entire fence is nearing the end of its useful life.

FURTHER THAT staff evaluate the fence, determine a date for replacement and outline a process for replacement of the fence which includes an opportunity for input by residents.

COMMITTEE DECISION

COMMUNICATION 126272

Received from Joanna Bowes, Building and Planning Technician
Addressed to Planning and Protection Committee
Date May 26th, 2015
Topic Development Permit By-law 15-2015 & Refreshment
Vehicle By-law 57-2013

SUMMARY

Previously, the Committee had asked to review the existing Refreshment Vehicle By-law with respect to permitted locations for refreshment vehicles and other housekeeping matters. During this review, staff found an inconsistency between the new Development Permit By-law and the current Refreshment Vehicle By-law.

BACKGROUND INFORMATION

Section 15.0 of the Development Permit By-law provides a definition for a restaurant which includes a refreshment vehicle and allows them to be located as a right in any location in which a restaurant may be located. This could apply, for example, to property in the Central Business District.

However, the Refreshment Vehicle By-law does not permit refreshment vehicles of any Type within the Central Business District.

Further, that the wording in the refreshment vehicle by-law needs to be clarified in a number of places.

COMMENT

Staff will review this matter further. Staff will prepare a draft By-law for the review of Committee.

UPDATE – March 22nd, 2016

Staff have reviewed the Refreshment Vehicle By-law as instructed by Council will present recommended changes.

STAFF RECOMMENDATION

That the Refreshment Vehicle By-law be forwarded to Council for approval.

COMMITTEE DECISION

COMMUNICATION 127090

Received from Joanna Bowes, Manager of Development Services
Addressed to Planning and Protection Committee
Date February 16th, 2016
Topic Conceptual Subdivision Approval Process and Related Fee

SUMMARY

Development Permit 15-2015 introduced a new review stream, Class 4, or scoped development permit application process. This class of review is meant to provide confidence on one specific matter for the developer, before moving ahead with a complete development permit application (Class 1, 1A, 2 or 3).

It has come to the attention of staff that while this process works for any projects that are required to go through the development permit by-law, there is no similar process related to other planning tools, specifically, subdivisions.

COMMENT

If a developer of a subdivision has a question related to one specific matter, that they would benefit from having the answer, before moving ahead with a project, they should be able to apply for a process similar to that of the Class 4. An example of the types of matters concerning the developer may be layout or design.

Staff is currently considering the implementation of the Conceptual Subdivision Approval Process. This process would function in a similar manner to a Class 4 application with the same requirements for notice and public meeting. The fee would be listed at \$3,500.00. If a developer were to go through this process and gain approval, a refund of the \$1,000.00 subdivision fee would be given.

The outline of the process would be as follows:

1. The developer would apply for Conceptual Subdivision Approval (\$3,500.00), detailing the specific request for design layout of the proposed subdivision.
2. The application would be reviewed by staff for completeness. The applicant would need to provide sufficient detail to ensure the required information is available for circulation.
3. A sign would be posted on the subject site within 10 business days of receipt of the application to ensure the public is aware of the application. Staff and Council would also be circulated.
4. The property would be posted for a 15 day commenting period.
5. Upon receipt of the comments, staff would collect the comments for the developer who would be required to address the identified concerns.

127090 Continued

6. The proposal would then brought forward to the Planning and Protection Committee for decision.

7. If the concerns have been addressed to the satisfaction of the Town, the developer would then move forward with completing the necessary application and technical reports for a complete subdivision application.

UPDATE – April 5th, 2016

Please see the attached policy proposed for approval.

STAFF RECOMMENDATION

That staff implement the attached policy for Conceptual Subdivision Approval Process.

COMMITTEE DECISION

COMMUNICATION 127127

Received from	Joanne Henderson, Manager Parks and Recreation
Addressed to	Paul Knowles, Chief Administrative Officer
Date	March 29 th , 2016
Topic	Wine'd Around Downtown

SUMMARY

The Sister City Committee has requested permission to serve alcohol at the following Town facilities/properties during their Wine'd Around Downtown event on May 28th, 2016.

1. Moore House
2. Town Hall Square; and
3. Parking lot south of 92 Bridge Street
- 4.

Also, a committee has been set up to plan a "Farm To Table" dinner at the Market Square on June 4th, 2016 and they are requesting that alcohol be served.

STAFF RECOMMENDATION

THAT permission be granted to serve alcohol at the above locations on May 28th, 2016 for the Wine'd Around Downtown event.

AND THAT permission be granted to serve alcohol at the "Farm To Table" dinner at Market Square on June 4th, 2016.

COMMITTEE DECISION

COMMUNICATION 127128

Received from Joanna Bowes, Manager of Development Services
Addressed to Planning and Protection Committee
Date March 22, 2016
Topic B16/030, 120 Mary Street Severance

SUMMARY

A consent application has been received from the property known municipally as 120 Mary St. This application has been to Council previously and granted approval with conditions. These conditions must be completed within a year or the date of decision. This did not occur and the consent lapsed. The subject lands are legally described as Lot 20 Plan 1844, Town of Carleton Place and illustrated below.



127128 Continued

The consent application is to sever a 365.2 m² residential lot, leaving a 237.8 m² retained property.

The Provincial Policy Statement, 2014 (PPS) provides direction on matters of provincial interest pertaining to land use matters and all development proposals must be consistent with the policies therein. The statement believes that long term prosperity for the province depends upon a "strong, sustainable and resilient community, a clean and healthy environment, and a strong and competitive economy." The policy statement directs development to settlement areas and protects resources throughout the province.

Section 1.0 of the statement, Building Strong Healthy Communities, stresses efficient development patterns by supporting infill development, utilizing existing infrastructure and promoting opportunities to create a varied built form.

Section 2.0 of the statement protects resources and section 3.0 outlines policies to direct development away from areas of potential hazards.

The proposed severance complies and is consistent with policy directions within the Provincial Policy Statement.

The Official Plan designation for this property is Residential (R). This designation allows for a mix of housing types which complements the existing small town character. The Development Permit By-law also designated the property as residential (R). The severance will allow for the creation of a new residential lot. Both the retained and severed lots will meet the minimum frontage required under the Development Permit By-law.

COMMENT

The proposal, if approved, will allow for the creation of a new residential lot. Both the existing and retained lots are appropriately designated in both the Official Plan and in the Development Permit By-law. As with any severance application, staff compiles a list of conditions that the application must meet before final approval and creation of new deed. It should be noted that once Council makes a decision, the applicant must clear all conditions within one year from the date of that decision. The proposed conditions for all of the applications are:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town of Carleton Place.
2. That the applicant provides a Site Grading and Drainage Plan for the retained and severed parcels to the satisfaction of the Town of Carleton Place.

127128 Continued

3. That the applicant shall provide the Town of Carleton Place with a digital copy of the reference plan (in NAD83 datum).
4. That the applicant shall provide the Town of Carleton Place with a Building Location Survey demonstrating that the lands severed and the lands retained are in compliance with all Development Permit provisions. The Building Location Survey shall also include confirmation for both the severed and retained parcels that there is:
 - Adequate frontage along the maintained road
 - Adequate access along the maintained road
 - Compliance with the Ontario Building CodeShould compliance not be demonstrated, the applicant will take any and all steps to bring the property into compliance.
5. The new lot and any structures to be built on will not be permitted any variations to the provisions in the Development Permit By-law of the Town of Carleton Place unless a separate Development Permit application is submitted and approved.
6. That a copy of the deposited reference plan be submitted to the Town of Carleton Place.
7. That a cash-in-lieu of parkland payment of \$640.00 be collected from the applicant.

STAFF RECOMMENDATION

THAT staff forward the above conditions to the County of Lanark for consideration.

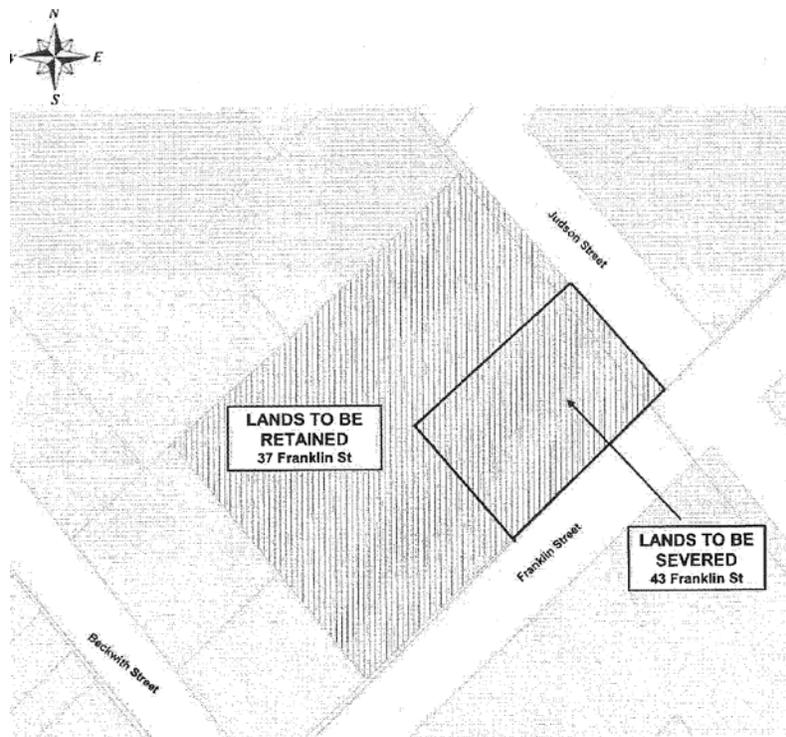
COMMITTEE DECISION

COMMUNICATION 127129

Received from Joanna Bowes, Manager of Development Services
Addressed to Planning and Protection Committee
Date March 22, 2016
Topic B16/031, 37 Franklin St, Zion Memorial Church

SUMMARY

A consent application has been received from the property known municipally as 37 Franklin St (Zion Memorial Church). The subject lands are legally described as Lot 53 Plan 276, Town of Carleton Place and illustrated below.



The consent application is to sever a 771.1 m² residential lot, leaving a 2976 m² retained property.

The Provincial Policy Statement, 2014 (PPS) provides direction on matters of provincial interest pertaining to land use matters and all development proposals must be consistent with the policies therein. The statement believes that long term prosperity for the province depends upon a "strong, sustainable and resilient community, a clean and healthy environment, and a strong and competitive economy." The policy statement directs development to settlement areas and protects resources throughout the province.

127129 Continued

Section 1.0 of the statement, Building Strong Healthy Communities, stresses efficient development patterns by supporting infill development, utilizing existing infrastructure and promoting opportunities to create a varied built form.

Section 2.0 of the statement protects resources and section 3.0 outlines policies to direct development away from areas of potential hazards.

The proposed severance complies and is consistent with policy directions within the Provincial Policy Statement.

The Official Plan designation for this property is Mississippi Residential Sector (MRS). This designation allows for a mix of housing types which complements the existing small town character. The Development Permit By-law also designated the property as Mississippi Residential Sector (MRS). The severance will allow for the separation of Zion Memorial Church and it's manse. Both the retained and severed lots will meet the minimum frontage required under the Development Permit By-law.

COMMENT

The proposal, if approved, will allow for the separation of Zion Memorial Church from it's existing manse. Both the existing and retained lots are appropriately designated in both the Official Plan and in the Development Permit By-law. As with any severance application, staff compiles a list of conditions that the application must meet before final approval and creation of new deed. It should be noted that once Council makes a decision, the applicant must clear all conditions within one year from the date of that decision. The proposed conditions for all of the applications are:

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town of Carleton Place.
2. That the applicant provides a Site Grading and Drainage Plan for the retained and severed parcels to the satisfaction of the Town of Carleton Place.
3. That the applicant shall provide the Town of Carleton Place with a digital copy of the reference plan (in NAD83 datum).
4. That the applicant shall provide the Town of Carleton Place with a Building Location Survey demonstrating that the lands severed and the lands retained are in compliance with all Development Permit provisions. The Building Location Survey shall also include confirmation for both the severed and retained parcels that there is:
 - Adequate frontage along the maintained road
 - Adequate access along the maintained road
 - Compliance with the Ontario Building CodeShould compliance not be demonstrated, the applicant will take any and all steps to bring the property into compliance.

127129 Continued

5. That a copy of the deposited reference plan be submitted to the Town of Carleton Place.

STAFF RECOMMENDATION

THAT staff forward the above conditions to the County of Lanark for consideration.

COMMITTEE DECISION

COMMUNICATION 127130

Received from	Joanna Bowes, Manager of Development Services
Addressed to	Planning and Protection Committee
Date	March 29 th , 2016
Topic	Ontario Municipal Board Powers, Support of Motion from Aurora

SUMMARY

The Town of Aurora has made a motion regarding proposed reform to the scope of the powers of Ontario Municipal Board. The motion outlines the limiting of powers to questions of law and process, as is the case for all other municipal decisions.

COMMENT

The Ontario Municipal Board currently functions as a third party judicial board. They make decisions not only related to questions of law and process, but also regarding the facts as they relate to planning decisions made by planners and municipal council for their municipality.

The Town of Aurora believes that the Ontario Municipal Board should respect the decisions made regarding planning issues specifically and notes that it is not within the jurisdiction of the board to be accountable to the residents of any given municipality.

STAFF RECOMMENDATION

That Council endorse the motion adopted by the Town of Aurora with respect to Ontario Municipal Board Powers and further, that staff forward the Town of Carleton Place motion to The Honourable Kathleen O. Wynne.

COMMITTEE DECISION

COMMUNICATION 127131

Received from Paul Knowles, Chief Administrative Officer
Addressed to Planning and Protection Committee
Date March 30th, 2016
Topic Summer Meeting Schedule

SUMMARY

Summer meeting schedule should be established.

STAFF RECOMMENDATION

THAT regular meetings during July and August be cancelled and a Special Summer Policy Review meeting be held on Tuesday, August 2nd, 2016.

COMMITTEE DECISION

COMMUNICATION 127132

Received from Les Reynolds, Director of Protective Services
Addressed to Planning and Protection Committee
Date March 30th, 2016
Topic Amendment to By-law 64-2008 (Property Standards)

SUMMARY

The previous Development Permit By-law (2008-50) contained a provision (Sec. 3.35) that detailed parking restrictions for vehicles over 2.0 metres in height and prohibited people living in any recreational vehicle for more than 30 days. This provision was not included in the new Development Permit By-law

STAFF RECOMMENDATION

That By-law 64-2008 (Property Standards) be amended by inserting the following:

2.1.4 PARKING RESTRICTIONS IN RESIDENTIAL DESIGNATIONS

No person shall use any driveway or front yard for the parking or storage of any vehicle with a height in excess of 2.0 metres (6.56 feet), unless said vehicle can be fully located a minimum of 2.0 metres (6.56 feet) from the curb or sidewalk, whichever is more restrictive. This provision includes, but is not limited to, cars, trucks, boats, recreational vehicles, trailers etc.

Where a recreational vehicle is parked in any yard on any lot, such vehicle shall not be used for living or sleeping accommodation for longer than 30 days by any person, and in no event shall such living or sleeping accommodation be leased or rented.

COMMITTEE DECISION

COMMUNICATION 127133

Received from Les Reynolds, Director of Protective Services
Addressed to Planning and Protection Committee
Date March 9th, 2016
Topic Stray Cats

SUMMARY

Staff have received a complaint from a resident wondering why cats running at large are treated differently than dogs and asking that Council reconsider this approach. The resident is experiencing problems with stray cats digging in his garden and damaging his property. The by-law presently allows cats to run at large, so long as they are registered with the Town and have a means of identification.

COMMENT

The number of stray cats in town has increased steadily in recent years and they comprise the majority of animals we impound. Complaints about cats damaging gardens etc. are received on a regular basis

STAFF RECOMMENDATION

That the Animal Control By-law be amended to prohibit cats from running at large in the same way that dogs are.

COMMITTEE DECISION

Planning Application/Stats for 2016

2016	<u>Pre-consultation</u>	<u>PLC</u>	<u>SUB</u>	<u>Consent</u>	<u>DP1</u>	<u>DP1a</u>	<u>DP2</u>	<u>DP3</u>	<u>DP4</u>	<u>DP Agreement Amendment</u>	<u>OPA</u>	<u>DPA</u>	<u>Monthly Totals</u>
January	4	2				2	1		1		1	1	12
February	2			4	1								7
March	3			1		2							6
April													0
May													0
June													0
July													0
August													0
September													0
October													0
November													0
December													0
<u>YTD Totals</u>	9	2	0	5	1	4	1	0	1	0	1	1	<u>25</u>
<u>2015 Totals</u>	50	10	2	9	9	8	7	1	0	1	1	3	<u>101</u>
<u>2014 Totals</u>	20	10	1	6	4	N/A	6	0	N/A	0	1	1	<u>49</u>

The Corporation of the Town of Carleton Place Conceptual Subdivision Approval

Background

Development Permit 15-2015 introduced a new review stream, Class 4, or scoped development permit application process. This class of review is meant to provide confidence on one specific matter for the developer, before moving ahead with a complete development permit application (Class 1, 1A, 2 or 3).

While this process works for any projects that are required to go through the development permit by-law, there is no similar process for subdivisions.

If a developer of a subdivision has a question related to one specific matter, that they would benefit from having the answer, before moving ahead with a project, they should be able to apply for a process similar to that of the Class 4. An example of the types of matters concerning the developer may be layout or design.

Current Practice

None in existence

Recommended Policy

1. The developer would apply for Conceptual Subdivision Approval (\$3,500.00), detailing the specific request for design layout of the proposed subdivision.
2. The application would be reviewed by staff for completeness. The applicant would need to provide sufficient detail to ensure the required information is available for circulation.
3. A sign would be posted on the subject site within 10 business days of receipt of the application to ensure the public is aware of the application. Staff and Council would also be circulated.
4. The property would be posted for a 15 day commenting period.
5. Upon receipt of the comments, staff would collect the comments for the developer who would be required to address the identified concerns.
6. The proposal would then brought forward to the Planning and Protection Committee for decision.

7. If the concerns have been addressed to the satisfaction of the Town, the developer would then move forward with completing the necessary application and technical reports for a complete subdivision application. A refund of the \$1000.00 subdivision fee would be given.