



Planning and Protection Committee Action Report
for the March 1st, 2016 meeting held in
the Council Chambers following Physical Environment Committee

Present: Mayor Antonakos, Deputy-Mayor Flynn, Councillor Black, Councillor Doucett, Councillor Redmond, Councillor Fritz, Councillor Trimble, Chief Administrative Officer Paul Knowles, Director of Public Works Dave Young, Treasurer Phil Hogan, Fire Chief Les Reynolds, Acting Director of Development Services Jane Almond, Manager of Development Services Joanna Bowes, Manager of Recreation and Culture Joanne Henderson

- 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?**
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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 127083

Received from	Les Reynolds, Director or Protective Services
Addressed to	Planning and Protection Committee
Date	February 25 th , 2016
Topic	OWFC Activity Report

SUMMARY

The January 2016 Activity Report is attached.

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Receive and Record

COMMUNICATION 127084

Received from Les Reynolds Director of Protective Services
Addressed to Planning and Protection Committee
Date February 8th, 2016
Topic Enforcement of Municipal By-laws

SUMMARY

From time to time, Council and staff receive communications from residents 'demanding' that a specific by-law be enforced to a higher level. The expectation seems to be that once a by-law is enacted that enforcement will always be forthcoming for every infraction and that the municipality has a duty to provide this level of action. Recent court rulings have reinforced the fact that simply passing a by-law does not compel a municipality to enforce it. Given the limited resources that most municipalities are able to allocate to by-law enforcement, requiring total enforcement would create unrealistic, unachievable expectations. Rather, the type and level of enforcement is a policy decision left to Council.

By-laws are enacted for many different reasons and enforcement may or may not be advisable or realistic. In some cases, the primary means to achieve compliance with a by-law may be public education, with enforcement simply a tool that is available if needed. In other cases enforcement may not be advisable if the expense or commitment of resources, required for the enforcement, is deemed to be greater than any benefit derived from it.

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Receive and Record

COMMUNICATION 127085

Received from Les Reynolds Director of Protective Services
Addressed to Planning and Protection Committee
Date February 23rd, 2016
Topic Parking Issues

SUMMARY

Deputy-Mayor Flynn has received a request from a resident asking that Council consider prohibiting parking across from residential driveways. The resident is experiencing difficulty backing out of their driveway because there is usually a vehicle parked across from it, in front of the home across the street.

COMMENT

If implemented, this parking restriction would eliminate a significant number of available on-street parking spaces and in some neighbourhoods would cause major inconvenience.

STAFF RECOMMENDATION

THAT no action be taken.

COMMITTEE DECISION

That no action be taken.

COMMUNICATION 127086

Received from Les Reynolds Director of Protective Services
Addressed to Planning and Protection Committee
Date February 22nd, 2016
Topic Project H.O.M.E.

SUMMARY

To mark the 100th anniversary of the establishment of the Office of the Fire Marshal and Emergency Management (OFMEM) the Fire Marshal's Public Fire Safety Council (FMPFSC) has announced the launch of the Project H.O.M.E.(Helping Ontario Municipalities Educate), an initiative in support of the public education efforts of Ontario's 454 municipal fire services. Over a two year period this project will see \$1.5 million in educational materials and resources distributed across the province. We have received notice that, based on our population, Carleton Place's share of this funding amounts to \$3,500.

127086 Continued

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Receive and Record

COMMUNICATION 127087

Received from Les Reynolds, Director of Protective Services
Addressed to Planning and Protection Committee
Date February 23rd, 2016
Topic The Future of Policing in Ontario

SUMMARY

The Ministry of Community Safety and Correctional Services is in the process of reviewing the Police Services Act as part of their 'Strategy for a Safer Ontario' and has announced a round of both public and stakeholder consultations. As well, both AMO and the Ontario Association of Police Services Boards have prepared and distributed position papers on the issues they feel need to be addressed in any new legislation.

The nearest full day, facilitated stakeholder session will be held in Cornwall Apr. 1/16. Topics of discussion will include

- Community Safety and Well-Being plans, a new integrated and collaborative approach to community safety;
- Improving interactions between police and vulnerable Ontarians, including enhancing frontline responses to those in crisis;
- Modernizing what police do;
- Enhancing accountability and oversight of police services; and
- Training and education requirements for police officers

For those unable to attend who wish to comment, an on-line discussion document is available at [if you wish to comment click here](#)

127087 Continued

COMMENT

Members of Council who are interested in attending the Cornwall consultation should inform the Director of Protective Services by March 15th, 2016.

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Members of Council who wish to attend should contact the Director of Protective Services by March 15, 2016.

Receive and Record

COMMUNICATION 127088

Received from	Joanna Bowes, Manager of Development Services
Addressed to	Planning and Protection Committee
Date	February 25 th , 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 127021

Received from Gerald Hastie
Addressed to Planning and Protection Committee
Date January 5th, 2016
Topic Parking on Mill Street

SUMMARY

Resident suggest prohibiting parking on Mill Street from Judson Street to the underpass, particularly in the winter, to ensure there is adequate space for access by emergency vehicles.

UPDATE – March 1st, 2016

Mr. Hastie's concern is actually for the part of Mill Street between Beckwith Street and Judson Street. While this is the narrowest part of Mill Street staff feel that restricting parking to one side of the street provides adequate width for access. In the event of a serious fire in the condominium building, emergency vehicles would be directed away from the front of the building because of the potential collapse hazard. Prohibiting parking on both sides would be problematic for the nearby restaurant and for the Town Hall during major events.

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

Receive and Record

COMMUNICATION 127067

Received from LAWS
Addressed to Les Reynolds Director of Protective Services
Date January 30th, 2016
Topic LAWS and the Pound

SUMMARY

LAWS has advised that the last day they will be able to accept dogs is March 31st, 2016.

COMMENT

This decision by LAWS will have a serious impact on the Town's ability to provide animal control services to the community. The group of municipalities around Perth has been exploring expanding the pound operation at their current provider. At the February 9th meeting of the Policy Review Committee, staff were directed to explore various options.

127067 Continued

UPDATE – March 1st, 2016

Laura and Marty Lawson have entered into an agreement with LAWS to rent space in their facility and operate a dog only pound to be known as Lanark Animal Pound. The Lowsons have offered to provide pound service for Carleton Place and Mississippi Mills under similar terms as our existing agreement with LAWS, but at a flat rate of \$350 per dog impounded.

LAWS will continue our stray or abandoned cats under the same terms and conditions as in the previous agreement. Both agreements would be for a one year period beginning April 1st, 2016.

STAFF RECOMMENDATION

THAT the Director of Protective Services be authorized to enter into agreements with:

- a) Lanark Animal Pound for the provision of dog pound services; and
- b) Lanark Animal Welfare Society for the provision of cat pound services.

AND FURTHER THAT staff continue to explore long term options for the provision of animal pound services.

COMMITTEE DECISION

That the Director of Protective Services be authorized to enter into agreements with:

- a) Lanark Animal Pound for the provision of dog pound services; and
- b) Lanark Animal Welfare Society for the provision of cat pound services.

AND FURTHER THAT staff continue to explore long term options for the provision of animal pound services.

COMMUNICATION 127089

Received from	Jane Almond Acting Director of Planning and Development
Addressed to	Planning and Protection Committee
Date	February 22 nd , 2016
Topic	Source Water Protection Official Plan Amendment and Development Permit Amendment

SUMMARY

Source Water Protection Legislation came into effect January 1, 2015 with the adoption of the Mississippi Rideau Source Protection Plan. It requires that all counties and municipalities are in compliance with the Source Water Protection Plan (SPP). The County of Lanark Sustainable Communities Official Plan has been amended to include the Source Water Protection requirements. The province has recently approved the amendment to the County's Official Plan. The lower tier municipalities now require amendments to their regulatory documents in order to comply with both the Source Water Protection and the County Plan.

127089 Continued

Amendments to policies in the Official Plan have been done and are attached to this agenda. The Development Permit By-law had previously been amended to include regulations pertaining to the specific intake areas but these needed to be illustrated on the schedule. Those changes have been completed.

COMMENT

An open house was held February 16th, 2016 for the public's input and comment on the proposed changes.

STAFF RECOMMENDATION

That both the Official Plan and the Development Permit by-law with respect to Source Water Protection be forwarded to Council for approval.

COMMITTEE DECISION

That both the Official Plan and the Development Permit by-law with respect to Source Water Protection be forwarded to Council for approval.

COMMUNICATION 127090

Received from	Joanna Bowes, Manager of Development Services
Addressed to	Planning and Protection Committee
Date	February 16 th , 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.

127090 Continued

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.
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.

STAFF RECOMMENDATION

That staff prepare a by-law outlining the details relating to the Conceptual Subdivision Approval Process and amend the fee schedule to reflect the fee structure for approval by Council.

COMMITTEE DECISION

That staff prepare a policy outlining the details relating to the Conceptual Subdivision Approval Process and amend the fee schedule to reflect the fee structure for approval by Council.

Bring Forward



Planning and Protection Committee Agenda
for the March 15th, 2016 meeting to be held in
the Council Chambers following Physical Environment Committee

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COMMUNICATION 127111

Received from	Les Reynolds, Director of Protective Services
Addressed to	Planning and Protection Committee
Date	March 9, 2016
Topic	OWFC Activity Report

SUMMARY

The February 2016 activity report is attached.

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

COMMUNICATION 127112

Received from Les Reynolds, Director or Protective Services
Addressed to Planning and Protection Committee
Date March 8, 2016
Topic Police Service Board Minutes

SUMMARY

Minutes of the Police Service Board February 29, 2016 meeting are attached.

Noteworthy items

- Councillor Fritz has been elected Chair for 2016
- The Minister of Community Safety and Correctional Services has scheduled a series of stakeholder consultations on his Strategy for a Safer Ontario. The closest one is in Cornwall Apr. 1
- Emergency Services Day will be held Sept. 17, 2016
- Insp. Needham has been asked to make a presentation to Council

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

TO BE DISCUSSED

COMMUNICATION 127113

Received from Les Reynolds, Director or Protective Services
Addressed to Planning and Protection Committee
Date March 8, 2016
Topic Police Service Board Request

SUMMARY

At their regular meeting held Feb. 29 the Police Service Board passed the following resolution;

Motion 2016–2
Moved by Jamie DeBaie
Seconded by Louis Antonakos

THAT the Board ask Council to request that MTO install signage and/or a flashing light on Hwy. 7 west of the junction with Hwy. 15 warning eastbound drivers of the signalized intersection.

STAFF RECOMMENDATION

That the Mayor write the MTO asking them to install appropriate signage and/or a flashing light on Hwy. 7 west of the junction with Hwy. 15 warning eastbound drivers of the signalized intersection.

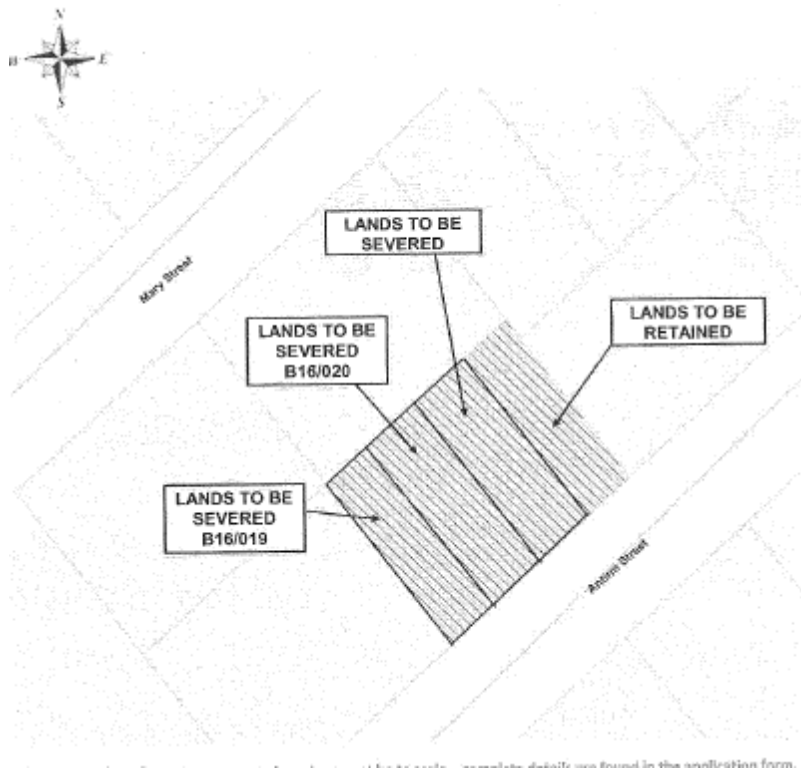
COMMITTEE DECISION

COMMUNICATION 127110

Received from Joanna Bowes, Manager of Development Services
Addressed to Planning and Protection Committee
Date March 4, 2016
Topic Consent Application B16/019-021, 117-123 Antrim St

SUMMARY

Consent applications have been received from the property known municipally as 117-123 Antrim St. The subject lands are legally described as Part of Lots 1-6 of Plan 27R-10721 and illustrated below.



These consent applications are to sever a 171.6 m² residential lot, and 2, 130.8 m² residential lots leaving a 169.57 m² retained property. The purpose of this severance is to split the existing 4 townhouse units into separate ownership. The townhouse units were constructed and approved through building permit 15N036 as well as through Development Permit DP1A-02-2015 which was to request relief from the rear yard setback from 6.5 m to 5.37 m.

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.

127110 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 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 severances will allow for the creation of separate ownerships for the dwellings built on this lot within the Town of Carleton Place. 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 existing 4 unit townhouse to be under separate ownerships. The 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 outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town of Carleton Place.
2. The applicant shall provide the Town of Carleton Place with a digital copy of the reference plan (in NAD83 datum)
3. That a deposited reference plan be submitted to the Town of Carleton Place.
4. 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

**CARLETON PLACE POLICE SERVICES BOARD
REGULAR MEETING**

Minutes

February 29, 2016 Council Chamber 4:30 p.m.

**Present: Mayor L. Antonakos, Councillor T. Fritz, S/Sgt. N. Graves, Sgt. R. Croth,
J. DeBaie, L. Reynolds (Administrator)
Regrets: W. Drummond, C. Gray**

I. CALL TO ORDER

The Administrator called the meeting to order at 4:47 pm and asked for Nominations for the 2016 Chair.

Theresa Fritz was nominated by Louis Antonakos, seconded by Jamie DeBaie. There being no further nominations, the Administrator declared Theresa Fritz the Chair for 2016.

II. DELEGATIONS:

None

III. ADOPTION OF MINUTES:

Motion 2016-1

Moved by Jamie DeBaie

Seconded by Louis Antonakos

THAT the minutes of the regular meeting held November 23, 2015 be approved as circulated.

CARRIED

IV. COMMUNICATIONS

423.	Received from	OAPSB	
	Date	December 16, 2015	
		Topic	OAPSB Updates

SUMMARY

The OAPSB is advising of recent staff changes and their intent to move towards a more "virtual office" and have provided points on how they plan to do this.

STAFF RECOMMENDATION

Receive and Record

BOARD DECISION

Receive and Record

424. Received from OAPSB
Date January 27, 2016
Topic Police Governance Reform – Advocacy Mandate

SUMMARY

Further information regarding OAPSB's evolving governance reform mandate.

STAFF RECOMMENDATION

Receive and Record

BOARD DECISION

Receive and Record

425. Received from Neil Fennell
Date February 2, 2016
Topic Lanark County PSB Meetings

SUMMARY

E-mail sent by Neil Fennell (Chair of Tay Valley PSB) to inform people he has assumed the role of Chair 2016 Joint Lanark County PSB Committee and advising of the quarterly dates and places of meetings.

STAFF RECOMMENDATION

Receive and Record

BOARD DECISION

Receive and Record

426. Received from OAPSB Zone 2
Date February 4, 2016
Topic Zone 2 meeting Minutes

SUMMARY

Minutes from the OAPSB Zone 2 Eastern Ontario Region Meeting held in Brockville on December 4, 2015.

STAFF RECOMMENDATION

Receive and Record

BOARD DECISION

Receive and Record

427. Received from Russ Bain & Fred Kaustinen
Date February 4, 2016
Topic Update
Governance Reform

SUMMARY

Copy of Powerpoint presentation to the OAPSB Board of Directors on the OAPSB Governance reform update.

STAFF RECOMMENDATION

Receive and Record

BOARD DECISION

Receive and Record

428.	Received from	Hon. Yasir Naqvi, MCSCS	
	Date	February 22, 2016	
		Topic	Consultation

SUMMARY

Minister Naqvi has extended an invitation to the Regional Consultation Sessions being held in conjunction with the Strategy for a Safer Ontario initiative. The closest session for us is in Cornwall Apr. 1. These are full day, facilitated sessions.

STAFF RECOMMENDATION

Members interested in attending should advise the administrator by March 15.

BOARD DECISION

Receive and Record

429.	Received from	Ontario Association of Police Services Boards	
	Date	February 26, 2016	
		Topic	Annual Conference

SUMMARY

The 2016 OAPSB Spring Conference and AGM will be held in Niagara Falls, May 11 – 14 at the Sheraton on the Falls. More information and the agenda are available on the OAPSB website. This year's theme is 'Preparing for Change'

STAFF RECOMMENDATION

Members interested in attending should advise the administrator.

BOARD DECISION

Jamie DeBaie indicated he would attend. Receive and Record

V. REPORTS

None

VI. BUSINESS/DISCUSSIONS REQUIRING PARTICIPATION OF DETACHMENT COMMANDER

1. **Financial Statements**
December 2015 financial statements were reviewed.
2. **Detachment Commander's Report**
4th Quarter statistics and reports were reviewed.

Motion 2016–2

Moved by **Jamie DeBaie**
Seconded by **Louis Antonakos**

THAT the Board ask Council to request that MTO install signage and/or a flashing light on Hwy. 7 west of the junction with Hwy. 15 warning eastbound drivers of the signalized intersection

CARRIED

VII. BY-LAWS

None

VIII. OTHER BUSINESS

1. Emergency Services Day 2016
Motion 2016-3
Moved by **Jamie DeBaie**
Seconded by **Louis Antonakos**

THAT Emergency Services Day 2016 be held September 17, 2016 from 10am – 2pm

CARRIED

2. Complaint re Office Hours
Sgt. Croth updated the Board on a recent complaint
3. Council Presentation
The Board directed staff to arrange for Insp. Needham and/or Sgt. Croth to make a presentation on police activities and plans to a meeting of Council

IX. NEXT MEETING

April 25, 2016 at 4:30 pm.

X. ADJOURNMENT

The meeting was adjourned at 5:28 pm.

Theresa Fritz – Chair

Les Reynolds – Administrator

Date Approved -