



Policy Review Committee Action Report
for December 13th, 2011 held in the
Council Chambers Immediately following Council

PRESENT: Mayor LeBlanc, Deputy-Mayor Sonnenburg, Councillor Antonakos, Councillor Flynn, Councillor Probert, Councillor Black, Councillor Strike, Duncan Rogers, Clerk, Lisa Young, Director of Planning and Development, Dave Young, Director of Public Works, Paul Knowles, Chief Administrative Officer

- 1) **DECLARATION OF PECUNIARY INTEREST** - now or anytime during the meeting
- 2) **REGISTRATION OF PUBLIC WISHING TO SPEAK** - with the secretary
- 3) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 4) **Communication 123028 is a closed meeting**
- 5) **If there is an addendum, in accordance with Section 15.2.4 (of Striking Report) does the committee wish to approve this addendum?**

TO BE DISCUSSED

122383 Received from Lisa Young, Director of Planning and Development
Addressed to Town of Carleton Place
Date September 13th, 2011
Topic DP3-02-2011 – 400 Franktown Road

SUMMARY

The Developer has requested that this item be further discussed with respect to Committee's decision at Policy Review Committee on November 22nd, 2011. The Developer would like Committee to reconsider the following conditions:

- 1) That the garbage be enclosed in a brick structure that matches the main building;
and
- 2) That a clause be included to indicate that snow will be required to be removed and not permitted to be stored permanently on site

The residents that attended the meeting on November 22nd have been notified that this item has been requested to be further discussed.

STAFF RECOMMENDATION

To be discussed.

COMMITTEE DECISION

- 1) THAT the garbage/recycling be stored in a wood shed contained within an enclosure with similar appearance to the fence: **CARRIED**
- 2) THAT snow storage be reviewed by staff: **BRING FORWARD**
- 3) THAT the requirement for curbing around the parking be deleted. **DEFEATED**

122419 Received from Robert Montgomery
Addressed to Dave Young, Director of Public Works
Date September 21st, 2011
Topic Speeding Concerns on Sarah Street

SUMMARY

Resident is concerned about excessive speed of vehicles on Sarah Street. He has presented his concerns to the OPP and he states that they have acknowledged that there is a speed issue on Sarah and also they indicated that they may be able to install the speed display board. He also believes the new Tim Horton's may be contributing to an increased traffic flow and suggests imposing restrictions on accessing Sarah Street from Arthur Street during select intervals.

COMMENT

Staff have responded to concerns on Sarah Street in the past and one of the initiatives included reducing the speed limit from 50km/hr to 40km/hr. Traffic data was recorded in 2009 and should be updated.

UPDATE 1

Staff have updated the traffic data on Sarah Street and this data confirms that there is an issue with the speed of vehicles. Over 60% of the vehicles were found to be speeding.

As per the Town's Traffic Calming and Speed Management Policy the next step, in the process, would be to implement speed management measures. These measures can include: signage improvements, improve sightlines, improve, pavement markings, public education/driver awareness and increased enforcement.

UPDATE 2

Staff have reviewed the concerns raised and the traffic data with Henry Zykowski of By-town Engineering. He has provided a technical memo which puts the situation in perspective with industry standards in that, based on the data the 85th% does not exceed 50 km/hr. This typically is the trigger to initiate further action.

But due to the fact that the Town's Policy has a different threshold, which has been exceeded, the following short term and long term recommendations are provided:

Short Term

- clear delineation of the changes in posted speed limits; and
- enhanced roadway markings - provide a centre line and outside travel lane markings.

Long Term (incorporated with road reconstruction)

- the existing 11.0m platform (Lake Ave to Woodward) be reconstructed to a typical local street width;
- reconstruction design consider curb extensions, reduced radii, etc that reflect local nature of street; and
- consideration be given to installation of sidewalk from Arthur Street to Morris Street.

STAFF RECOMMENDATION

THAT Mr. Zygowski's recommendations be implemented.

COMMITTEE DECISION

THAT Mr. Zygowski's recommendations be implemented and that the Police be asked to monitor this area.

122420 Received from Peter Hart

Addressed to Mayor LeBlanc
Date September 16th, 2011
Topic Traffic Calming in Arklan Public School Zone

SUMMARY

Resident is requesting Council consider the installation of traffic calming measures on Patterson Crescent. He states that police have confirmed that there is, in fact, a speeding issue on Patterson Crescent through the installation of their electronic speed sign. Also, observations of non-compliance at the all way stop at Patterson Crescent and the Arklan School intersection has been documented by residents. He indicated speed humps and/or other roadway modifications have been successful in other municipalities and feels Council should implement similar measures at this location.

COMMENT

The Town's Traffic Calming and Speed Management Policy requires development of data and has a set decision matrix in place based on data that has been collected in a consistent manner. Existing data on Patterson is out of date and as Mr. Hart points out in his communication there has been recent developments which have had impacts on traffic volumes and patterns.

UPDATE 1

Staff have updated the traffic data on Patterson Crescent and this data confirms that there is an issue with the speed of vehicles. Over 60% of the vehicles were found to be speeding.

As per the Town's Traffic Calming and Speed Management Policy the next step, in the process, would be to implement speed management measures. These measures can include: signage improvements, improve sightlines, improve pavement markings, public education/driver awareness and increased enforcement.

UPDATE 2

Mr. Zygowski, of Bytown Engineering, reviewed concerns and data relating to Patterson Crescent. He has provided short term and long term recommendations:

Short Term

- clearly delineate the location of the 40 km/h and 50 km/h segments including the provision of advance warning indications (i.e. where a change from 50 km/h occurs). This is particularly important at the 5-legged intersection where identification of all 40 km/h segments should be clearly identified for vehicles departing the intersection;
- roadway signage should follow standards established in the Manual of Uniform Traffic Control Devices and Ontario Traffic Manual; and
- Francis Street should be assessed for use as a 2-way access driveway to the school/day care with a view to reducing traffic levels on Patterson Crescent, in particular non-local traffic. A two-way Francis Street would provide enhanced network connectivity allowing vehicles to exist at Lake Avenue, an arterial road.

Long Term

- review/consider opportunities for reconfiguration of the 5-legged intersection at Patterson Crescent/Francis Street, including the use of a roundabout; and
- any reconstruction activities should also consider appropriate roadway and intersection features (e.g. curb extensions, reduced radii, etc.) that reflect the local nature/designation of the street.

122420 Continued

STAFF RECOMMENDATION

THAT Mr. Zygowski's recommendation concerning Francis Street be forwarded to the School Board for their consideration to make their portion of Francis Street two-way.

THAT the remainder of Mr. Zygowski's recommendations be implemented.

COMMITTEE DECISION

THAT Mr. Zygowski's recommendation concerning Francis Street be forwarded to the School Board for their consideration to make their portion of Francis Street two-way.

THAT the remainder of Mr. Zygowski's recommendations be implemented.

122475

Received from Dave Young, Director of Public Works
Addressed to Physical Environment Committee
Date October 27th, 2011
Topic Bridge Street Pedestrian Crossing Review

SUMMARY

Henry Zygowski of Bytown Engineering has completed his review of Bridge Street in terms of pedestrian safety. He is recommending, due to the high volumes of pedestrian crossings, the installation of a signalized pedestrian crossover on Bridge Street in the vicinity of the municipal parking lots across from the Royal and Scotia banks. Also, he states there may be a requirement for additional crossings in this corridor but this issue should be reviewed after the signalized crossing is operational and additional data is obtained.

COMMENT

Mr. Zygowski reviewed the issue of signals at Mill Street and, at this time, he does not recommend proceeding but rather explore the removal of 2 on-street parking spaces south of Mill Street to address visibility concerns at this intersection.

UPDATE

The BIA has been provided with Mr. Zygowski's report and they support the installation of pedestrian crosswalk but they do not support the removal of parking stalls.

Mr. Zygowski's recommendation, for the removal of one or two parking stalls are due to the limited visibility accessing Bridge Street from side streets and safety concerns.

STAFF RECOMMENDATION

THAT Council accept Mr. Zygowski's recommendations, including the removal of one parking stall at 167 Bridge Street and 61 Bridge Street to improve visibility at Mill Street and Albert Street.

COMMITTEE DECISION

THAT Council accept Mr. Zygowski's recommendations, including the removal of one parking stall at 167 Bridge Street and 61 Bridge Street to improve visibility at Mill Street and Albert Street.

122482 Received from Wayne Fraser, Public Works Development Coordinator
Addressed to Policy Review Committee
Date November 3rd, 2011
Topic Future Waste Management Planning

SUMMARY

Carleton Place and Montague Township have entered into a ten year contract with Goulbourn Sanitation for the storage, haulage and disposal of their joint solid municipal waste. The contract commenced on June 1, 2010 and will expire on May 31, 2020. Goulbourn Sanitation and this contract have since been purchased by R. W. Tomlinson Limited.

In December 2009 Carleton Place entered into a 3-year contract with O/A TOPPS for the collection and removal of Carleton Place's municipal waste. This contract started on June 1, 2010 and expires on May 31, 2013.

In December 2009 Carleton Place, along with six other municipalities entered into a joint contract extension with Waste Management of Canada Corporation for recycling services. The contract commenced on June 1, 2010 and will expire on May 31 2013.

Because both the Garbage Pick-up and Curb-side Recycling contracts expire in approximately 19 months, any changes to how we deal with these two operations must be decided upon well in advance of May 31, 2013. In the process of preparing a Municipal Solid Waste Management Policy, various waste diversion options along with their cost implications will be explored and if viable, will be recommended to Council. The purpose of this policy would be to maximize the percentage of our municipal solid waste being diverted from landfill. Landfill space is extremely valuable and as this space diminishes its value will continue to increase thereby driving tipping fees higher. Creating such a policy will help stabilize or reduce the Town's overall waste management annual expenditures and further enhance the Town's annual WDO funding allotment.

Before we get into these streamlining policy issues we must first decide what basic waste management model we want to adopt.

OPTIONS TO CONSIDER

There are three basic options for Council to consider in the formation of a new municipal waste management strategy. The following provides a list of these relevant options along with related staff comments:

- 1) Maintain the status quo (2 stream system) and make no changes to the way we deal with waste management;
- 2) Implement a 3 stream system which separates organics from the waste stream and collect weekly; and
- 3) Implement a 1 stream system and construct a municipal recycling facility (MRF)/waste transfer station/compost facility

OPTION 1: MAINTAIN THE STATUS QUO

Carleton place presently provides good waste management services to its ratepayers at a reasonable cost per household (\$112. per household for the year 2010). The gross costs are offset by WDO and recycling revenues which can fluctuate from year to year.

Carleton Place residents and small commercial establishments enjoy a simple convenient single stream recycling program whereby all eligible recyclables are placed into the blue box for weekly curb side collection. Except for #2 - #7 plastics which can be dropped off at the town garage or the waste Management facility at Black's Corner.

122482 Continued

Household waste is also picked up at curbside weekly and transported to Tomlinson's waste transfer station at Carp and subsequently taken to the Lafleche Environmental Waste disposal site in Moose Creek.

Although the present system ticks along nicely there are two other options Council should be aware of in light of the fact that the existing waste and recycling contracts are approaching expiration.

OPTION 2. SEPARATION OF ORGANICS FROM THE WASTE STREAM AND COLLECT WEEKLY

The removal of organic material from the municipal waste stream reduces the amount of waste being landfilled and thus reduces the cost for tipping fee at the landfill site for the municipality and extends the usable life of the site. However, these savings do not make up for the extra costs involved in the creation and operation of separate organic waste collection program including hauling the organic waste to the compost site and paying the required tipping fees for its processing. Such a program is much more economical if the municipality has its own composting facility. However, the time and costs involved in locating, gaining approval and constructing a municipal composting facility where there is no existing municipal landfill site can be prohibitive. Some experts contend that up to 50% of a Municipal waste stream can be diverted by removing organics from it although Perth is experiencing a 30% diversion rate.

Most complaints/concerns regarding the operation of an organics collection program involve pests breaking into the green boxes, foul smell left in the green boxes and fear of bacterial growth on and around the Green box. Organics must be stored in a proper (inaccessible to pests) location and regular cleaning/sterilization of the green boxes is required.

An extensive public education program would also have to be implemented to help facilitate the introduction of this new program and to encourage participation.

Referring to the waste management cost projection spreadsheet, one can see that in the first year, the total cost for the addition of an organics program (column "C") to the existing level of service (column "B") is conservatively estimated to cost an additional \$249,724. per annum. A small portion of this increase is due to a built-in estimated 3 % cpi increase in the 2012 costs as compare to 2011. You will note that in 2013, the cost differential between the existing system (Column B) and that the organics option (Column D) shrinks to \$151,415. per year as green bins and other one-time capital purchases are almost eliminated.

Please note that costs are based on transporting organics to the Lafleche Environmental site at Moose Creek. If the Town were able to make a deal with Perth for accepting the organics the added annual costs for operating a compost diversion program would be lower because the haul distance would be shorter and the tipping fees would be \$20. to \$30. less per tonne.

OPTION 3. CONSTRUCT A MUNICIPAL RECYCLING FACILITY (MRF)/WASTE TRANSFER STATION/COMPOST FACILITY

In discussion with Waste Diversion Ontario and MOE it has been confirmed that obtaining approvals for any of the three aforementioned waste management facilities is time consuming and can be very expensive if there is any public opposition. An estimate to build and equip a small MRF would be in the 1.5 to 3.0 million dollar range whereby a composting facility can built relatively inexpensively.

122482 Continued

Because of the small time frame that exists before the current contracts expire; this option is not realistic at this time. If the town decides to divert organics from its waste stream, there would be significant cost savings achieved if, in future, it was to construct a composting facility with or without other municipal partners.

Staff is looking for direction from Council regarding which option to pursue. Once such direction is provided Staff will further examine all the relevant issues and begin work on preparing a revised waste management policy and tender documents. Issues like: limiting the number of bags allowed per week and discontinuing the tag-a-bag system, passing legislation to make recycling and perhaps organics separation mandatory, terms of the next contracts, tenders or RFP, etc will be examined and evaluated.

UPDATE

The Environmental Advisory Committee has been invited to attend the meeting and share their thoughts on waste management. Their future waste management planning recommendations are:

- 1) Establish short term Waste Diversion goals;
- 2) Refocus on public education;
- 3) Extend the dates and hours of the waste recycle yard;
- 4) Purchase and distribute recycle collection containers in public areas;
- 5) Start an education program on composters and supply them at cost to local residents;
- 6) Look towards the green bin; planning, costing and implementing;
- 7) Reduce garbage pickup as capture rates increase and new initiatives take hold;
- 8) Work with like minded municipalities;
- 9) Set long term recycle goals, waste diversion as part of the community plan; and
- 10) Public Works to attend quarterly CPEAC meeting. Update and inform the CPEAC.

COMMENT

The critical decision, at this time, is to determine if the next waste collection contract will be structured to collect and process compostable material separately. Introducing this service would divert significant waste from landfill. However, it will increase costs (approximately equal to a 2% tax increase) and, in other communities, the green bin program has not been universally popular.

UPDATE

Although separating compostable material would divert more waste from landfill, introducing this program would increase costs significantly and it would not be universally popular with residents. Other technologies that would not require composting are emerging (Plasco) and have the potential to replace composting as a popular way to divert waste from landfill.

The Carleton Place Environmental Advisory Committee recommends considering a 'Green Bin' system in the future (3 years) but not as part of the upcoming Contract.

122482 Continued

STAFF RECOMMENDATION

THAT waste collection contracts for the next tender period (2013 - 2020) be structured to remain with a two stream collection system incorporating an option clause that would permit the introduction of a green bin program if desired. Prior to tendering, enhancements to the recycling contract and backyard composting will be considered to divert more waste from landfill.

THAT the CAO meet with the Carleton Place Environmental Advisory Committee to discuss process for moving issues forward.

COMMITTEE DECISION

THAT waste collection contracts for the next tender period (2013 - 2020) be structured to remain with a two stream collection system incorporating an option clause that would permit the introduction of a green bin program if desired. Prior to tendering, enhancements to the recycling contract and backyard composting will be considered to divert more waste from landfill. Public education is to be used to improve waste diversion.

THAT the CAO meet with the Carleton Place Environmental Advisory Committee to discuss process for moving issues forward.

122503

Received from Paul Knowles, Chief Administrative Officer
Addressed to Community Issues Committee
Date November 9th, 2011
Topic Local Initiatives Grant

SUMMARY

It appears a Local Initiatives Grant of \$6,000 will be available for a project in the Community. The Market Square Committee would like this grant applied to their building project.

COMMENT

The Market Square Pavilion project will likely qualify for this grant and be a good use for these funds. However, the project will not be proceeding unless there are commitments for the entire cost of \$150,000. The Local Initiatives grant will have expenditure deadlines and, if the project did not proceed, the grant could be lost to the Community.

UPDATE

Since the discussion on November 15th, 2011, Valley Heartland has advised that they were pleased to hear the Federal Gov't announcement to **renew the Eastern Ontario Development Program for 3 years - \$30 million.**

They have a relatively small allocation available for the remainder of 'Yr. 1' (Nov 2011 - March 2012). As a result not all elements of the program will be offered during this period.

In 'Yr 2' (Apr 2012 - Mar 2013) and 'Yr 3' (Apr 2013 - Mar 2014) there will be significant funding for all elements of the program which includes, Skills Development, Business Planning, Innovation & Technology, Youth Internships, Community Innovation/Capacity Building and Local Initiatives.

122503 Continued

For 'Yr 1' (Nov 2011 - March 2012) they have decided to focus the majority of the funding available towards 'Local Initiatives' projects with their partner Municipalities:

- ***Municipalities are able to access 'Local Initiatives' funding for up to \$6,000 each at this time;***
- ***Valley Heartland is now accepting applications. A current application form is available at www.valleycfdc.com;***
- ***Deadline for applications is Dec. 30/11;***
- ***Projects must be completed and funds disbursed no later than Mar 2/12 with a final report & claim to follow within 10 days.***

They appreciate the short time frame for application/completion of projects and they ask that we consider projects that are deliverable in a 60-day window. Application should be submitted asap to enable as early start as possible. (***Note: the projects must show an impact on job creation/maintenance, and assistance to business - please complete application accordingly.***)

They expect an early application intake date for projects in 'Yr 2' (Apr 2012 - Mar 2013) and they will advise those details shortly.

STAFF RECOMMENDATION

THAT staff submit an application for Local Initiatives Funding for \$6,000 to prepare and print new Town maps and purchase promotional items.

THAT application for the significant funds that will be available in the spring be planned.

COMMITTEE DECISION

THAT staff submit an application for Local Initiatives Funding for \$6,000 to prepare and print new Town maps and purchase promotional items.

THAT application for the significant funds that will be available in the spring be planned.

122513

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date November 16th, 2011
Topic Striking Committee Report - 123rd Council

SUMMARY

The 2nd draft of the next Striking Committee Report is attached.

STAFF RECOMMENDATION

THAT the Good Neighbours Great Neighbourhoods Committee (see attached) be added to the Striking Committee Report.

COMMITTEE DECISION

THAT the Good Neighbours Great Neighbourhoods Committee (see attached) be added to the Striking Committee Report.

The Planning and Protection Committee will also meet on the 3rd Tuesday of each month if urgent items require the meeting.

123024 Received from Shannon Hamilton-Browne, MOE
Addressed to Dave Young, Director of Public Works
Date November 25th, 2011
Topic Carleton Place Drinking Water System Inspection

SUMMARY

The Town has received Ms. Hamilton-Browne's Inspection Report for the Carleton Place Drinking Water System. She conducted her inspection from July 12th, 2011 to July 14th, 2011. In her report she identifies a number of both regulatory non-compliance issues and best practise issues and recommendations. She has requested a response to the regulatory non-compliance issues by December 19th, 2011.

COMMENT

Of the four non-compliance with regulatory requirements, three were issues relating to logbook entries. Logbooks are maintained by certified operators for both the WTP and the distribution system, but Ms. Hamilton-Browne did find isolated incidents of operators not initialing entries or including all required information.

Also, as a condition of Carleton Place's License, operators are required to sample discharges to the Mississippi River from the backwash process for suspended solids. The sample protocol requires a sample at the beginning, mid-point and end of the discharge event.

Ms. Hamilton-Browne noted that on December 7th, 2010, there was a discharge event that lasted 35 minutes and samples were taken at the beginning, ten minutes later and at the end of the event. She states that the owner and operating authority must ensure that samples are taken in compliance with Condition 4.3 of the Municipal Drinking Water License 172-101.

Also, Best Management Practice recommendations provided by Ms. Hamilton-Browne include:

- creation of a backflow prevention program;
- implementation of water metering program;
- all vents and overflows at reservoirs and storage tanks be equipped with screens;
- increase security measures at the WTP and watertower; and
- there were a number of other recommendations that encouraged on-going plant optimization, development of new SOP's and encouraging operators to follow existing procedures.

It should be noted that the report found all parameters of water quality monitoring were met and there was only one adverse notification identifies, a total coliform count of 1 cfu/100 mL on January 12th, 2011 and proper notifications were made and corrective actions were undertaken.

The final inspection rating for the Town of Carleton Place for this inspection was 98.71%.

STAFF RECOMMENDATION

THAT staff respond to Ms. Hamilton-Browne's inspection findings by December 19th, 2011.

ALSO THAT the Carleton Place Drinking Water System Inspection be made available and posted on the Town's website.

COMMITTEE DECISION

THAT staff respond to Ms. Hamilton-Browne's inspection findings by December 19th, 2011.

ALSO THAT the Carleton Place Drinking Water System Inspection be made available and posted on the Town's website.

123025 Received from Dave Young, Director of Public Works
 Addressed to Policy Review Committee
 Date December 8th, 2011
 Topic Traffic Signals - Southern Limit of McNeely Avenue

SUMMARY

Numerous complaints have been received regarding the traffic signals at the southern limit of McNeely Avenue.

COMMENT

Staff feel that until such time that McNeely Avenue is extended further south, traffic flow can be managed with stop signs posted at access points to McNeely Avenue rather than the traffic signals.

STAFF RECOMMENDATION

THAT the traffic signals at the southern limit of McNeely Avenue be taken out of service until McNeely Avenue is extended south.

COMMITTEE DECISION

THAT the traffic signals at the southern limit of McNeely Avenue be taken out of service until McNeely Avenue is extended south.

123026 Received from Paul Knowles, Chief Administrative Officer
 Addressed to Policy Review Committee
 Date December 5th, 2011
 Topic Health and Safety

COMMITTEE

Every five years, an external audit is conducted on the Town's safety program. In this year's audit, the Town scored a passing grade of 91% an improvement from the score of 88.29% in 2006. The executive summary and recommendations from the report are attached.

STAFF RECOMMENDATION

THAT recommendations from the external audit report on the Town's Safety Program be implemented.

COMMITTEE DECISION

THAT recommendations from the external audit report on the Town's Safety Program be implemented.

123027 Received from Lisa Young, Director of Planning and Development
Addressed to Policy Review Committee
Date December 8th, 2011
Topic DP1-13-2011, 63-65 Willowshore Way

SUMMARY

The applicant has applied for a Class 1 application (November 2, 2011) in order to construct a semi-detached dwelling with each dwelling unit having a garage width of 5.18 metres (17 feet). The Development Permit By-Law indicates that the width of garages shall not exceed 40% of the overall lot frontage when proposing a semi-detached unit. The lot frontage for Lot 1 is 10.90 metres and the lot frontage for unit 2 is 11.62 metres. In this case the width of the garages shall be 48% of the lot frontage for one unit and 45% of the lot frontage for the other unit. Generally the lot frontages on the streetscape are 12.4 metres with an average garage/driveway coverage of 39 %.

Staff have reviewed this application and determined that approval of this application was beyond the approval authorization Council had entrusted to staff when the by-law was put in place as it may impact the overall streetscape in the long term and required additional review from Council and the opportunity for neighbouring properties to understand the scope of the development proposal. Under the current Development Permit By-Law Council has the ability to vary the requirements of the by-law by 100% deviation of the requirements.

COMMENT

The provisions and intent of the Development Permit By-law establish that the main focus on the street is to be the house and not the garage. The goal of the by-law is to maintain a walkable and aesthetically pleasing environment that considers the importance of the landscaped and open spaces and minimizes the impact of the hardened driveway and garage door expanses. In order to achieve this, by-law provisions require the garage is required to be set back a minimum of 6.0 metres and the main wall of the house is setback a minimum of 45 metres and a maximum of 7.5 metres. This establishes that the garage is not the forefront on the streetscape. In addition, the width of the driveway shall not exceed 40% of the overall lot frontage. Generally speaking the result is a single car garage in a semi-detached unit. This has been achieved by other units that have been recently constructed on the street. It should be noted that this requirement is dictated by the individual lot frontages of each lot proposed for development. For example, if the lot had a larger lot frontage 40 % of that frontage would be greater than if the lot had a lessor frontage.

On a previous application on the same street by the applicant a request for a 51 % variance to the by-law requirements was proposed. Staff negotiated this to 44% for one of the semi-detached units which allowed the driveway to be 4.95 metres. The second proposed unit resulted in a 39% frontage. The average of the frontage of the two units resulted in 42% of the lot cumulative frontage impacted by the combination of the garage and driveway of both units. Staff's opinion upon finalization of this comprised lot coverage resulted in the approval of the Class 1 DP.

The applicant is requesting an increased garage width which results in 48% and 45% of the overall lot frontage respectively. This will, if so approved, enable the applicant to market these units as a double car garage. Approval of this built form may incrementally impact the streetscape with this further increase in driveway widths. In addition, on street parking may be comprised. Staff felt that the public and Council needed to be informed so there could be further review. A notice was posted on site so that the neighbouring properties had an opportunity to be informed of the requested variation. As of the date of writing this report, no comments have been received.

123027 Continued

As part of this review, staff have also provided solutions which included reducing the width of the garage to 4.36 m (14 feet) and 4.64 m (15.2 feet) respectively which would comply with the by-law being 40% lot frontage. Alternatively if the applicant reduced the width of the garage for at least one of the units, then the overall frontage covered by the garages would meet the intent of the by-law. Staff attempted negotiations as is the common practice however; the applicant indicated that the request was necessary for the saleability of the units.

STAFF RECOMMENDATION

To be discussed.

COMMITTEE DECISION

Committee approved the Builder's Class 2 Application to permit construction of double car garages for both units.

123028

Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date December 9th, 2011
Topic Closed Meetings

SUMMARY

As authorized by the Municipal Act, Council should review selected items in closed session.

STAFF RECOMMENDATION

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda:

AGENDA

- 28-06-11-1 personal matters about an identifiable individual, including municipal or local board employees;
- 15-11-11-1 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 06-09-11-2 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 11-10-11-2 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 13-12-11-1 personal matters about an identifiable individual, including municipal or local board employees;
- 13-12-11-2 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 15-03-11-1 litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

123028 Continued

COMMITTEE DECISION

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda:

AGENDA

- 28-06-11-1 personal matters about an identifiable individual, including municipal or local board employees;
- 15-11-11-1 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 06-09-11-2 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 11-10-11-2 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 13-12-11-1 personal matters about an identifiable individual, including municipal or local board employees;
- 13-12-11-2 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 15-03-11-1 litigation of potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- 13-12-11-3 a proposed or pending acquisition or disposition of land by the municipality or local board;

REPORT TO COUNCIL

- 28-06-11-1 Bring Forward
- 15-11-11-1 Bring Forward
- 06-09-11-2 Bring Forward
- 11-10-11-2 Bring Forward
- 13-12-11-1 THAT Council hereby approves Schedule A of the Striking Committee Report of the 123rd Council of the Town of Carleton Place.
- 13-12-11-2 THAT Council hereby authorizes the Mayor and the Clerk to execute an Agreement of Purchase and Sale with Jeffrey Julian to purchase Part 13 and Part 21 shown on sketch for \$80,300.00.
- 15-03-11-1 Bring forward
- 13-12-11-3 Bring forward