

**PLANNING ADVISORY COMMITTEE REGULAR MEETING MINUTES**

**Tuesday, June 27, 2017**

The Township of Rideau Lakes Planning Advisory Committee held a Regular Meeting on Tuesday, June 27, 2017 at the Municipal Office in Chantry, Ontario.

The following Committee members were in attendance: Councillors Ron Pollard, Arie Hoogenboom, Cathy Livingston, and Linda Carr. Councillor Cathy Monck and Mayor Ron Holman were absent with prior notice. Brittany Mulhern, Manager of Development Services and Malcolm Norwood, Associate Planner were also in attendance.

**ADOPTION OF THE AGENDA:**

**RECOMMENDATION #1**

Moved By: Cathy Livingston  
Seconded By: Arie Hoogenboom

That this Committee adopt the Agenda, as submitted.

Carried:

**DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF:**

Chairperson Pollard asked if anyone had a declaration of pecuniary interest and the general nature thereof regarding any of the applications and none were heard.

**ADOPTION OF MINUTES:**

Minutes of the Planning Advisory Committee's Public and Regular Meetings held May 24, 2017 were distributed to the Committee. Chairperson Pollard asked for any errors or omissions and none were heard.

**RECOMMENDATION #2**

Moved By: Arie Hoogenboom  
Seconded By: Linda Carr

That this Committee approve the Planning Advisory Committee Public Meeting Minutes of May 24, 2017, as submitted.

Carried:

**RECOMMENDATION #3**

Moved By: Arie Hoogenboom  
Seconded By: Linda Carr

That this Committee approve the Planning Advisory Committee Regular Meeting Minutes of May 24, 2017, as submitted.

Carried:

**NEW BUSINESS:**

**CONSENT APPLICATION**

**B-43-17 – KENNETH MCCORDIC & CHARLENE MCCORDIC – WARD OF SOUTH CROSBY**

**Concession 1, Part Lot 13, Civic Address: 286-372 Main Street**

Neither applicants were in attendance to discuss application B-43-17.

Malcolm Norwood, Associate Planner, reviewed the application proposing to create an approximate 98 acre parcel to be used for agriculture purposes. The retained lands are to be approximately 22 acres in size.

Mr. Norwood stated that the application meets the zoning requirements and that the future proposed uses are permitted.

Mr. Norwood stated that there is a former quarry located on the retained lands. The Ministry of Northern Development and Mines (MMND) provided comment noting that the former quarry is not a hazard.

Councillor Hoogenboom stated that there was a 2 acre discrepancy in the proposed acreage of the retained and severed lots when compared to the original lot size. Mr. Norwood stated that this discrepancy would be clarified by means of survey, which is a recommended staff condition.

Councillor Carr inquired about the number of remaining severances for the subject property. Mr. Norwood stated that all future severances on this property must be reviewed based on Township and provincial requirements.

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #4**

Moved By: Linda Carr

Seconded By: Arie Hoogenboom

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that it be further recommended to the Consent Granting Authority that B-43-17 – Kenneth McCordic & Charlene McCordic, of the Ward of South Crosby, is approved as submitted provided the attached conditions are complied with:

**CONDITIONS:**

1. That a copy of the registered plan for the newly severed lot be submitted to the Township; and
2. That the applicant supply the Township with a 5% cash in lieu of parkland fee for the newly created lot. Contact the Township for a guide to completing this condition.

Carried:

**ENCROACHMENT REQUEST:**

**RC-1-2017 – WTC COMMUNICATIONS – WARD OF SOUTH CROSBY**

**Road Allowance Concession 8 and 9, Lot 2 (By Whites Point Road and Whitefish Lake)**

Agent Kevin Christy from WTC Communications was in attendance to discuss application RC-1-2017.

Malcolm Norwood, Associate Planner, reviewed the request to enter into an encroachment agreement with the Township. The agreement is to permit the construction of a 3m x 20m gravel access road across a Township unopened and unmaintained road allowance to an existing communications tower owned by WTC Communications on leased property.

Mr. Norwood stated that there are no negative impacts anticipated.

Councillor Hoogenboom inquired about the agreement condition to remove all road access components to restore the site to its original state. Mr. Norwood stated that the conditions are standard for the applicants to return the lands to their natural state when the encroachment is no longer needed.

After discussion the following Recommendation was duly moved and seconded:

**RECOMMENDATION #5**

Moved By: Linda Carr

Seconded By: Arie Hoogenboom

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that the Township enter into an encroachment agreement with WTC Communications for a section of the unopened road allowance between Concession 8 Part of Lot 2 and Concession 9 Lot 2, South Crosby, subject to the following conditions:

**CONDITIONS:**

1. That the applicant shall waive all claims of liability against the Township related to the encroachment and use of the lands;
2. That the encroachment on the Township's unopened road allowance be limited to a section 3m wide and 20m long and that the encroachment shall be limited to the removal of minor vegetation and the placement of gravel to create an access road to the WTC communications tower site;
3. That the identified proposed activities commence within 6 months of entering into the encroachment agreement with the Township;
4. That should the applicant no longer require the site in question, that the Township's road allowance be restored to its original state with all of the applicant's access road components being removed from the Township's property. And further that replanting of any vegetation that was removed for the access road be undertaken by, and at the expense, of the applicant;
5. Said encroachments shall be allowed to continue until such time as the Township requires said encroachments to be removed from said road allowance shown as directly between Concessions 8 & 9 in South Crosby; when said encroachments shall cease and be removed at the owner's expense upon 180 days written notice.
6. That the applicant shall name the Township as an additional insured on their insurance policy with respect to the noted section of road allowance, and;
7. That the Encroachment Agreement preparation and review shall be completed at the expense of the applicant.

Carried:

**OTHER BUSINESS**

Brittany Mulhern, Secretary-Treasurer of the Planning Advisory Committee, stated that she will be taking an extended leave of absence and recommended that Michael Otis, who will be taking over her duties as Manager of Development Services, become the Secretary-Treasurer on a temporary basis.

**RECOMMENDATION #6**

Moved By: Cathy Livingston

Seconded By: Linda Carr

That the Planning Advisory Committee appoint Michael Otis as temporary Secretary-Treasurer of the Planning Advisory Committee until July 2018.

Carried:

**MANAGER'S REPORT:**

1. **Manager Approved Site Plans:**
  - 1.1 SP-9-2017, Ward of North Crosby
  - 1.2 SP-17-2017, Ward of Bastard & South Burgess
  - 1.3 SP-20-2017, Ward of North Crosby
  - 1.4 SP-22-2017, Ward of Bastard & South Burgess
  - 1.5 SP-24-2017, Ward of South Crosby
  - 1.6 SP-25-2017, Ward of North Crosby
  - 1.7 SP-26-2017, Ward of North Crosby
  
2. **Manager Approved Consents:**
  - 2.1 B-32-17, Ward of South Crosby
  - 2.2 B-35-17, Ward of South Crosby
  
3. **Updates, Notices & Communications:**
  - 3.1 PAC/COA July 12, 2017 Meeting moved to South Elmsley Municipal Complex at 1:30pm
  - 3.2 Ministry of Municipal Affairs & Housing (MMAH) – Second Units Information Sheet
  - 3.3 Township of Leeds & the 1000 Islands Second Units Amendments

The Committee also briefly discussed the potential implications of secondary units on the Township as well as the current permitted agriculture uses on lots under 5 acres.

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #7**

Moved By: Cathy Livingston

Seconded By: Arie Hoogenboom

That the Planning Advisory Committee acknowledges the written and verbal reports of Brittany Mulhern, Manager of Development Services regarding matters provided for information purposes.

Carried:

**ADJOURNMENT**

The Chairperson declared the Planning Advisory Committee Meeting adjourned at 1:40 p.m. until the next Regular Meeting.

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Ron Pollard  
Chairperson

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Brittany Mulhern  
Secretary