

**PLANNING ADVISORY COMMITTEE REGULAR MEETING MINUTES  
Wednesday, September 27, 2017**

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

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

**APPOINTMENT OF TEMPORARY SECRETARY-TREASURER:**

**RECOMMENDATION #1**

Moved By: Ron Holman

Seconded By: Linda Carr

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

Carried:

**ADOPTION OF THE AGENDA:**

**RECOMMENDATION #2**

Moved By: Cathy Monck

Seconded By: Cathy Livingston

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 Public & Regular Meeting held September 13, 2017 were distributed to the Committee. Chairperson Pollard asked for any errors, omissions or questions and none were heard.

**RECOMMENDATION #3**

Moved By: Cathy Livingston

Seconded By: Ron Holman

That this Committee approve the Planning Advisory Committee Public Meeting Minutes of September 13, 2017, as submitted.

Carried:

**RECOMMENDATION #4**

Moved By: Linda Carr

Seconded By: Ron Holman

That this Committee approve the Planning Advisory Committee Regular Meeting Minutes of September 13, 2017, as submitted.

Carried:

**NEW BUSINESS:**

**SITE PLAN APPLICATIONS**

**OPINICON INC. (Agent: LINEBOX STUDIO) – WARD OF SOUTH CROSBY**

**Concession 8, Part Lot 16 & Part Lot 17**

**Civic Address: 1697 Chaffey's Lock Road**

Agents Biron Brunelle and Peter McFarland were in attendance to discuss the Site Plan application.

Malcolm Norwood, Associate Planner, reviewed the application related to Phase 2 of the Opinicon Inc. development plans. The proposed developments of Phase 2 included the construction of five addition 69.31m<sup>2</sup> cabins, two 813m<sup>2</sup> cabin/hotel buildings, the demolition of one 84.52m<sup>2</sup> cabin, and the addition of parking.

Mr. Norwood stated that both the CRCA and UCLG have requested additional time to review the "Storm Water Management Preliminary Report" provided by the applicants. Staff recommend granting the CAO delegated authority to amend and approve the final set of conditions involving technical details in association with commenting agencies in order to allow the portions of the proposed development to proceed.

The Committee discussed the need to remain informed and involved with the proposed development and the comments provided by the various agencies. The Committee suggested the application be discussed at the following Planning Advisory Committee meeting to allow the CRCA and UCLG more time to review the application and its associated report.

The Agents stated that Condition 3 regarding a culvert should not include it be completed by the owner until all comments are received.

The Committee also discussed the number of parking spaces at the Opinicon Resort available to overnight guests and day visitors.

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #5**

Moved By: Linda Carr

Seconded By: Ron Holman

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that SP-41-2017 – Opinicon Inc. (Agent: Linebox Studio), of the Ward of South Crosby, is approved in principle.

**CONDITIONS:**

1. That an updated site plan drawing is submitted to address revised parking spaces in accordance with Zoning By-Law requirement;
2. That this approval is based on the following specifications and that any deviation from these specifications will require subsequent review and approval by the Township:
  - a. The dimensions and location of the proposed structures shall be consistent with the information noted in the site plan application and the approved site plan drawing;
  - b. All setbacks and development parameters shall be consistent with the details noted in the approved site plan and compliant with Zoning By-law 2005-6;

3. That any required upgrades/changes to the existing culvert that runs underneath Chaffey's Lock Rd. be completed to the satisfaction of the United County of Leeds and Grenville regarding the drainage of the existing north parking lot as recommended in "Storm Water Management Preliminary Report" dated April 8, 2016 by Collett Surveying Ltd;
4. That all mitigation measures and monitoring recommended within the Environmental Impact Statement prepared by Pinchin Ltd. dated November 6, 2015 be adhered to;
5. That the applicants generally maintain all existing vegetation and vegetative buffers on site except for the areas disturbed by the proposed developments;
6. That the parking, access and service areas be of a low dust surface;
7. That the proposed parking spaces comply with sections 3.15.3 of the Zoning By-law where no variance is granted;
8. Prior to the issuance of building permits the designs/elevations with the proposed façade materials for all relevant structures are to be submitted to the Planning Department for review and approval to ensure that the proposed design plans for the building façades are consistent with the Township's Design Guidelines and are fitting with the surrounding landscape and development context;
9. That any lighting used be downcast in nature and as minimal as required to meet safety and functional needs for the site;
10. In developing and grading the property the applicants shall have regard for stormwater and snowmelt management best practices and provide consideration for the adjacent structures and development and local drainage patterns. Storm water runoff is to be captured and directed to an area of infiltration away from the lake and any municipal drains;
11. The existing lot drainage be maintained. If extensive alteration is required for the proposed development and services, before work commences an approved lot grading and draining plan shall be required. This plan shall include surface water management practices which will ensure no negative impacts on adjacent properties;
12. Existing vegetation within the 30m setback shall be generally maintained. The applicant shall encourage the development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark consistent with the site's use and operational needs. Shoreline access paths and water oriented amenity areas through this area is permitted;
13. That sediment and erosion control measures be implemented during all stages of construction. This must include some form of silt fencing between the areas of development and the lake. This fencing must remain in place until all areas that were disrupted are fully stabilized (i.e. no bare soils remain); and
14. Future development not included in this application will be subject to review and approval by the Township, Conservation Authority and/or Parks Canada and any other governing agency or regulations where applicable.

Carried:

**SP-44-2016 – MARGARET TIMBERG (Agent: TRACY GALLIPEAU) – WARD OF NORTH CROSBY**  
**Concession 2, Part Lot 7, RP 28R11839, Part 3 and RP 28R11526, Part 21**  
**Civic Address: 1185 North Shore Road, Unit 48**

Agent Tracy Gallipeau was in attendance to discuss the Site Plan application.

Malcolm Norwood, Associate Planner, reviewed the application related to minor variance A-28-2016.

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #6**

Moved By: Linda Carr  
Seconded By: Cathy Monck

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that SP-44-2016 – Margaret Timberg (Agent: Tracy Gallipeau), of the Ward of North Crosby, is deferred to allow for

1. The application is required to be re-submitted and re-noticed to reflect the proposed height increase of the existing non-complying dwelling.

Carried:

**MANAGER'S REPORT:**

1. **Manager Approved Site Plans:**  
None during period.
2. **Manager Approved Consents:**
  - 2.1 B-61-17, 1140 Kitley South Elmsley Townline Road, Ward of South Elmsley
  - 2.2 B-67-17, No Address Assigned, Ward of Bastard & South Burgess
3. **Updates, Notices & Communications:**  
None during period.

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #7**

Moved By: Linda Carr  
Seconded By: Ron Holman

That the Planning Advisory Committee acknowledges the written and verbal reports of Malcolm Norwood, Associate Planner, regarding matters provided for information purposes.

Carried:

**ADJOURNMENT:**

The Chairperson declared the Planning Advisory Committee Meeting adjourned at 2:12 p.m. until the next Regular Meeting.

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Ron Pollard  
Chairperson

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Malcolm Norwood  
Secretary