

TOWNSHIP OF RIDEAU LAKES
REGULAR MEETING OF **COUNCIL**
Municipal Office, Chantry
Tuesday, September 4, 2018
6:00 P.M.

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Emergency Additions to Agenda**
- 4. Adoption of Agenda**
- 5. Declaration of Pecuniary Interest & General Nature Thereof**
- 6. DELEGATIONS:** None
- 7. MINUTES:**
 - 7.1 Regular Council Meeting: August 7, 2018 *p 1-5*
 - 7.2 Municipal Services Committee (PW) Meeting: August 13, 2018 *p 6-13*
 - 7.3 Municipal Services Committee (GG) Meeting: August 27, 2018 *p 14-20*
 - 7.4 Planning Advisory Committee Meetings: August 8 and 22, 2018 *p 21-32*
 - 7.5 Planning Advisory Committee Public Meeting: August 22, 2018 *p 33-36*
 - 7.6 Committee of Adjustment Meetings: August 8 and 22, 2018 *p 37-50*
 - 7.7 Municipal Heritage Advisory Committee Meeting: August 16, 2018 *p 51-55*
 - 7.8 Lower Beverley Lake Park Board Meeting: August 23, 2018 *p 56-62*
 - 7.9 Cataraqui Region Conservation Authority Meeting: May 23, 2018 *p 63-68*
- 8. BUSINESS ARISING:**
 - 8.1 Lower Beverley Lake Park Board Meeting August 23, 2018: Res #67-2018 re *Celebrating the Season* *p 69*
- 9. BY-LAWS/RESOLUTIONS OF COUNCIL:**
 - 9.1 By-Law 2018-38: To Deem Lots 2 & 3, Plan 222, SE, Not to be Separate Lots *p 70-71*
 - 9.2 By-Law 2018-39: Zoning By-Law Amendment 5-2018 (Milne) *p 72-76*
 - 9.3 By-Law 2018-40: Appoint 2018 Joint Leeds & Grenville Compliance Audit Committee *p 77-91*
- 10. CORRESPONDENCE:** *p 92*
 - 10.1 Township of Selwyn: Provincial Agricultural Systems Mapping
- 11. NEW BUSINESS:**
 - 11.1 Consent to Attend Public Events
 - 11.2 Mayor Holman's Comments
- 12. Questions from the Press**

- 13. Questions from the Public regarding Agenda Items**
- 14. Close Meeting (Tentative): As per Section 239(2) of the Municipal Act**
- 15. Open Meeting**
- 16. Mayor Holman's Report regarding Closed Session**
- 17. Resolution regarding Closed Session**
- 18. By-Law #2018-42: Govern Proceedings of Council September 4, 2018**
- 19. Adjournment**

The Council of The Corporation of the Township of Rideau Lakes held a REGULAR MEETING OF COUNCIL at the Municipal Office in Chantry on **Tuesday, August 7, 2018.**

Mayor Holman called the Meeting to order at 6:00 p.m.

Roll Call was taken and the following Members of Council were in attendance: Mayor Ronald Holman, Deputy Mayor Cathy Monck, Councillors Jeff Banks, Linda Carr, Rob Dunfield, Claire Gunnewiek, Arie Hoogenboom, Bob Lavoie, Cathy Livingston and Ron Pollard.

Also in attendance were Mike Dwyer, CAO: Cynthia Laprade, Treasurer; and Mary Ellen Truelove, Clerk.

Members of the Public and Press in attendance as attached hereto.

Mayor Holman asked for any emergency additions to the agenda and none were heard.

Moved By: Deputy Mayor Monck
Seconded By: Councillor Livingston

To pass a Resolution that;

The agenda be approved and adopted as presented.

Carried:

Mayor Holman asked if any Council Member had a Pecuniary Interest in any Item on the Agenda and if so, the Nature of that Interest and none were heard.

DELEGATIONS: None

MINUTES:

The following minutes were read as distributed to Council. Mayor Holman asked for any errors, omissions or questions.

- Regular Council Meeting: July 3, 2018
- Municipal Services Committee (PW) Meeting: July 9, 2018
- Municipal Services Committee (GG) Meeting: July 23, 2018
- Planning Advisory Committee Meetings: July 11 and 25, 2018
- Planning Advisory Public Meeting: July 25, 2018
- Committee of Adjustment Meetings: July 11 and 25, 2018
- Municipal Heritage Advisory Committee Meeting: July 19, 2018
- Rideau Lakes Library Board Meetings: May 23 and June 27, 2018
- Rideau Valley Conservation Authority Meeting: May 24, 2018

RESOLUTION #55-2018

Moved By: Councillor Dunfield
Seconded By: Councillor Lavoie

To pass a Resolution that;

The Council of The Corporation of the Township of Rideau Lakes approves the Minutes and adopts all Recommendations contained within the Minutes of the:

- Regular Council Meeting: July 3, 2018;
- Municipal Services Committee (PW) Meeting: July 9, 2018;
- Municipal Services Committee (GG) Meeting: July 23, 2018;
- Planning Advisory Committee Meetings: July 11 and 25 (as amended), 2018;
- Planning Advisory Public Meeting: July 25, 2018;

AND FURTHER that Council acknowledges the Minutes of the:

- Committee of Adjustment Meetings: July 11 and 25, 2018;
- Municipal Heritage Advisory Committee Meeting: July 19, 2018;
- Rideau Lakes Library Board Meetings: May 23 and June 27, 2018;
- Rideau Valley Conservation Authority Meeting: May 24, 2018.

Carried:

BUSINESS ARISING:

Cynthia Laprade, Treasurer: Verbal and Written Report – 2018 Revised Financing Plan for Budget Amendment (MSC (GG) Meeting – July 23/18 Recommendation #96-2018):

RESOLUTION #56-2018

Moved By: Councillor Dunfield
Seconded By: Councillor Hoogenboom

To pass a Resolution that;

WHEREAS at the Municipal Services Committee Meeting held on July 23, 2018, Recommendation #96-2018 was passed Recommending that Council approve the Amended 2018 Capital and Operating Project Budget and proposed Option #2 Proposed Funding;

AND WHEREAS Cynthia Laprade, Treasurer, has provided Council with a 2018 Revised Financing Plan for Budget Amendment Report;

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes acknowledges the verbal and written Report as provided by Cynthia Laprade, Treasurer, regarding a 2018 Revised Financing Plan for Budget Amendment Report;

AND FURTHER approves Option #3 as outlined in said Report;

AND FURTHER rescinds paragraph two (2) of Recommendation #96-2018 from the July 23, 2018 Municipal Services Committee Meeting.

Carried:

BY-LAWS/RESOLUTIONS OF COUNCIL

RESOLUTION #57-2018

Moved By: Councillor Hoogenboom
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The following By-Law be taken as read a first and second time the short way, this 7th day of August, 2018:

- By-Law 2018-35: To enter into a Franchise Agreement with Enbridge Gas Distribution Inc.;

RECORDED VOTE:

YES

NO

Councillor Banks

Councillor Carr
 Councillor Dunfield
 Councillor Gunnewiek
 Councillor Hoogenboom
 Councillor Lavoie
 Councillor Livingston
 Councillor Monck
 Councillor Pollard
 Mayor Holman

Carried:

Moved By: Councillor Carr
Seconded By: Deputy Mayor Monck

To pass a Resolution that;

By-Law 2018-35 be taken as read a third time and finally passed this 7th day of August, 2018.

Carried:

RESOLUTION #58-2018

Moved By: Councillor Hoogenboom

Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The following By-Law be taken as read a first and second time the short way, this 7th day of August, 2018:

- By-Law 2018-36: Zoning By-Law Amendment (ZBA-4-2018) Tourism Services Inc. (SE)

Carried:

Moved By: Councillor Banks
Seconded By: Deputy Mayor Monck

To pass a Resolution that;

By-Law 2018-36 be taken as read a third time and finally passed this 7th day of August, 2018.

Carried:

CORRESPONDENCE:

The following correspondence was received and considered by Council:

- 10.1 Township of North Stormont: Green Energy Project Costs
- 10.2 City of Niagara Falls: North American Free Trade Agreement

RESOLUTION #59-2018

Moved By: Councillor Banks
Seconded By: Councillor Lavoie

To pass a Resolution that;

The Council of The Corporation of the Township of Rideau Lakes receives and files correspondence items 10.1 and 10.2.

Carried:

NEW BUSINESS:

Consent to Attend Events: None

Mayor Holman’s Comments:

Mayor Holman asked CAO Mike Dwyer to provide an update on the Elgin Main St. Revitalization project. Mr. Dwyer provided a verbal update and advised that a Community BBQ would be held in September as a Thank You to the residents and businesses of the Elgin Community.

Mayor Holman advised:

- Congratulations to Delta Fair (188th) and Lombardy Fair (152nd) organizers and volunteers
- AMO – conference August 19-22 with 1560 participants
- 60-day extension has been put in place for Portland Gallagher House property
- Genealogy Day – August 18th put on by Cemetery Sub-Committee

Councillor Livingston inquired as to the Public Open House for Portland and Mike Dwyer, CAO, advised that he is trying to coordinate August 25th. Confirmation will be provided this week.

Councillor Dunfield advised that the Portland Hall Board had a successful Chicken BBQ on Saturday night selling 200 dinners within 45 minutes.

Councillor Lavoie advised that the Interim Fire Chief has been acclaimed as Reeve for Drummond North Elmsley.

Members of the Press were not present at this time.

Mayor Holman asked the Public if they had any questions and none were heard.

RESOLUTION #60-2018

Moved By: Deputy Mayor Monck
Seconded By: Councillor Carr

To pass a Resolution that;

By-Law Number 2018-37, being a By-Law to Govern the Proceedings of the Council of The Corporation of the Township of Rideau Lakes at its Meeting held Tuesday, August 7, 2018 be taken as read a first, second and third time this 7th day of August, 2018.

Carried:

Moved By: Councillor Dunfield
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

This Meeting do now adjourn at 6:52 p.m.

Carried:

Ronald E. Holman
Mayor

Mary Ellen Truelove
Clerk

The MUNICIPAL SERVICES COMMITTEE (PUBLIC WORKS/PLANNING/COMMUNITY & LEISURE SERVICES) held a Meeting at the Municipal Office in Chantry on **Monday, August 13, 2018.**

Mayor Holman called the Meeting to order at 2:00 p.m.

Roll Call was taken and the following Members of Council were in attendance: Mayor Holman, Deputy Mayor Cathy Monck, Councillors Linda Carr, Rob Dunfield, Claire Gunnewiek, Arie Hoogenboom, Bob Lavoie, Cathy Livingston and Ron Pollard.

Councillor Banks was absent with prior notice.

Also in attendance were Mike Dwyer, CAO; Mary Ellen Truelove, Clerk; Brittany Mulhern, Manager of Development Services; Steve Fournier, Interim Fire Chief; Dan Chant, Roads Coordinator; Michelle Jones, Manager of Facilities and Environmental Services, and Leila Stafford, Recreation and Volunteer Coordinator.

Members of the Public and Press in attendance as attached hereto.

Mayor Holman asked if there were any emergency additions to the agenda and an addition was added under Agenda Item #6 – Delegations: **ADD 6.1: Inspector Michael Francis, OPP Leeds Detachment.**

Moved By: Councillor Hoogenboom
Seconded By: Councillor Carr

To pass a Resolution that;

The agenda be approved and adopted as amended.

Carried:

Mayor Holman asked if any Committee Member had a Pecuniary Interest on any Item on the Agenda and none were heard.

DELEGATIONS:

Inspector Michael Francis, Detachment Commander with Leeds County OPP, was in attendance to address Committee regarding the 2018 Quarters 1 & 2 Billing and Calls for Service Details.

RECOMMENDATION #103-2018

Moved By: Councillor Livingston
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the presentation by Detachment Commander Mike Frances, Leeds OPP Detachment Commander, regarding 2018 Quarter 1 and 2 Billing Summary and Calls for Service Detail.

Carried:

DEVELOPMENT SERVICES:

Brittany Mulhern, Manager of Development Services, provided Committee with verbal and written Reports regarding the following:

- Departmental Update
- Draft Swimming Pool Enclosure By-Law
- Inspection Vehicles RFP (with Steve Fournier, Interim Fire Chief)

Departmental Update:

RECOMMENDATION #104-2018

Moved By: Councillor Pollard
 Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding Permit and Application Year to Year Comparison and July 2018 Permit and Application Activity as provided by Brittany Mulhern, Manager of Development Services.

Carried:

Draft Swimming Pool Enclosure By-Law:

RECOMMENDATION #105-2018

Moved By: Councillor Monck
 Seconded By: Councillor Livingston

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding Draft Swimming Pool Enclosure By-Law as provided by Brittany Mulhern, Manager of Development Services;

AND FURTHER Recommends that the Draft By-Law be posted to the website for 60 days in order to receive public comment.

Carried:

Inspection Vehicles RFP:

RECOMMENDATION #106-2018

Moved By: Councillor Pollard
Seconded By: Councillor Monck

To pass a Resolution;

WHEREAS a Request for Proposal was advertised for the purchase of one new inspection vehicle for the Development Services Department and one new inspection vehicle for the Fire Department;

AND WHEREAS two (2) bids were received and opened on August 7th following the deadline;

NOW THEREFORE the Municipal Services Committee recommends that Council acknowledge the verbal and written Report as provided by Brittany Mulhern, Manager of Development Services, and Steve Fournier, Fire Chief;

AND FURTHER Recommends to Council that Staff be directed to finalize the contract for the purchase of one new Inspection Vehicle for the Development Services Department based on the RFP submission by Gananoque Chevrolet Buick GMC Cadillac for \$29,247.00 plus HST;

AND FURTHER that Staff be directed to finalize the contract for the purchase of one new Inspection Vehicle for the Fire Department based on the RFP submission by Petrie Ford for \$33,201.00 plus HST.

Carried:

PUBLIC WORKS:

ROADS:

Dan Chant, Roads Coordinator, provided Committee with a verbal and written Roads Progress Report.

RECOMMENDATION #107-2018

Moved By: Councillor Dunfield
Seconded By: Councillor Monck

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Roads Progress Report as provided by Dan Chant, Roads Coordinator.

Carried:

MUNICIPAL PROPERTIES:

Michelle Jones, Manager of Facilities and Environmental Services, provided Committee with a verbal and written Municipal Properties Update.

RECOMMENDATION #108-2018

Moved By: Councillor Carr
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Municipal Properties Update as provided by Michelle Jones, Manager of Facilities and Environmental Services;

AND FURTHER Recommends to Council that the Agreement between the Township of Rideau Lakes and Canada Post for leased space at the Elgin Municipal Complex be renewed commencing December 1, 2018 for a term of five years, ending November 30, 2023, for an annual fee of \$22,500 with an annual adjustment as negotiated by Staff.

Carried:

ENVIRONMENTAL SERVICES:

Michelle Jones, Manager of Facilities and Environmental Services, provided Committee with a verbal and written Environmental Services Update.

RECOMMENDATION #109-2018

Moved By: Councillor Livingston
Seconded By: Councillor Lavoie

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Environmental Services Update as provided by Michelle Jones, Manager of Facilities and Environmental Services;

AND FURTHER Recommends that Council strongly consider discontinuing South Elmsley Public Works Garage as a location for Sunday Island Service, commencing in 2019, due to lack of use versus cost.

Carried:

ADMINISTRATION:

COMMUNITY & LEISURE SERVICES:

Leila Stafford, Recreation and Volunteer Coordinator, provided Committee with a verbal and written Report regarding Volunteer Appointments.

RECOMMENDATION #110-2018

Moved By: Councillor Pollard

Seconded By: Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding Volunteer Appointments as provided by Leila Stafford, Recreation and Volunteer Coordinator;

AND FURTHER Recommends that Council appoint the following volunteers to their respective committees:

- North Crosby Beautification Sub-Committee: Susan Hill Brooks;
- California Beautification Sub-Committee: Peigi and Bryan Dumouchel;
- Newboro Recreation Committee: Blythe Talbot-Cadue, Chris Cadue and Cathy Ryan;
and
- Morton Hall Board: Victoria Boyd.

Carried:

BUSINESS ARISING: None

CORRESPONDENCE:

The following correspondence was received and reviewed by Committee:

- 11.1 Resident: Request for Noise Variance
- 11.2 United Way: Request for Funding Support for *Tastes and Sounds*

RECOMMENDATION #111-2018

Moved By: Councillor Monck
Seconded By: Councillor Lavoie

To pass a Resolution that;

WHEREAS correspondence was received from a resident requesting a Noise By-Law Variance from 11pm to 2am for a wedding on Byrnes Road on Saturday, August 18, 2018;

NOW THEREFORE the Municipal Services Committee recommends to Council that the resident be encouraged to speak to and advise the neighbouring property owners and that no action be taken on the request for a noise exemption.

Carried:

RECOMMENDATION #112-2018

Moved By: Councillor Carr

Seconded By: Councillor Gunnewiek

To pass a Resolution that;

WHEREAS correspondence was received from United Way Leeds & Grenville requesting funding support for *Tastes and Sounds* event;

NOW THEREFORE the Municipal Services Committee Recommends to Council that a contribution of \$500 be made for the *Tastes and Sounds* event.

Carried:

NEW BUSINESS:

Proposed Motion – Mayor Holman re County Road 10 Rehabilitation:

RECOMMENDATION #113-2018

Moved By: Councillor Pollard

Seconded By: Councillor Lavoie

To pass a Resolution that;

WHEREAS County Road 10 is a critical tourism and employment link between the communities of Rideau Lakes, Westport, Perth and onward to Highway 7;

AND WHEREAS portions of the road require rehabilitation and/or further assessment;

AND WHEREAS the Township of Rideau Lakes and the Village of Westport wish to see these matters progress in a timely manner;

NOW THEREFORE the Municipal Services Committee Recommends that Council requests that the Council of the United Counties of Leeds and Grenville recognize the necessary rehabilitation and assessment work as a 2019 budget priority.

AND FURTHER requests that the feasibility study of County Road #10 in the area directly north of Westport, which has been approved by Counties Council for the 2018 budget but postponed until 2019, be reinstated for 2018;

AND FURTHER requests that the County review County Road #1 between Rideau Ferry and Highway 15 for rehabilitation.

Carried:

Notice: Portland Streetscape and Community Facility Design Options Open House – August 25/18:

Mike Dwyer, CAO, advised Committee that an Open House will take place at the Portland Community Hall on August 25th from 1-4 p.m. for the public to review the Portland Streetscape and Community Facility Design Options. The goal for the Open House is to receive public feedback on the design.

Conceptual Plans and Streetscape plans will be on display at the Open House.

Consent to Attend Events:

RECOMMENDATION #114-2018

Moved By: Councillor Pollard
 Seconded By: Councillor Lavoie

To pass a Resolution that;

The Municipal Services Committee Recommends to Council that the following be approved for Council Members as a Circumstance as per the Remuneration By-Law:

Portland Open House	August 25	All Who Attend.
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Carried:

Mayor Holman Comments: None

Mayor Holman asked Mike Dwyer, CAO to provide an update on the Elgin Main St. Revitalization project.

Mr. Dwyer advised that the contractor for the sidewalks will begin forming and pouring as of Tuesday. Cross culverts are in and will follow with pulverizing. Once the sidewalks are complete and pulverizing done, paving will begin. A full site meeting is taking place on Thursday.

Councillor Gunnewiek advised that the Elgin & Area Heritage Society is holding Open Houses over the next two weekends – *Changing Times*.

Mayor Holman asked the Press if they had any questions and none were heard.

Mayor Holman asked the Public if they had any questions and none were heard.

Committee observed a 5-minute break at 4:10 p.m.

CLOSE MEETING

Moved By: Deputy Mayor Monck
 Seconded By: Councillor Livingston

To pass a Resolution that;

The Municipal Services Committee closes Meeting at 4:18 p.m. to discuss matters as per Section 239(2) (e) of the Municipal Act.

Carried:

Moved By: Councillor Dunfield
Seconded By: Councillor Lavoie

To pass a Resolution that;

The Municipal Services Committee opens Meeting at 4:24 p.m.

Carried:

RECOMMENDATION #115-2018

Moved By: Councillor Livingston
Seconded By: Councillor Carr

To pass a Resolution that;

The Municipal Services Committee approves and adopts the Minutes of the Closed Session of the Municipal Services Committee (PW) Meeting held July 9, 2018;

AND FURTHER that the Municipal Services Committee provided direction to Staff and authorizes Staff to follow through on matters as discussed in closed session as per Section 239(2) of the Municipal Act.

Carried:

RECOMMENDATION #116-2018

Moved By: Councillor Lavoie
Seconded By: Deputy Mayor Monck

To pass a Resolution that;

The Municipal Services Committee Recommends that Council confirm the Proceedings of the Committee Meeting held Monday, August 13, 2018.

Carried:

Moved By: Councillor Carr
Seconded By: Councillor Hoogenboom

To pass a Resolution that;

This Meeting do now adjourn at 4:27 p.m.

Carried:

Ronald E. Holman
Mayor

Mary Ellen Truelove
Clerk

The MUNICIPAL SERVICES COMMITTEE (GENERAL GOVERNANCE/FINANCE/PP&P/HUMAN RESOURCES) held a Meeting at the Municipal Office in Chantry on **Monday, August 27, 2018**.

Mayor Holman called the Meeting to order at 2:00 p.m.

Roll Call was taken and the following Members of Council were in attendance: Mayor Ron Holman, Deputy Mayor Cathy Monck, Councillors Jeff Banks, Rob Dunfield, Claire Gunnewiek, Arie Hoogenboom, Cathy Livingston and Ron Pollard.

Councillors Linda Carr and Bob Lavoie were absent with prior notice.

Also in attendance were Mike Dwyer, CAO; Mary Ellen Truelove, Clerk; Cynthia Laprade, Treasurer and Steve Fournier, Fire Chief/CEMC.

Members of the Public and Press in attendance as attached hereto.

Mayor Holman asked if there were any emergency additions to the agenda and an addition was noted under Agenda Item #13 – New Business: **ADD 13.4** – Councillor Hoogenboom – Community Events.

Moved By: Deputy Mayor Monck
Seconded By: Councillor Pollard

To pass a Resolution that;

The agenda be approved and adopted as amended.

Carried:

Mayor Holman asked if any Committee Member had a direct or indirect Pecuniary Interest in regards to any Agenda Item, and if so, the Nature of that Interest and none were heard.

FINANCE:

Cynthia Laprade, Treasurer, provided Committee with verbal and written Reports regarding the following:

- Year-to-Date Summary Report
- 2018 Budget Variance Report @ July 31, 2018

Treasury Year-to-Date Summary Report:

RECOMMENDATION #106-2018

Moved By: Councillor Hoogenboom
Seconded By: Councillor Livingston

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Treasury Year-to-Date Summary Report, including Current Loan Balances and the Cheque Register

for July 2018, as provided by Cynthia Laprade, Treasurer.

Carried:

2018 Budget Variance Report @ July 31, 2018

RECOMMENDATION #107-2018

Moved By: Councillor Hoogenboom
Seconded By: Councillor Livingston

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written July 31, 2018 Budget Variance Report as provided by Cynthia Laprade, Treasurer.

Carried:

PROTECTION TO PERSONS & PROPERTY:

COMMUNITY & EMERGENCY MANAGEMENT SERVICES:

Meg McCallum, Community Emergency Management Coordinator, provided Committee with a verbal and written Report regarding Update to Schedule B, By-Law 2017-71.

RECOMMENDATION #108-2018

Moved By: Councillor Gunnewiek
Seconded By: Councillor Banks

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding an Update to Schedule B, By-Law 2017-71, as provided by Meg McCallum, Community Emergency Management Coordinator;

AND FURTHER Recommends that Schedule B of By-Law 2017-71, a By-Law to Establish the Emergency Management Program Committee included in said report, replace the current Schedule B in order to reflect staffing changes.

Carried:

FIRE SERVICES:

Steve Fournier, Interim Fire Chief, provided the Committee with a verbal and written Fire Department Update.

RECOMMENDATION #109-2018

Moved By: Councillor Dunfield
 Seconded By: Councillor Pollard

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Fire Department Update for the period of July 20th to August 23, 2018 as provided by Steve Fournier, Interim Fire Chief.

Carried:

MUNICIPAL PROPERTIES:

Michelle Jones, Manager of Municipal Properties & Environmental Services and Leila Stafford, Recreation and Volunteer Coordinator, provided Committee with a written report regarding the Ontario Trillium Foundation.

RECOMMENDATION #110-2018

Moved By: Councillor Monck
 Seconded By: Councillor Pollard

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the written Report regarding the Ontario Trillium Foundation, as provided by Michelle Jones, Manager of Municipal Properties & Environmental Services and Leila Stafford, Recreation and Volunteer Coordinator;

AND FURTHER Recommends that Council support the Lorne Park Revitalization Project for Ontario Trillium Foundation Funding Application;

AND FURTHER Recommends that Council support the Pickle Ball court being included with the Lorne Park Revitalization Project.

Carried:

ADMINISTRATION:

Mary Ellen Truelove, Clerk provided Committee with a verbal and written Report regarding the Joint Compliance Audit Committee Appointment.

RECOMMENDATION #111-2018

Moved By: Councillor Banks

Seconded By: Councillor Pollard

To pass a Resolution that;

The Municipal Services Committee Recommends that Council acknowledge the verbal and written Report regarding the Joint Compliance Audit Committee Appointment, as provided by Mary Ellen Truelove, Clerk;

AND FURTHER Recommends to Council that a By-Law be brought forward to Council to appoint the following members to the Joint Compliance Audit Committee for the term of December 1, 2018 to November 14, 2022:

- Rob Bickerton, Mel Campbell, Charles Kellington, Bill Pakeman and Glenn Mackey.

Carried:

CORRESPONDENCE:

The following correspondence was received and considered by Committee:

- 11.1 Office of the Prime Minister: Canada Post correspondence
- 11.2 Minister of Public Services & Procurement: Canada Post correspondence
- 11.3 Town of Oakville: Regulating the Display & Distribution of Objectionable Images
- 11.4 Township of North Frontenac: Funding for Volunteer Firefighters NFPA Standards
- 11.5 Ontario Provincial Police – News Release: Let's Reflect on Walking at Night

RECOMMENDATION #112-2018

Moved By: Councillor Hoogenboom
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee Recommends that Council receive and file correspondence items 11.1 to 11.5.

Carried:

BUSINESS ARISING: None

NEW BUSINESS:

October Municipal Services (GG) Meeting Date:

RECOMMENDATION #113-2018

Moved By: Councillor Banks

Municipal Services GG – Page 5 of 7
Monday, August 27, 2018

Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee Recommends to Council that the Municipal Services Committee (GG) Meeting scheduled for October 22, 2018 (Election Day) be moved to October 23, 2018 at 2:00 p.m.

Carried:

Consent to Attend Events:

RECOMMENDATION #114-2018

Moved By: Councillor Livingston

Seconded By: Councillor Monck

To pass a Resolution that;

The Municipal Services Committee Recommends to Council that the following be approved for Council Members as a Circumstance as per the Remuneration By-Law:

Delta Waterfront CIP Mtg (Conceptual Drawings) - September 15 - All Who Attend.

Carried:

Councillor Hoogenboom advised members of the following Cataraqui Trail activities

- September 16th: Bike and Hike at the Lombard Glen Golf & Country Club
- October 12th: Annual Fundraising Dinner at the Opinicon. Tickets available on-line \$80

Mayor Holman's Comments:

- AMO Conference
 - Well attended with approximately 1900 paid participants
 - Attended AMO and ROMA Executive and Board meetings – update provided on issues/concerns
 - Atmosphere at conference was concern and nervousness regarding what's coming next from Province

Councillor Banks advised that the Bass Lake Property Owners Association would like to do mailouts to their residents and asked about access to the mailing address. Mike Dwyer, CAO advised that he had already corresponded with the Association Representative.

Mayor Holman asked the Press if they had any questions and none were heard.

Mayor Holman asked the Public if they had any questions and none were heard.

Committee observed a 5-minute break at 2:53 p.m.

CLOSE MEETING

Moved By: Deputy Mayor Monck
Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Services Committee closes Meeting at 2:59 p.m. to discuss matters as per Section 239(2) (b) of the Municipal Act.

Carried:

Moved By: Councillor Dunfield
Seconded By: Councillor Pollard

To pass a Resolution that;

The Municipal Services Committee opens Meeting at 3:04 p.m.

Carried:

RECOMMENDATION #115-2018

Moved By: Councillor Monck
Seconded By: Councillor Livingston

To pass a Resolution that;

The Municipal Services Committee approves and adopts the Minutes of the Closed Session of the Municipal Services Committee (GG) Meeting held July 23, 2018;

AND FURTHER that the Municipal Services Committee provided direction to Staff and authorizes Staff to follow through on matters as discussed in closed session as per Section 239(2) of the Municipal Act.

Carried:

RECOMMENDATION #116-2018

Moved By: Deputy Mayor Monck
Seconded By: Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee Recommends that Council confirm the Proceedings of the Committee Meeting held Monday, August 27, 2018.

Carried:

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Monday, August 27, 2018

Moved By: Councillor Gunnewiek
Seconded By: Councillor Livingston

To pass a Resolution that;

This Meeting do now adjourn at 3:05 p.m.

Carried:

Ronald E. Holman
Mayor

Mary Ellen Truelove
Clerk

PLANNING ADVISORY COMMITTEE REGULAR MEETING MINUTES**Wednesday, August 8, 2018**

The Township of Rideau Lakes Planning Advisory Committee held a Regular Meeting on Wednesday, August 8, 2018 at the Municipal Office in Chantry, Ontario.

The following Committee members were in attendance: Chair Ron Pollard, Mayor Holman, Councillors Linda Carr, Arie Hoogenboom, Cathy Livingston and Cathy Monck. Brittany Mulhern, Manager of Development Services, Malcolm Norwood, Senior Planner and Meg McCallum, Development and Emergency Management Coordinator were also in attendance.

ADOPTION OF THE AGENDA:**RECOMMENDATION #1**

Moved By: Linda Carr

Seconded By: Cathy Monck

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 Regular Meeting held July 25, 2018 were distributed to the Committee. Chairperson Pollard asked for any errors, omissions or questions and none were noted.

RECOMMENDATION #2

Moved By: Arie Hoogenboom

Seconded By: Cathy Livingston

That this Committee approve the Planning Advisory Committee Regular Meeting Minutes of July 25, 2018, as submitted.

Carried.

NEW BUSINESS:**SP-24-2018 – JOSEPH AND SUSAN BEAL – WARD OF SOUTH CROSBY**

Concession 8 Part Lot 18 Plan 213 Part Lot 9 Registered Plan 28R8505 Parts 1, 2, 3 & 4,
Civic Address: 151 Indian Lake Road

The applicants were not in attendance.

Malcolm Norwood, Senior Planner, verbally reviewed the application to construct a 285sqft 1-storey side addition (screened in porch) to an existing 1-storey 1184sqft non-complying dwelling which is in the midst of being rebuilt at its exact same size, volume and height as stipulated in a previous Site Plan Application SP-23-2017. The dwelling is nearing completion of construction and the applicants are requesting to make small amendments now that construction is underway to add a small screened in porch. Mr. Norwood explained that the applicant's lot is unique due to an unopened road allowance that traverses the centre of the subject property, ostensibly splitting it in two parcels. The applicant has confirmed their willingness to put a restriction on title to tie the two lots together, but staff are unclear as to the permanency of the restriction. Staff are awaiting confirmation from the applicant's surveyor verifying the lot area within 60m of Indian Lake. The Cataraqui Region Conservation Authority has also requested more time to review the application.

The Committee thanked Mr. Norwood for his presentation and asked whether the Township would consider relinquishing the road allowance. Staff confirmed that the Township policy is generally not to relinquish road allowances leading to water.

After discussion, the following Resolution was duly moved and seconded.

RECOMMENDATION #3

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-24-2018 – Joseph and Susan Beal, of the Ward of South Crosby, be deferred for the following reasons:

1. To provide more time to investigate a restriction on title to merge the two parcels and the official status of Melgus Drive as it relates to Plan #213, to coordinate with the applicant's surveyor to verify the lot area within 60m of Indian Lake (not including the Right of Way), and to consult further with the Conservation Authority.

Carried.

SP-26-2018 – DAVID AND NANCY WISEHAUPT - WARD OF SOUTH CROSBY

Concession 7 Part Lot 19 Registered Plan 28R616; Part 1 Island 242 & Concession 7 Part Lot 19 Registered Plan 28R67 Part, Civic Address: 293A Isthmus Road

The owners' representative Adam McGill was in attendance to discuss the Site Plan application.

Malcolm Norwood, Senior Planner, verbally reviewed the application to construct a 360sqft side addition to an existing 1-storey 1392sqft non-complying dwelling. The proposed addition is setback 2ft from the front of the existing dwelling to ensure the water setback is not worsened from the proposal. The Rideau Waterway Development Review Team has no objections to the proposal.

The agent noted that his clients have no further development plans. The Committee had no questions and thanked Mr. Norwood for his presentation.

After discussion, the following recommendation was duly moved and seconded:

RECOMMENDATION #4

Moved By: Linda Carr

Seconded By: Cathy Livingston

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that SP-26-2018 – David and Nancy Wisehaupt, of the Ward of South Crosby, be approved subject to the subsequent conditions:

CONDITIONS:

1. 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 structure(s) shall be consistent with the information noted in the site plan application (and updated information) and/or minor variance 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 where no variance has been granted;
2. That the applicant agrees that no further footprint expansions of the existing dwelling shall be permitted, and future additions shall be either through upper-storeys to the existing dwelling or by the inclusion of a basement with the appropriate approvals;
3. Existing vegetation within the 30m setback shall be maintained and enhanced, except for that disturbed by the proposed development. The applicant shall encourage the development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark. A moderate shoreline access path through this area is permitted;
4. That storm water runoff be captured and directed away from the lake to an area of infiltration;
5. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;
6. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
7. That the applicant maintain all on site drainage patterns;
8. 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);
9. All excavated material is to be disposed of away from the lake, and all construction material shall be stored in a location well away from the lake; and
10. 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.

DEEMING BY-LAW REQUEST – JAMES AND CAROL ROBINSON – WARD OF SOUTH ELMSLEY

Plan 222 Lot 3 and Registered Plan 28R7818 Part 29 Bacchus Island 305 & Island Bacchus 305 Plan 222; Lot 2, Civic Address: 4 R1 and 6 R1

The applicants James and Carol Robinson were in attendance to discuss the deeming request.

Malcolm Norwood, Senior Planner, verbally reviewed the request that would result in the consolidation of #4 R1 and #6 R1 into one property. The consolidation is to facilitate the development of an addition to the existing dwelling, which consists of an attached garage and additional living space above the garage. The applicant has submitted a proposed site plan which will be required to go through a Combined Minor Variance/ Site Plan approval if the Deeming By-law request is approved. Mr. Norwood noted that the proposed consolidation is good long-term planning because it brings the property into closer conformity with current zoning guidelines around water frontage and lot size.

The applicant expressed appreciation for staff's time and effort on this application and noted his opinion that this is the best option for the environment, aesthetically and to meet their needs as owners and residents.

After discussion, the following recommendation was duly moved and seconded:

RECOMMENDATION #5

Moved By: Arie Hoogenboom
 Seconded By: Ron Holman

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that the request for a Deeming By-Law for #4 & #6 R1 be approved.

Carried.

OTHER BUSINESS:

SP 0 51 – 2017 – JAIRUS ROGER MAUS – WARD OF BASTARD AND SOUTH BURGESS

Concession 1, Part Lot 10, RP 28410535 Parts 1 TO 3, Rideau Lake, Civic Address: 2934 R29

The applicant Roger Maus and his son John Maus were in attendance to discuss the Site Plan application.

Malcolm Norwood, Senior Planner, verbally reviewed the application to demolish a 1050sqft non-conforming & non-complying second dwelling, in order to develop a 1550sqft dwelling, which will increase the height of the previous dwelling by 6ft to include a basement. This application was deferred at the November 22, 2017 PAC meeting. The applicant had requested staff to bring the application forward again at the exact same location but with the proposed basement height reduced to 2.05m, still resulting in a 6ft increase in overall height to the dwelling. Staff recommended that the Site Plan application be amended to include a complying water setback. The Rideau Waterfront Development Review Team (RWDRT) objected to the application.

Staff and the RWDRT believe that potential water setbacks have not been maximized. The applicant noted steep slopes, a driveway, trees, bell line and grading as physical constraints preventing relocation further back of the proposed dwelling. Staff disagreed with the applicant's findings and noted that the physical constraints did not preclude the reasonable possibility of achieving the required setback.

Committee members discussed the current septic system and whether the applicant could rebuild "as is – where is". Staff responded that the applicant could demolish the existing building and reconstruct to the same floor space, size, volume and height, which would still be non-complying but permitted as of right.

Committee members noted that they were less concerned with the increase in volume than with the reduced water set back, and noted the strong wording in the objection from the RWDRT. Committee members noted that grading issues can be addressed through construction site preparation.

After discussion, the following recommendation was duly moved and seconded:

RECOMMENDATION #6

Moved By: Cathy Livingston

Seconded By: Linda Carr

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that SP-51-2017 – Jairus Roger Maus, of the Ward of Bastard & South Burgess, be approved as amended, subject to the subsequent conditions:

AMENDMENT:

The water setback shall be maximized for the proposed 1550sqft dwelling

CONDITIONS:

1. That a revised site plan drawing be submitted demonstrating a complying or maximized water setback for the proposed 1550sqft dwelling on the subject property to the satisfaction of the Manager of Development Services;
2. That all features of habitation be removed from the existing 96sqft accessory structure (shed) prior to the issuance of a building permit for the proposed dwelling;
3. That the existing 1050sqft dwelling be demolished with the proper approvals prior to the issuance of final occupancy for the proposed dwelling;
4. 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 structure(s) shall be consistent with the information noted in the site plan application (and updated information) and/or minor variance 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 where no variance has been granted;

5. Existing vegetation within the 30m setback shall be maintained and enhanced, except for that disturbed by the proposed development. The applicant shall encourage the development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark. A moderate shoreline access path through this area is permitted;
6. That storm water runoff be captured and directed away from the lake to an area of infiltration;
7. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;
8. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
9. That the applicant maintain all on site drainage patterns;
10. 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);
11. All excavated material is to be disposed of away from the lake, and all construction material shall be stored in a location well away from the lake; and
12. 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.

MANAGER'S REPORTS:

1. Manager Approved Site Plans:

SP-23-2018 – 78 R12, Ward of South Elmsley

2. Manager Approved Consents:

None reported

3. Updates, Notices & Communications:

Lloyd's Lane Condominium Environmental Compliance approval.

RECOMMENDATION #7

Moved By: Ron Holman

Seconded By: Arie Hoogenboom

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

Carried.

ADJOURNMENT:

The Chairperson declared the Planning Advisory Committee Meeting adjourned at 2:54 p.m. until the next Regular Meeting.

Ron Pollard
Chairperson

Brittany Mulhern
Secretary

PLANNING ADVISORY COMMITTEE REGULAR MEETING MINUTES

Wednesday, August 22, 2018

The Township of Rideau Lakes Planning Advisory Committee held a Regular Meeting on Wednesday, August 22, 2018 at the Municipal Office in Chantry, Ontario.

The following Committee members were in attendance: Chair Ron Pollard, Councillors Linda Carr, Arie Hoogenboom, Cathy Livingston and Cathy Monck. Mayor Holman was absent with prior notice. Brittany Mulhern, Manager of Development Services, Malcolm Norwood, Senior Planner and Meg McCallum, Development and Emergency Management Coordinator 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 Regular Meeting held August 8, 2018 were distributed to the Committee. Chairperson Pollard asked for any errors, omissions or questions and none were noted.

RECOMMENDATION #2

Moved By: Linda Carr
Seconded By: Cathy Monck

That this Committee approve the Planning Advisory Committee Regular Meeting Minutes of August 8, 2018, as submitted.

Carried.

NEW BUSINESS:

SP-28-2018 – MARK AND TRACY AIRHART - WARD OF SOUTH ELMSLEY

Rideau Lakes Concession 5 Part Lot 27; Plan 295 Lot 1
Civic Address: 120 R12

The applicants were in attendance to discuss the Site Plan Application.

Malcolm Norwood, Senior Planner, verbally reviewed the application to demolish a 1067sqft 2-storey non-complying dwelling with 668sqft of attached, uncovered decking, a 408sqft non-complying sleeping cabin, and 2 accessory structures (sheds) which are 56sqft and 140sqft respectively; and to

construct a 2358sqft 2-storey dwelling and an 1154sqft 2-storey accessory structure (detached garage). Mr. Norwood noted that trade-offs are key in this application: the removal of non-complying structures helps to justify the consolidation of all development on the property into 2 much larger structures. He noted that conditions 2, 3 and 4 deal with title issues to address confusing/inconsistent land title claims of the back portion of the lot, along with recently added shoreline, that make it impossible for staff to accurately determine the property area.

The applicant Mr. Airhart thanked Mr. Norwood for his work and noted that it has been a good experience working with Township Development Services staff. He had requests about two conditions:

- He requested the removal of condition 4, requiring confirmation from an Ontario Land Surveyor, because of concerns about cost and wait time and his opinion that the impact of a survey is not consequential to the application.
- He requested an amendment to condition 6 to have permission to leave one storage shed on the property for the duration of construction, and suggests tying the shed demolition to the occupancy permit.

Staff responded that both of these conditions relate to lot coverage. The proposed construction is at the maximum of 10% lot coverage. Fulfilling condition 4 allows the Township to confirm with certainty that the proposed development does not exceed 10%. With regard to condition 6, leaving the shed while constructing both new buildings would exceed the 10%.

Committee members considered these two requests and after discussion, the following recommendation was duly moved and seconded:

RECOMMENDATION #3

Moved By: Cathy Monck

Seconded By: Cathy Livingston

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that **SP-28-2018, by Mark and Tracy Airhart**, of the Ward of South Elmsley, be approved subject to the subsequent conditions and amendments:

AMENDMENT(S):

That the interior side yard setback for the proposed 1154sqft accessory structure shall be 2m.

CONDITIONS:

1. 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 structure(s) shall be consistent with the information noted in the site plan application (and updated/revised information) and/or minor variance 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 where no variance has been granted;

2. That the applicants submit a revised drawing that removes the right-of-way label on the abutting lands to the west, unless the applicants demonstrate that those lands are in fact an established right-of-way, and should that be the case, an additional Minor Variance from the right-of-way will be required;
3. That confirmation be received from the applicants' lawyer to the satisfaction of the Manager of Development Services that all lands owned by the applicant have been consolidated into one parcel and are not separately conveyable as per the Planning Act prior to the issuance of a building permit for either the proposed dwelling or accessory structure;
4. That the applicants acknowledge that their lot coverage is at the maximum permitted 10% lot coverage within 60m of a waterbody, and that any future development within that area will most likely require a planning approval;
5. That all structures which are proposed to be removed, be removed prior to the issuance of a building permit for the proposed dwelling or accessory structure; alternatively the 140sqft accessory structure may remain, provided it is removed prior to the issuance of an occupancy permit for the proposed dwelling and prior to the issuance of a building permit for the proposed 1154sqft accessory structure;
6. That the applicants acknowledge that a condition of approval is that the accessory structure cannot be used for habitation. Similar wording shall be placed on the required building permit;
7. That the applicants acknowledge that the only plumbing that is to be permitted in the proposed accessory structure is a small wash sink;
8. Existing vegetation within the 30m setback shall be generally maintained and enhanced, except for that disturbed by the proposed development. The applicant shall encourage the development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark. A moderate shoreline access path through this area is permitted;
9. That a buffer of natural vegetation between the area of development of the proposed 1154sqft accessory structure on the subject property and the abutting property to the east be developed, and that the existing buffer of natural vegetation along the western interior side lot line be maintained and enhanced;
10. That storm water runoff be captured and directed away from the lake to an area of infiltration;
11. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;
12. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
13. That the applicant maintain all on site drainage patterns;
14. 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);
15. All excavated material is to be disposed of away from the lake, and all construction material shall be stored in a location well away from the lake; and
16. 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-30-2018 – JOHN AND SUZANNE SELIGA - WARD OF SOUTH CROSBY

Concession 9 Part Lot 13 Part Lot 14 Registered Plan 28R4010 Parts 1 and 2
 Civic Address: 299A Deadlock Bay Road

The applicant Suzanne Seliga was in attendance to discuss the Site Plan Application.

Malcolm Norwood, Senior Planner, verbally reviewed the application to construct an 894.2sqft addition which will merge an existing 1-storey 875sqft non-complying and non-conforming dwelling with a 370sqft non-complying and non-conforming dwelling that will result in a single 1-storey 2139sqft dwelling on the subject property; and to also construct 292.5sqft of attached, uncovered decking.

The applicant thanked staff for their work and had no comments to add regarding the proposal.

After discussion, the following recommendation was duly moved and seconded:

RECOMMENDATION #4

Moved By: Arie Hoogenboom

Seconded By: Cathy Monck

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that **SP-30-2018, by John and Suzanne Seliga**, of the Ward of South Elmsley, be approved, subject to the subsequent conditions:

CONDITIONS:

1. 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 structure(s) shall be consistent with the information noted in the site plan application (and updated information) and/or minor variance 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 where no variance has been granted;
2. That all development not included in this application which was built without proper approvals, including but not limited to the noted roof expansion, be removed with the proper approvals prior to the issuance of final occupancy for the proposed 894.2sqft addition and 294sqft of attached, uncovered decking;
3. Existing vegetation within the 30m setback shall be maintained and enhanced, except for that disturbed by the proposed development. The applicant shall encourage the development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark;
4. That storm water runoff be captured and directed away from the lake to an area of infiltration;
5. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;

6. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
7. That the applicant maintain all on site drainage patterns;
8. 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);
9. All excavated material is to be disposed of away from the lake, and all construction material shall be stored in a location well away from the lake; and
10. 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.

MANAGER'S REPORTS:

1. Manager Approved Site Plans:

SP-25-2018 –2879 R28, Ward of Bastard and South Burgess
 SP-27-2018, 582 Delong Road, Ward of South Crosby

2. Manager Approved Consents:

B-68-18, 128 Otter Lake Road, Ward of South Elmsley

3. Updates, Notices & Communications:

OACA workshop in Guelph

RECOMMENDATION #5

Moved By: Cathy Monck

Seconded By: Cathy Livingston

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

Carried.

ADJOURNMENT:

The Chairperson declared the Planning Advisory Committee Meeting adjourned at 3:52 p.m. until the next Regular Meeting.

Ron Pollard
 Chairperson

Brittany Mulhern
 Secretary

PLANNING ADVISORY COMMITTEE PUBLIC MEETING MINUTES**Wednesday August 22, 2018**

The Planning Advisory Committee held a Public Meeting at the Municipal Office, in Chantry on Wednesday, August 22, 2018.

The following Committee members were in attendance: Chair Ron Pollard and Councillors Linda Carr, Arie Hoogenboom, Cathy Livingston, Cathy Monck. Mayor Ron Holman was absent with prior notice. Brittany Mulhern, Manager of Development Services, Malcolm Norwood, Senior Planner, and Meg McCallum, Development and Emergency Management Coordinator, were also in attendance.

ADOPTION OF THE AGENDA**RECOMMENDATION #1**

Moved By: Cathy Livingston
Seconded By: Arie Hoogenboom

That the Agenda be approved, 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, and none was declared.

NEW BUSINESS:**ZONING AMENDMENT APPLICATIONS****ZBA-5-2018 – RONALD AND BEVERLY MILNE – WARD OF BASTARD AND SOUTH BURGESS**

Bastard Concession 6 Part Lot 15 Registered Plan 28R11118 Part 1
Civic Address: 2356 Harlem Road

Applicants Ronald and Beverly Milne attended for discussion regarding Zoning Amendment Application ZBA-5-2018.

Malcolm Norwood, Senior Planner, reviewed the application to change the zoning classification of the subject property at 2356 Harlem Road from Institutional (I) to General Residential (RG). The property currently contains a 1472sqft main dwelling that was formerly used as a church. It has been used as a dwelling since at least 2001. Mr. Norwood noted that adaptive re-use/ intensification of Harlem is desired under the Provincial Policy Statement for rural settlement areas and that the non-complying features are not worsening with the proposed zoning change.

Committee members asked whether a dark shape in the property map was a wetland and staff confirmed that it was not.

After discussion, the following recommendation was duly moved and seconded:

RECOMMENDATION #2

Moved By: Cathy Livingston
Seconded By: Cathy Monck

That the Planning Advisory Committee recommends to the Council of The Corporation of the Township of Rideau Lakes that ZBA-5-2018, by Ronald and Beverly Milne of the Ward of Bastard and South Burgess, be approved as submitted.

Carried.

ZBA-6-2018 – 2435020 ONTARIO INC., 2396251 ONTARIO INC. AND TRUMPETER DEVELOPMENTS INC. – WARD OF BASTARD AND SOUTH BURGESS

Bastard Concession 8 Part Lots 27 and 28 Registered Plan 28R8045 Parts 1 and 2 Part Part 3 Registered Plan 28R13771;

Bastard Concession 8 Part Lots 26 and 27 Registered Plan 28R7616 Parts 2 to 17 Registered Plan 28R7681 Parts 1 to 3 Concession 8 Part Lot 28 Registered Plan 28R8045 part 5;

Bastard Concession 8 Part Lots 27 and 28 Registered Plan 28R13771 Parts 1 and 2;

Bastard Concession 8 Part Lot 28 Registered Plan 28R8045 Part 4

Civic Address: Not assigned/ 305 Coons Road

Applicant Ian Morrice was in attendance for discussion regarding Zoning Amendment Application ZBA-6-2018, along with approximately 20 interested neighbouring residents.

Malcolm Norwood, Senior Planner, reviewed the application to change the zoning classification of a portion of the subject properties from Rural (RU) to Tourist Commercial Special Exception to permit agricultural use, as defined in the Zoning By-Law 2005-6 and a Private School (definition drafted for discussion); and to change the Waterfront Residential Special Exception (RW-7) zoning of one of the properties to the same CT-X zoning; and to rezone a small portion of the Environmental Protection-B (EP-B) zoning on the existing golf course to Tourist Commercial Special Exception with a holding zone (CT-X-h) to reflect the potentially non-wetland status of those portions of the existing golf course which are zoned EP-B but are not part of the wetland. The properties in total constitute 344acres of land, with approximately 170acres designated as wetland. This leaves approximately 160acres for future commercial development.

Mr. Norwood noted that staff have received numerous inquiries and 5 formal written submissions, which have been circulated to the Committee. He noted that adjacent landowners have commented specifically that Tourist Campground and Marina uses are undesirable.

The applicant thanked staff for the work they have done on this file, and thanked neighbours for their interest and engagement. He noted that Tourist Campground and Marina are NOT the intended uses of the property and indicated his willingness to have them specifically excluded from the rezoning. Mr. Morrice noted that he has a long-term interest in the area, with his family cottage on site. It has taken five years of work to get the plans to this point, including personal investment in widening and improving Coons Road. His intent is to go through the proper planning process and not to jam anything down his neighbours' throats.

The Chair called for comments from neighbours in attendance.

Jackie Kelly, from Whiskey Island, asked whether, if Campground and Marina are removed as permitted uses, whether that would be a permanent change. Staff explained that if someone wanted to request these uses, they would need to go through a new rezoning application.

Harold Belham asked if the removal of Campground and Marina would happen as part of this application or whether it would be done at a later date. Staff confirmed that the Committee can make this change as part of their decision on the current application.

Lynne Jeffries of the Lower Beverly Lake Association asked whether the Township is required to notify every waterfront property owner when there is a waterfront application on a specific lake. Staff responded that the Planning Act requires that a notice be posted in the newspaper, OR that notification be sent by mail to owners within 120m of the subject property and the notice posted on the subject property. Township staff exceeded the requirements by doing both.

Will Patric commented that the notification process is inadequate and that an application of this scale deserves community discussion.

Gino Giannandrea spoke on behalf of his family and his brother Vince. Their two properties are surrounded by the subject properties and they are concerned that development could have a major impact on property values and quality of life. Their main concern is about the size and scope of potential development. Along with opposition to a Marina and Tourist Campground, they have concerns about changes that would allow for a restaurant, an open market and tourist lodging establishment depending on the size and location. Although Mr. Morrice is interested in working with neighbours, the property could be sold and the new owner less amenable. The intent of the Official Plan is to provide for a modest amount of compatible and orderly new development. This property is not modest, and the site plan control approval process does not give residents a say. Mr. Giannandrea and his brother requested deferral to allow for more input from affected property owners; or to exclude the following uses: Marina, Tourist Campground; Marine Facility.

The Committee chair noted that while this application is specific to the zoning, the commercial site plan control application will be thoroughly reviewed to address the concerns regarding scope and scale. Mr. Giannandrea noted that without a formal input role for residents, as there is in the rezoning process, there is no expectation that staff is representing residents' perspectives. Staff suggested that the Committee could include a condition within their recommendation that all interested residents be notified about the commercial site plan application when it comes forward and provided with a 20-day comment period.

Harold Belham asked whether the rezoning would permit livestock. Staff responded that the agricultural use is permitted within the current zoning.

Lorraine McIntyre expressed concern that several neighbours did not receive notification by mail. With less than 48 hours to understand this complex application, she requested a deferral to allow for more consultation. If the application goes ahead, she stated that she is opposed to it on the grounds that she has not had the opportunity to examine it with due diligence.

Will Patric added that he also did not receive notice until 5 days ago. He questioned the need for change and felt that the current zoning is appropriate. He felt that a robust community conversation is needed for a change of this scale. He noted that the Lower Beverly Lake is 1900 acres in size and has grown from 200 homes in the 1960's to over 400 homes now. He expects more development over time but wants a discussion about how much/ how fast and what type, and a consideration of what the lake and the ecosystem need. He is not opposed to reasonable, cautious, measured development, but requested that this application be denied or deferred for more consultation.

A resident asked whether the letter submitted by another neighbour not in attendance today could be read aloud for the record. It was noted by a Committee member that all of the written comments received form part of the public record.

The Committee asked whether this type of application would typically be circulated to the Lake Association. Staff responded that no notification is required or done unless requested. The notice is posted in the local community newspaper (The Review Mirror) and going forward, will also be posted on the Township's website.

The applicant noted that he did not have a problem with a deferral to allow for more consultation.

Committee members agreed more discussion would help work through concerns, and asked that staff notify all residents who request it of the date of the next meeting and provide them with copies of comments received and the staff report.

After discussion, the following recommendation was duly moved and seconded:

RECOMMENDATION #3

Moved By: Arie Hoogenboom

Seconded By: Cathy Livingston

That the Planning Advisory Committee recommends to the Council of The Corporation of the Township of Rideau Lakes that ZBA-6-2018, by 2435020 Ontario Inc., 2396251 Ontario Inc. AND Trumpeter Developments Inc. of the Ward of Bastard and South Burgess, be deferred to allow for:

Further time for interested parties to review and make comment on the proposal.

Carried.

ADJOURNMENT:

Chairperson Pollard declared the Planning Advisory Committee Public Meeting adjourned at 2:12 p.m.

Carried.

Ron Pollard
Chairperson

Brittany Mulhern
Secretary

COMMITTEE OF ADJUSTMENT REGULAR MEETING MINUTES**Wednesday, August 8, 2018**

The Township of Rideau Lakes Committee of Adjustment held a Regular Meeting on Wednesday, August 8, 2018 at the Municipal Office in Chantry, Ontario.

The following Committee members were in attendance: Chair Ron Pollard, Mayor Ron Holman, Councillors Arie Hoogenboom, Linda Carr, Cathy Livingston and Cathy Monck. Brittany Mulhern, Manager of Development Services, Malcolm Norwood, Senior Planner, and Meg McCallum, Development and Emergency Management Coordinator were also in attendance.

ADOPTION OF THE AGENDA:**RESOLUTION #1**

Moved By: Cathy Monck

Seconded By: Linda Carr

That this Committee adopt the Agenda, as submitted.

Carried.

DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF:

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

ADOPTION OF MINUTES:

Minutes of the Committee of Adjustment Regular Meeting held July 25, 2018 were distributed to the Committee. Chairperson Pollard asked for any errors or omissions and none were heard.

RESOLUTION #2

Moved By: Cathy Livingston

Seconded By: Arie Hoogenboom

That this Committee approve the Committee of Adjustment Regular Meeting Minutes of July 25, 2018, as submitted.

Carried.

NEW BUSINESS:**MINOR VARIANCE APPLICATIONS:****A-16-2018 – JOSEPH AND SUSAN BEAL – WARD OF SOUTH CROSBY**

Concession 8 Part Lot 18 Plan 213 Part Lot 9 Registered Plan 28R8505 Parts 1, 2, 3 & 4,
Civic Address: 151 Indian Lake Road

The applicants were not in attendance to discuss the Minor Variance application.

Malcolm Norwood, Senior Planner, verbally reviewed the application to construct a 285sqft 1-storey side addition (screened in porch) to an existing 1-storey 1184sqft non-complying dwelling which is in the midst of being rebuilt at its exact same size, volume and height as stipulated in a previous Site Plan Application SP-23-2017. The dwelling is nearing completion of construction and the applicants are requesting to make small amendments now that construction is underway to add a small screened in porch. Mr. Norwood explained that the applicant's lot is unique due to an unopened road allowance that traverses the centre of the subject property, ostensibly splitting it into two parcels. The applicants have confirmed their willingness to put a restriction on title to tie the two lots together, but staff are unclear as to the permanency of the restriction. Staff are awaiting confirmation from the applicant's surveyor verifying the lot area within 60m of Indian Lake. The Cataraqui Region Conservation Authority has also requested more time to review the application.

The Committee thanked Mr. Norwood for his presentation and asked whether the Township would consider relinquishing the road allowance. Staff confirmed that generally the Township policy is not to relinquish road allowances leading to water.

After discussion, the following Resolution was duly moved and seconded.

RESOLUTION #3

Moved By: Linda Carr

Seconded By: Arie Hoogenboom

That Minor Variance **A-16-2018, by Joseph and Susan Beal**, of the Ward of South Crosby is deferred for the following reasons:

REASONS:

1. To provide more time to investigate a restriction on title to merge the two parcels and the official status of Melgus Drive as it relates to Plan #213, to coordinate with the applicant's surveyor to verify the lot area within 60m of Indian Lake (not including the Right of Way), and to consult further with the Conservation Authority.

Carried.

A-17-2018 – DAVID AND NANCY WISEHAUPT - WARD OF SOUTH CROSBY

Concession 7 Part Lot 19 Registered Plan 28R616; Part 1 Island 242 &

Concession 7 Part Lot 19 Registered Plan 28R67 Part, Civic Address: 293A Isthmus Road

The owners' agent Adam McGill was in attendance to discuss the Minor Variance Application.

Malcolm Norwood, Senior Planner, verbally reviewed the application to construct a 360sqft side addition to an existing 1-storey 1392sqft non-complying dwelling. The proposed addition is setback 2ft from the front of the existing dwelling to ensure the water setback is not worsened from the proposal. With this proposal, in addition to the two previous side additions, staff is recommending

that any further development on this property should be vertical as opposed to increasing lot coverage. The Rideau Waterway Development Review Team has no objections to the proposal.

The agent noted that his clients have no further development plans. The Committee had no questions and thanked Mr. Norwood for his presentation.

After discussion, the following resolution was duly moved and seconded:

RESOLUTION #4

Moved By: Linda Carr

Seconded By: Cathy Livingston

That Minor Variance **A-17-2018, by David and Nancy Wisehaupt**, of the Ward of South Crosby, is approved as submitted for the following reasons provided the attached conditions are complied with:

REASONS:

1. The addition does not significantly change the size, form, or scope of the existing non-complying dwelling
2. The proposal meets the intent and purpose of the Waterfront Development Policies in the Township's Official Plan
3. The water setback for the proposed addition has been maximized considering the existing pattern of development on the lot

CONDITIONS:

1. 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 structure(s) shall be consistent with the information noted in the site plan application (and updated information) and/or minor variance 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 where no variance has been granted;
2. That the applicant agrees that no further footprint expansions of the existing dwelling shall be permitted, and future additions shall be either through upper-storeys to the existing dwelling or by the inclusion of a basement with the appropriate approvals;
3. Existing vegetation within the 30m setback shall be maintained and enhanced, except for that disturbed by the proposed development. The applicant shall encourage the development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark. A moderate shoreline access path through this area is permitted;
4. That storm water runoff be captured and directed away from the lake to an area of infiltration;
5. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;

6. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
7. That the applicant maintain all on site drainage patterns;
8. 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);
9. All excavated material is to be disposed of away from the lake, and all construction material shall be stored in a location well away from the lake; and
10. 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.

A-21-2017 – JAIRUS ROGER MAUS - WARD OF BASTARD AND SOUTH BURGESS

Concession 1, Part Lot 10, RP 28410535 Parts 1 TO 3, Rideau Lake, Civic Address: 2934 R29

The applicant Jairus Roger Maus and his son John Maus were in attendance to discuss the Minor Variance Application.

Malcolm Norwood, Senior Planner, verbally reviewed the application to demolish a 1050sqft non-conforming & non-complying second dwelling, in order to develop a 1550sqft dwelling, which will increase the height of the previous dwelling by 6ft to include a basement. This application was deferred at the November 22, 2017 CoA meeting. The applicant had requested staff to bring the application forward again at the exact same location but with the proposed basement height reduced to 2.05m, still resulting in a 6ft increase in overall height to the dwelling. Staff recommended that the Minor Variance application be denied. The Rideau Waterfront Development Review Team (RWDRT) also objected to the application.

Staff and the RWDRT believe that potential water setbacks have not been maximized. The applicant noted steep slopes, a driveway, trees, bell line and grading as physical constraints preventing relocation further back of the proposed dwelling. Staff disagreed with the applicant's findings and noted that the physical constraints did not preclude the reasonable possibility of achieving the required setback.

Committee members discussed the current septic system and whether the applicant could rebuild "as is – where is". Staff responded that the applicant could demolish the existing building and reconstruct to the same floor space, size, volume and height, which would still be non-complying but permitted as of right.

Committee members noted that they were less concerned with the increase in volume than with the reduced water set back, and noted the strong wording in the objection from the RWDRT. Committee members noted that grading issues can be addressed through construction site preparation.

After discussion, the following resolution was duly moved and seconded:

RESOLUTION #5

Moved By: Cathy Livingston

Seconded By: Linda Carr

That Minor Variance **A-21-2017, by Jairus Roger Maus**, of the Ward of Bastard & South Burgess, including the request to expand a non-conforming use, is approved as amended for the following reasons provided the attached conditions are complied with:

AMENDMENT:

The water setback for the proposed 1550sqft dwelling shall be maximized to the satisfaction of the Manager of Development Services.

REASONS:

1. The proposed dwelling meets the expansion of a non-conforming use policies in the Official Plan
2. The water setback for the proposed dwelling has been maximized considering the existing pattern of development and the natural constraints on the lot
3. No land use compatibility concerns are anticipated from the proposed development

CONDITIONS:

1. That a revised site plan drawing be submitted demonstrating a complying or maximized water setback for the proposed 1550sqft dwelling on the subject property to the satisfaction of the Manager of Development Services;
2. That all features of habitation be removed from the existing 96sqft accessory structure (shed) prior to the issuance of a building permit for the proposed dwelling;
3. That the existing 1050sqft dwelling be demolished with the proper approvals prior to the issuance of final occupancy for the proposed dwelling;
4. 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 structure(s) shall be consistent with the information noted in the site plan application (and updated information) and/or minor variance 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 where no variance has been granted;
5. Existing vegetation within the 30m setback shall be maintained and enhanced, except for that disturbed by the proposed development. The applicant shall encourage the development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark. A moderate shoreline access path through this area is permitted;
6. That storm water runoff be captured and directed away from the lake to an area of infiltration;
7. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;

8. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
9. That the applicant maintain all on site drainage patterns;
10. 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);
11. All excavated material is to be disposed of away from the lake, and all construction material shall be stored in a location well away from the lake; and
12. 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.

ADJOURNMENT:

The Chair declared the Committee of Adjustment Meeting adjourned at 2:52 p.m.

Ron Pollard
Chairperson

Brittany Mulhern
Secretary

COMMITTEE OF ADJUSTMENT REGULAR MEETING MINUTES**Wednesday, August 22, 2018**

The Township of Rideau Lakes Committee of Adjustment held a Regular Meeting on Wednesday, August 22, 2018 at the Municipal Office in Chantry, Ontario.

The following Committee members were in attendance: Chair Ron Pollard, Councillors Arie Hoogenboom, Linda Carr, Cathy Livingston and Cathy Monck. Mayor Ron Holman was absent with prior notice. Brittany Mulhern, Manager of Development Services, Malcolm Norwood, Senior Planner, and Meg McCallum, Development and Emergency Management Coordinator were also in attendance.

ADOPTION OF THE AGENDA:**RESOLUTION #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 pecuniary interest and the general nature thereof regarding any of the applications and none were heard.

ADOPTION OF MINUTES:

Minutes of the Committee of Adjustment Regular Meeting held August 8, 2018 were distributed to the Committee. Chairperson Pollard asked for any errors or omissions and none were heard.

RESOLUTION #2

Moved By: Cathy Monck
Seconded By: Linda Carr

That this Committee approve the Committee of Adjustment Regular Meeting Minutes of August 8, 2018, as submitted.

Carried.

NEW BUSINESS:**MINOR VARIANCE APPLICATIONS:****A-18-2018 – JEFFREY AND SHARON FINDLAY – WARD OF BASTARD AND SOUTH BURGESS**

Bastard Plan 153 Block D Part Lot 14
Civic Address: 56 King Street

The applicants were in attendance to discuss the Minor Variance application.

Malcolm Norwood, Senior Planner, verbally reviewed the application to place a 250sqft Chip Wagon and to construct a 95sqft accessory structure (storage shed) at 56 King Street, requiring relief from setback requirements on all sides for the Chip Wagon and on the waterfront and eastern side yards for the accessory structure. The highly constrained lot due to small size and flood plain make temporary use ideal on this site. There are no land use compatibility concerns anticipated, but staff is recommending a condition that the applicant's chip wagon license include a restriction on selling ice cream due to the competition with food establishments policy in the Township's Chip Truck By-Law

The applicants asked for clarification about what is a "low dust" surface as mentioned in condition 6. Staff clarified that this condition comes from the Commercial Guidelines, and that gravel is listed as the example. The applicants noted that they are fine with the restriction on selling ice cream given the new ice cream shop next door, however they would like to have the opportunity in the future if the ice cream shop closes.

Committee members asked whether the 100m buffer was appropriate and whether the chip truck would be granted grandfathered status in the event that other food establishments open within this buffer at a later time. Staff responded that the Chip Truck By-Law has a provision for a 100m buffer from food establishments. The purpose of this condition is to match this provision due to concerns about the ice cream shop that opened next door to the subject property this month. The Chip Truck license is an annual license. There is no grandfathering so the buffer would be assessed each year. Staff advised the Committee that if there are concerns with the current Chip Truck By-Law that Council should review and potentially amend the By-Law, as the Committee only has the ability to authorize minor variances from the Zoning By-Law.

After discussion, the following Resolution was duly moved and seconded.

RESOLUTION #3

Moved By: Cathy Livingston

Seconded By: Cathy Monck

That Minor Variance **A-18-2018, by Jeffrey and Sharon Findlay**, of the Ward of Bastard and South Burgess, is approved as submitted for the following reasons provided the attached conditions are complied with:

REASONS:

1. No land use compatibility concerns are anticipated from the proposed development
2. The application meets the waterfront development policies in the Official Plan
3. The proposed water setback has been maximized for each of the structures on the subject property

CONDITIONS:

1. 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 structure(s) shall be consistent with the information noted in the site plan application (and updated/revised information) and/or minor variance 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 where no variance has been granted;
2. That the proposed parking spaces comply with sections 3.15.3 of the Zoning By-law where no variance is granted and all parking spaces shall be demonstrated to be fully on the subject property when applying for a Chip Wagon license under By-Law 2005-49;
3. That the license for the Chip Wagon shall include a condition which prohibits the sale of ice cream on the property while there is an active ice cream shop within 50m of the subject property; unless a future amendment to the Township's Chip Truck By-Law is made in regards to the Food Establishment Competition Policy;
4. That the existing buffer of natural vegetation between the subject property and the abutting properties to the east and west be maintained and enhanced;
5. Existing vegetation within the 30m setback shall be generally maintained and enhanced, except for that disturbed by the proposed development. The applicant shall encourage the development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high-water mark. A moderate shoreline access path through this area is permitted;
6. That the parking, access and service areas be of a low dust surface;
7. That storm water runoff be captured and directed away from the creek to an area of infiltration;
8. That any lighting used be downcast in nature and as minimal as required to meet safety and functional needs for the site;
9. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
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 creek and any municipal drains;
11. 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 creek. This fencing must remain in place until all areas that were disrupted are fully stabilized (i.e. no bare soils remain);
12. All excavated material is to be disposed of away from the creek, and all construction material shall be stored in a location well away from the creek; and
13. 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.

A-20-2018 – MARK AND TRACY AIRHART - WARD OF SOUTH ELMSLEY

Rideau Lakes Concession 5 Part Lot 27; Plan 295 Lot 1

Civic Address: 120 R12

The applicants were in attendance to discuss the Minor Variance Application.

Malcolm Norwood, Senior Planner, verbally reviewed the application to demolish a 1067sqft 2-storey non-complying dwelling with 668sqft of attached, uncovered decking, a 408sqft non-complying sleeping cabin, and 2 accessory structures (sheds) which are 56sqft and 140sqft respectively; and to construct a 2358sqft 2-storey dwelling and an 1154sqft 2-storey accessory structure (detached garage). He noted an administrative error to the variance requested under Section 3.1.7.3 – relief of **2m** from the required 3m interior side yard setback to allow for a **1m** interior side yard setback for the proposed 1154sqft 2-storey accessory structure (detached garage) should have been relief of **1m** from the required 3m interior side yard setback to allow for a **2m** interior side yard setback for the proposed 1154sqft 2-storey accessory structure (detached garage). Given the actual variance is less than what was publicly noticed, there was no need to re-notice.

Mr. Norwood noted that trade-offs are key in this application: the removal of non-complying structures helps to justify the consolidation of all development on the property into 2 much larger structures. He noted that conditions 2, 3 and 4 deal with title issues to address confusing/inconsistent land title claims of the back portion of the lot, along with recently added shoreline, that make it impossible for staff to accurately determine the property area.

Mr. Airhart thanked Mr. Norwood for his work and noted that it has been a good experience working with Township Development Services staff. He had requests about two conditions:

- He requested the removal of condition 4, requiring confirmation from an Ontario Land Surveyor, because of concerns about cost and wait time and his opinion that the impact of a survey is not consequential to the application.
- He requested an amendment to condition 6 to have permission to leave one storage shed on the property for the duration of construction, and suggests tying the shed demolition to the occupancy permit.

Staff responded that both of these conditions relate to lot coverage. The proposed construction is at the maximum of 10% lot coverage. Fulfilling condition 4 allows the Township to confirm with certainty that the proposed development does not exceed 10%. With regard to condition 6, leaving the shed while constructing both new buildings would exceed the 10%.

Committee members considered these two requests and after discussion, the following resolution was duly moved and seconded:

RESOLUTION #4

Moved By: Cathy Monck

Seconded By: Cathy Livingston

That Minor Variance **A-20-2018, by Mark and Tracy Airhart**, of the Ward of South Elmsley, is approved as amended for the following reasons provided the attached conditions are complied with:

REASONS:

1. No land use compatibility concerns are anticipated from the proposed development
2. The application meets the waterfront development policies in the Official Plan
3. The proposal is within all lot coverage and floor space maximums for the subject property

CONDITIONS:

1. 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 structure(s) shall be consistent with the information noted in the site plan application (and updated/revised information) and/or minor variance 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 where no variance has been granted;
2. That the applicants submit a revised drawing that removes the right-of-way label on the abutting lands to the west, unless the applicants demonstrate that those lands are in fact an established right-of-way, and should that be the case, an additional Minor Variance from the right-of-way will be required;
3. That confirmation be received from the applicants' lawyer to the satisfaction of the Manager of Development Services that all lands owned by the applicant have been consolidated into one parcel and are not separately conveyable as per the Planning Act prior to the issuance of a building permit for either the proposed dwelling or accessory structure;
4. That the applicants acknowledge that their lot coverage is at the maximum permitted 10% lot coverage within 60m of a waterbody, and that any future development within that area will most likely require a planning approval;
5. That all structures which are proposed to be removed, be removed prior to the issuance of a building permit for the proposed dwelling or accessory structure; alternatively the 140sqft accessory structure may remain, provided it is removed prior to the issuance of an occupancy permit for the proposed dwelling and prior to the issuance of a building permit for the proposed 1154sqft accessory structure;
6. That the applicants acknowledge that a condition of approval is that the accessory structure cannot be used for habitation. Similar wording shall be placed on the required building permit;
7. That the applicants acknowledge that the only plumbing that is to be permitted in the proposed accessory structure is a small wash sink;
8. Existing vegetation within the 30m setback shall be generally maintained and enhanced, except for that disturbed by the proposed development. The applicant shall encourage the

- development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark. A moderate shoreline access path through this area is permitted;
9. That a buffer of natural vegetation between the area of development of the proposed 1154sqft accessory structure on the subject property and the abutting property to the east be developed, and that the existing buffer of natural vegetation along the western interior side lot line be maintained and enhanced;
 10. That storm water runoff be captured and directed away from the lake to an area of infiltration;
 11. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;
 12. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
 13. That the applicant maintain all on site drainage patterns;
 14. 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);
 15. All excavated material is to be disposed of away from the lake, and all construction material shall be stored in a location well away from the lake; and
 16. 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

A-21-2018 – JOHN AND SUZANNE SELIGA - WARD OF SOUTH CROSBY

Concession 9 Part Lot 13 Part Lot 14 Registered Plan 28R4010 Parts 1 and 2
 Civic Address: 299A Deadlock Bay Road

The applicant Suzanne Seliga was in attendance to discuss the Minor Variance Application.

Malcolm Norwood, Senior Planner, verbally reviewed the application to construct an 894.2sqft addition which will merge an existing 1-storey 875sqft non-complying and non-conforming dwelling with a 370sqft non-complying and non-conforming dwelling that will result in a single 1-storey 2139sqft dwelling on the subject property; and to also construct 292.5sqft of attached, uncovered decking.

The applicant thanked staff for their work and had no comments to add regarding the proposal.

After discussion, the following resolution was duly moved and seconded:

RESOLUTION #5

Moved By: Linda Carr

Seconded By: Cathy Livingston

That Minor Variance **A-21-2018, by John and Suzanne Seliga**, of the Ward of South Elmsley, is approved as submitted for the following reasons provided the attached conditions are complied with:

REASONS:

1. The proposal creates a conforming development by combining the two dwellings on the property;
2. The application meets the waterfront development policies in the Official Plan
3. The proposal does not significantly change the size, scope, and form of the existing non-complying dwelling on the property

CONDITIONS:

1. 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 structure(s) shall be consistent with the information noted in the site plan application (and updated information) and/or minor variance 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 where no variance has been granted;
2. That all development not included in this application which was built without proper approvals, including but not limited to the noted roof expansion, be removed with the proper approvals prior to the issuance of final occupancy for the proposed 894.2sqft addition and 294sqft of attached, uncovered decking;
3. Existing vegetation within the 30m setback shall be maintained and enhanced, except for that disturbed by the proposed development. The applicant shall encourage the development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark;
4. That storm water runoff be captured and directed away from the lake to an area of infiltration;
5. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;
6. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
7. That the applicant maintain all on site drainage patterns;
8. 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);
9. All excavated material is to be disposed of away from the lake, and all construction material shall be stored in a location well away from the lake; and

10. 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.

ADJOURNMENT:

The Chair declared the Committee of Adjustment Meeting adjourned at 3:45 p.m.

Ron Pollard
Chairperson

Brittany Mulhern
Secretary

The RIDEAU LAKES MUNICIPAL HERITAGE ADVISORY COMMITTEE held a Meeting at the Municipal Office in Chantry on Thursday, **August 16, 2018.**

Doug Bond, Chair, called the meeting to order at 9:30 a.m.

The following Members were in attendance: Council Representatives Claire Gunnewiek and Cathy Livingston; Doug Bond, Chair; Don Cooke, George German, Diane Haskins, Neil Patterson, Sue Warren and Mary Ellen Truelove, Clerk.

Betty James was absent with prior notice.

Chair Bond asked if there were any additions to the Agenda and Additions were noted under Other:

Add 11.1 Tour of David & Sharon Residence (Bell House) in Delta: George

Add 11.2 Minor Variance Application A-18-2018 (Findlay) Delta

Moved By: Neil Patterson

Seconded By: George German

To Pass a Resolution that;

The agenda be approved and adopted as amended.

Carried:

Chair Bond asked if anyone had a Declaration of Pecuniary Interest and the General Nature Thereof and none were heard.

MINUTES:

Minutes of the previous Meeting held July 19, 2018 were read as distributed to Committee.

Chair Bond asked for errors or omissions and none were heard.

RECOMMENDATION #21-2018

Moved By: Councillor Livingston

Seconded By: Councillor Gunnewiek

To pass a Resolution that;

The Municipal Heritage Advisory Committee approves and adopts the Minutes of the MHAC Meeting held July 19, 2018.

Carried:

REPORTS FROM MUNICIPAL OFFICERS:

Financial Update:

Mary Ellen Truelove, Clerk, provided Committee with a verbal and written 2018 Financial Update.

RECOMMENDATION #22-2018

Moved By: Neil Patterson
Seconded By: Sue Warren

To pass a Resolution that;

The Municipal Heritage Advisory Committee acknowledges the verbal and written Financial Update as provided by Mary Ellen Truelove, Clerk.

Carried:

REPORTS FROM COMMITTEE MEMBERS:

Cemetery Update:

Neil advised the following:

- Abel Stevens plaque has been installed in the Stevens Cemetery. Volunteers did a great job and have planted flowers at base of stone.
- Progress for Genealogy Day going ahead as planned. Story has been placed in local Newspapers for this week. Forms will be handed out at each cemetery to collect contact information on possible descendants.

Heritage Network Update:

Councillor Livingston advised the following:

- Hosting a Heritage Symposium
 - Idea of having a Symposium jointly with MHAC and Heritage Network in 2019 as opposed to having a speaker series.
 - Looking at Heritage Week in February or in the Spring to have one big event.

Following discussion, the following motion was brought forward:

RECOMMENDATION #23-2018

Moved By: Councillor Livingston
Seconded By: Diane Haskins

To pass a Resolution that;

The Municipal Heritage Advisory Committee recommends to Council that the Heritage Advisory Committee and the Heritage Network Group coordinate efforts to plan a Heritage Symposium in the Spring of 2019.

Carried:

Councillor Livingston also noted that the story board created for the Touch a Truck event held in May is available for groups to use at various events.

MHAC – Page 3 of 5
Thursday, August 16, 2018.

Driving Tour:

Chair Bond advised that the Crosby to Salem driving tour will require reprint and that changes are required due to the Laidlaw House (former Stepping Stone) no longer being available on the tour. Chair Bond asked Don Cooke to look in the area for other possible changes.

Discussion was held and Committee will look at adding the Lynn Farm, fencing along County Road 42 and the Sappers & Miners Cemetery along with other minor adjustments.

Heritage Properties:

Chair Bond advised the following:

- St. Peter's Anglican Church in Newboyne (Designated Property) has been sold
- John Greene House in Harlem (Designated Property) has been sold
- Steve Seaman Jr. House in Chantry is back up for sale

Architectural Inventory:

Diane advised the following:

- In the late 1970's early 1980's interviews took place and photos taken for Newboro, South Crosby, North Crosby and Bastard & South Burgess to document historical properties.
- Staff have located South Crosby inventory upstairs at Chantry
- Staff will search for Bastard & South Burgess inventory at Chantry
- Sue Warren advised Newboro inventory is located at the Archives in Delta
- Neil Paterson advised North Crosby inventory is located at Archives in the Village of Westport library
- It would be interesting to review and have a perspective on what has been lost over the past 30-40 years and be able to have a venue for showing the information found

Don Cooke suggested that some of this inventory and photos should be able to be incorporated into the database.

Great Canadian Cottages Documentary:

Chair Bond provided Committee with an email from Cailin Perry, Associate Producer of Architect Films who is producing a new 8-part documentary series for Cottage Life about Canada's cottage country. Ms. Perry was looking for suggestions on architecturally significant homes in Rideau Lakes and homeowners who may be interested in participating in the documentary.

Discussion was held and members asked to provide information at the next meeting in order to have a list prepared to provide to Ms. Perry.

MHAC Digital Photo Collection: Not presented.

UPCOMING EVENTS:

- Cemetery Genealogy Day: Saturday, August 18 – 1-4pm
- Portland Streetscape Open House: Saturday, August 25 – 10am-1pm
- Elgin & Area Heritage Society: *Changing Times* Exhibit: August 18, 19, 25, 26
- Old Stone Mill: *Music at the Mill* (Rocky High & The Northern Lights: Saturday, August 18
- Bastard & South Burgess Heritage Society: Natural History Bus Tour: Sunday, September 16

LETTERS TO OWNERS WITH HERITAGE IMPROVEMENTS:

At the MHAC meeting held July 19, 2018, Committee discussed the best way to recognize the amount of work and attention to historical detail in the completion of the Opinicon.

Neil Patterson provided information outlining the history of the Idlewylde Hotel to the Opinicon and suggested that a plaque be ordered and presentation take place at the Opinicon.

Discussion was held and the following motion brought forward:

RECOMMENDATION #-2018

Moved By: Diane Haskins
Seconded By: Sue Warren

To pass a Resolution that;

The Municipal Heritage Advisory Committee recommends that a heritage plaque be ordered with the wording “Township of Rideau Lakes Idlewylde Hotel 1902” with full costs from the MHAC 2018 Budget, and a presentation be held at an event on September 27th.

Carried:

George German will order the plaque and confirm delivery date with Neil.
A letter will also be presented signed by the Mayor and MHAC Chair.
Light refreshments to be provided at event, if budget permits.

OTHER:

Tour of Bell House, 60 King St, Delta (David & Sharon Okum):

George advised the following:

- Okums opened their house to car club
- Approximately 20 Model A car owners attended to have a tour of the house
- House displayed as it was for Doors Open
- Car club impressed by owners preserving the heritage of the structure and welcoming them in.

MHAC – Page 5 of 5
Thursday, August 16, 2018.

Minor Variance Application A-18-2018 (Findlay)

Committee reviewed the notice and application regarding the proposed Minor Variance for Sharon and Jeff Findlay in Delta (A-18-2018). No concerns were raised with regards to the application and proposal.

Next Meeting: September 20th at 9:30 a.m. at the Municipal Office in Chantry.

Moved By: Neil Patterson
Seconded By: Don Cooke

To Pass a Resolution that;

The meeting be adjourned at 11:17 a.m.

Carried:

Doug Bond, Chairperson

Mary Ellen Truelove, Clerk

**The Lower Beverley Lake Park Management Board conducted its
Regular Meeting on Thursday, August 23rd, 2018
at the Bradford Pavilion, Lower Beverley Lake Park, Delta.**

Prior to the meeting, Members of the Management Board joined staff for an appreciation meal. Words of gratitude were conveyed to staff by Chairperson Cathy Livingston in recognition of their efforts in preparing and maintaining the park. Recognition of 5 years, 10 years and 15 years employment with the Park Management Board was also presented.

Chairperson Cathy Livingston **called the meeting to order** at 5:30 p.m.

Roll Call was taken with the following members present: Chairperson Cathy Livingston, Vice-Chairperson Hazel Wykes, Mayor Ron Holman, Community Representatives Brent Rathwell and Penny Sawyer, Seasonal Campers' Liaison Allan Moorhouse and Delta Mill Society Liaison Anna Greenhorn.

Park Manager William Morris, Secretary-Treasurer David Schur, and Maintenance-Security Supervisor Brian Abrams were present as well.

Members absent included Councillor Cathy Monck and Rob Dunfield with prior notice.

Introduction of Visitors

Rose Hyland, Chairperson of the Seasonal Campers' Recreation Sub-Committee was welcomed to the meeting.

RESOLUTION # 65-2018

Moved By: Brent Rathwell
Seconded By: Penny Sawyer

To pass a Resolution that;

The Lower Beverley Lake Park Management Board approves and **adopts the agenda** as prepared.

Carried.

RESOLUTION # 66-2018

Moved By: Hazel Wykes
Seconded By: Ron Holman

To pass a Resolution that;

The Lower Beverley Lake Park Management Board approves and adopts the minutes of the regular meeting held on May 15th, 2018 as prepared.

Carried.

Chairperson Livingston asked if anyone had a **disclosure of pecuniary interest and the general nature thereof**. No declarations were received.

Delegations

- Nil

Comments / Resolutions of Council

Copies of Township of Rideau Lakes Resolutions #45-2018 and #46-2018 dated June 4th were provided to Members for their reference.

Business Arising

- Nil

Reports from Board Staff

General Status Report for August 2018, as prepared by Park Manager William Morris, was presented to the Board Members, and the same was reviewed and discussed.

RESOLUTION # 67-2018

Moved By: Ron Holman
 Seconded By: Brent Rathwell

To pass a Resolution that;

The Lower Beverley Lake Park Management Board acknowledges and concurs with the report for August 2018 as prepared and presented by Park Manager William Morris;

And further that the following action be taken:

- Proposed park regulations regarding cannabis be tabled until guidelines have been released from the Province.
- Discussion regarding the use of tiny houses in the park as camping units be tabled; no direction provided;
- Policy Statement #11 be amended to include the change in uniform requirements for Maintenance and Security Staff to reflective shirts.
- A request be forwarded to Municipal Services Committee (Public Works / Planning / Community & Leisure Services) requesting consideration of the following:
 - Use of three municipal trucks during the nights of “Celebrating the Season 2018” for the purpose of towing wagons;
 - Plowing and sanding the roadways within the park that are used during “Celebrating the Season 2018” in the event of inclement weather.

Carried.

General Status Report for August 2018, as prepared by Secretary / Treasurer David Schur, was presented to the Board Members and the same was reviewed and discussed.

RESOLUTION # 68-2018

Moved By: Penny Sawyer
 Seconded By: Hazel Wykes

To pass a Resolution that:

The Lower Beverley Lake Park Management Board acknowledges and concurs with the report for August 2018 as prepared and presented by Secretary-Treasurer David Schur.

Carried.

General Status Report for August 2018, as prepared by Maintenance / Security Supervisor Brian Abrams, was presented to the Board Members, and the same was reviewed / discussed.

RESOLUTION # 69-2018

Moved By: Hazel Wykes
 Seconded By: Ron Holman

To pass a Resolution that;

The Lower Beverley Lake Park Management Board acknowledges and concurs with the report for August 2018 as prepared and presented by Maintenance / Security Supervisor Brian Abrams.

Carried.

General Status Report for August 2018, as prepared by Canteen / Housekeeping Supervisor Marlene Stearry was presented to the Board Members, and the same was reviewed / discussed.

RESOLUTION # 70-2018

Moved By: Brent Rathwell
 Seconded By: Penny Sawyer

To pass a Resolution that;

The Lower Beverley Lake Park Management Board acknowledges and concurs with the report for August 2018 as prepared by Canteen / Housekeeping Supervisor Marlene Stearry.

Carried

**Reports from Special Advisors to the Management Board
 Seasonal Tenants' Liaison**

Report for August 2018 as prepared by Seasonal Campers' Liaison Al Moorhouse was presented to Board Members, and the same was reviewed and discussed.

RESOLUTION # 71-2018

Moved By: Penny Sawyer
 Seconded By: Ron Holman

To pass a Resolution that;

The Lower Beverley Lake Park Management Board acknowledges and concurs with the report for August 2018, as prepared and presented by Al Moorhouse, Seasonal Tenants' Liaison;

And further that the Management Board acknowledges the minutes of the Seasonal Campers' Recreation Sub-Committee meeting dated June 16th, 2018.

Carried.

Delta Mill Society Liaison

Report for August 2018 was presented to Board Members by Anna Greenhorn, Liaison to the Delta Mill Society.

RESOLUTION # 72-2018

Moved By: Hazel Wykes
 Seconded By: Brent Rathwell

To pass a Resolution that;

The Lower Beverley Lake Park Management Board acknowledges and concurs with the report for August 2018 as prepared and presented by Delta Mill Society Liaison Anna Greenhorn.

Carried.

Health and Safety

Health and Safety Report for August 2018 was presented to the Board Members by Park Manager William Morris.

RESOLUTION # 73-2018

Moved By: Hazel Wykes
 Seconded By: Penny Sawyer

To pass a Resolution that;

The Lower Beverley Lake Park Management Board acknowledges and concurs with the Health and Safety Inspection Report for August, 2018.

Carried.

Accounts Payable**RESOLUTION # 74-2018**

Moved By: Brent Rathwell
 Seconded By: Hazel Wykes

To pass a Resolution that;

The Lower Beverley Lake Park Management Board approves payment for the following accounts:

- \$ 50,416.85 for May 2018
- \$ 18,471.63 for June 2018
- \$ 38,133.25 for July 2018

Carried.

Correspondence

- Nil

Motions / Notice of Motions

- Nil

New Business

- Nil

By-Laws

- Nil

Questions from the Press

- Nil

Visitor's Remarks

- Nil

Next Meeting of the Board**RESOLUTION # 75-2018**

Moved By: Hazel Wykes
 Seconded By: Penny Sawyer

To pass a Resolution that;

The next regular meeting of the Lower Beverley Lake Management Board will be held on October 16th, 2018 at 4:30 p.m. at the Old Town Hall, Delta.

Carried.

Closed Session / Committee of the Whole

RESOLUTION # 76-2018

Moved By: Brent Rathwell

Seconded By: Penny Sawyer

To pass a Resolution that:

Pursuant to Section 239(2) Sub Sections (e) of the Ontario Municipal Act, a Meeting or part of a Meeting may be closed to the public if the subject matter being considered is,

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board,

Now Therefore the Lower Beverley Lake Park Management Board closes meeting at 6:15 p.m.

Carried

RESOLUTION # 77-2018

Moved By: Hazel Wykes

Seconded By: Penny Sawyer

To pass a Resolution that:

Lower Beverley Lake Park Management Board reconvenes to regular meeting at 6:22 p.m.

Carried

Resolutions / By-Laws following Closed Session

RESOLUTION # 78-2017

Moved By: Brent Rathwell

Seconded By: Hazel Wykes

To pass a Resolution that:

Lower Beverley Lake Park Management Board concurs with the discussions held during closed session.

Carried

Information

- Nil

By-Law to Govern Proceedings of the Board

RESOLUTION # 79-2018

Moved By: Penny Sawyer
Seconded By: Hazel Wykes

To pass a Resolution that;

By-Law Number 2018-15, being a By-Law to confirm the proceedings of the Board, at their meeting on August 23rd, 2018 be taken as read a first and second time, the short way, this 23rd day of August, 2018.

Carried.

RESOLUTION # 80-2018

Moved By: Brent Rathwell
Seconded By: Penny Sawyer

To pass a Resolution that;

By-Law Numbers 2018-15 be taken as read a third time, and finally passed this 23rd day of August, 2018.

Carried.

Adjournment

RESOLUTION # 81-2018

Moved By: Hazel Wykes
Seconded By: Brent Rathwell

To pass a resolution that;

The Lower Beverley Lake Park Management Board does now adjourn this meeting at 6:24 p.m.

Carried.

Cathy Livingston
Chairperson

David Schur
Secretary

/wm

CATARAQUI REGION CONSERVATION AUTHORITY

MINUTES OF THE FULL AUTHORITY

MAY 23, 2018

CRCA ADMINISTRATION OFFICE BOARDROOM

Present: Alan Reville (Chair), Alan Barton, Jim Garrah, Kevin George, Claire Gunnewiek, Al Hanes, Bert Herfst, Garry Hewett, Max Kaiser, Gerry Last; Lisa Osanic, Gary Oosterhof

Regrets: Duncan Ashley, Sandy Hay, Rob Layng, Ross Sutherland (Vice Chair), Laura Turner

Staff Present: Geoff Rae, General Manager; Donna Campbell, Assistant, Chair & General Manager; Katrina Furlanetto, Coordinator, Source Protection; Rob McRae, Manager, Watershed Planning & Engineering; Kristen Wozniak, Development Officer

The meeting commenced at 6:56 P.M.

1. ROLL CALL

There were twelve (12) members present.

2. APPROVAL OF AGENDA

An addition to the agenda, Report IR-065-18, Water Control Structure - Condition Assessment, was distributed electronically prior to the meeting.

Moved by: Max Kaiser
Seconded by: Lisa Osanic

THAT the agenda BE APPROVED, AS AMENDED.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were none.

4. DELEGATION / PRESENTATION

There were none.

5. APPROVAL OF PREVIOUS MINUTES

5.1. Minutes of April 25, 2018

Moved by: Max Kaiser
Seconded by: Claire Gunnewiek

THAT the minutes of the April 25, 2018 meeting of Cataraqui Region Conservation Authority, BE APPROVED.

CARRIED

6. BUSINESS ARISING

There was none.

7. ITEMS FOR CONSIDERATION

7.1. Appointment of Members to Cataraqui Region Conservation Authority (Municipal) (report IR-059-18)

Resolution: **052-18**
Moved by: Kevin George
Seconded by: Max Kaiser

THAT report IR-059-18, Appointment of Member to Cataraqui Region Conservation Authority Board, BE RECEIVED; and,

THAT the transmittal of member appointment to Cataraqui Region Conservation Authority from Brockville, BE APPROVED.

CARRIED

7.2. Appointment Provincial Offences Officer (report IR-061-18)

Resolution: **053-18**
Moved by: Kevin George
Seconded by: Max Kaiser

THAT Report IR-061-18, Appointment of Provincial Offences Officer, BE RECEIVED; and,

THAT Kristen Wozniak BE APPOINTED as a Provincial Offences Officer under Sections 28(1)(d) and (e) of the Conservation Authorities Act, R.S.O. 1990, effective immediately.

CARRIED

7.3. Water Control Structure – Condition Assessment (report IR-066-18) (addition to the agenda)

Report IR-066-18, Water Control Structure – Condition Assessment, was an addition to the agenda and provided to members electronically prior to the meeting.

Resolution: 054-18
 Moved by: Jim Garrah
 Seconded by: Max Kaiser

THAT Report IR-065-18, Water Control Structures Condition Assessment, BE RECEIVED; and,

THAT an additional \$5,000 be drawn from Water Control Structure reserves to fund PR00001 Water Control Structures Condition Assessment, per Table 2 of this report.

CARRIED

8. MINUTES

8.1. Cataraqui Trail Management Board Minutes

Resolution: 055-18
 Moved by: Claire Gunnewiek
 Seconded by: Lisa Osanic

THAT Cataraqui Trail Management Board Minutes of March 22, 2018, BE RECEIVED.

CARRIED

9. COMMITTEE REPORTS

There were none.

10. ANNOUNCEMENTS OR INQUIRIES/INFORMATION

10.1. Report on Communications (Report IR-049-18)

Resolution: 056-18
Moved by: Kevin George
Seconded by: Jim Garrah

THAT report IR-049-18, Report on Communications, BE RECEIVED.

CARRIED

11. MOTIONS / NOTICES OF MOTIONS

There were none.

12. IN CAMERA SESSION

Resolution: 057-18
Moved by: Max Kaiser
Seconded by: Alan Barton

THAT the Full Authority move **IN CAMERA**.

CARRIED

Resolution: 058-18
Moved by: Max Kaiser
Seconded by: Al Hanes

THAT the Full Authority move out of **IN CAMERA** and report.

CARRIED

Resolution: 059-18
Moved by: Bert Herfst
Seconded by: Max Kaiser

THAT Cataraqui Region Conservation Authority **AUTHORIZE** staff to pursue items as discussed at the **IN CAMERA** session on May 23, 2018.

CARRIED

13. ADJOURNMENT

The meeting adjourned at 7:27 P.M. on a motion by Kevin George, seconded by Max Kaiser.

Geoff Rae, MBA, P.Eng.
General Manager

Alan Revill
Chair

RESOLUTION # 67-2018

Moved By: Ron Holman

Seconded By: Brent Rathwell

To pass a Resolution that;

The Lower Beverley Lake Park Management Board acknowledges and concurs with the report for August 2018 as prepared and presented by Park Manager William Morris;

And further that the following action be taken:

- Proposed park regulations regarding cannabis be tabled until guidelines have been released from the Province.
- Discussion regarding the use of tiny houses in the park as camping units be tabled; no direction provided;
- Policy Statement #11 be amended to include the change in uniform requirements for Maintenance and Security Staff to reflective shirts.
- A request be forwarded to Municipal Services Committee (Public Works / Planning / Community & Leisure Services) requesting consideration of the following:
 - Use of three municipal trucks during the nights of “Celebrating the Season 2018” for the purpose of towing wagons;
 - Plowing and sanding the roadways within the park that are used during “Celebrating the Season 2018” in the event of inclement weather.

Carried.

THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES
BY-LAW NO. 2018-38

BEING a By-Law to Designate Lot 2 and Lot 3 on Plan 222, Ward of South Elmsley, Township of Rideau Lakes, deemed not to be lots on a Registered Plan of Subdivision.

WHEREAS pursuant to Section 50(4) of the Planning Act, R.S.O. 1990 the Council of a local Municipality may by By-Law designate any Plan of Subdivision, or part thereof, that has been Registered for eight years or more, which shall be deemed not to be a Registered Plan of Subdivision for the purposes of Subsection (3);

AND WHEREAS the lands described as Lot 2 and Lot 3 on Plan 222 are currently lots or part of lots within a registered Plan of Subdivision;

AND WHEREAS Registered Plan 222 has been registered in the Registry Office for eight years or more;

AND WHEREAS pursuant to Section 5.3 of the Official Plan of the Township of Rideau Lakes, the Township may pass a Deeming By-Law which has the effect of declaring part or all of a Plan of Subdivision not to be registered for conveyancing purposes.

AND WHEREAS it is desirable that said lots be merged on title to in effect create a single conveyable lot known as #6 R1, Ward of South Elmsley, Township of Rideau Lakes;

NOW THEREFORE the Council of the Corporation of the Township of Rideau Lakes enacts as follows:

1. That it is declared and designated that the lands described as Lot 2 and Lot 3 on Plan 222 and more particularly shown on Schedule "A" are deemed not to be separate lots within a Registered Plan of Subdivision for the purpose of Section 50(3) of the *Planning Act*, R.S.O. 1990.
2. That a certified or duplicate copy of this By-Law be lodged by the Clerk in the office of the Approval Authority as per Section 50 (26) of the *Planning Act*, R.S.O. 1990.
3. That a certified or duplicate copy of this By-Law be registered on title to said Lot 2 and Lot 3.

Read a first and second time this _____ day of _____, 2018.

Ronald E. Holman
Mayor

Mary Ellen Truelove
Clerk

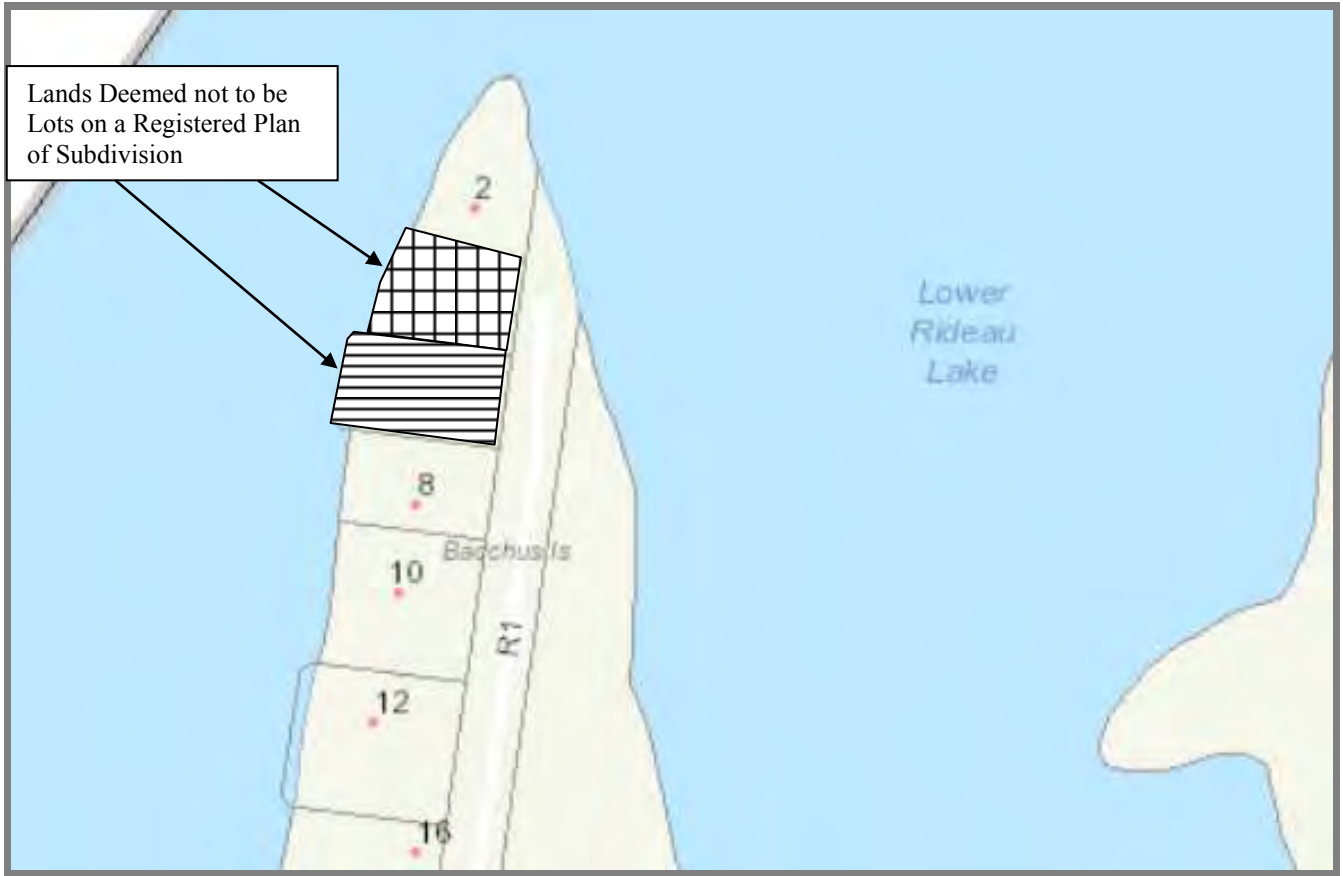
Read a third time and finally passed this _____ day of _____, 2018.

Ronald E. Holman
Mayor

Mary Ellen Truelove
Clerk

CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

SCHEDULE "A" TO BY-LAW NUMBER 2018-38



This is Schedule "A" to By-law No. **2018-38** passed this ____ day of _____, 2018.

Ronald E. Holman
Mayor

Mary Ellen Truelove
Clerk

BY-LAW NO. 2018-39

**THE CORPORATION OF
THE TOWNSHIP OF RIDEAU LAKES**

**OWNER: RONALD MILNE & BEVERLY MILNE
BAST CON 6 PT LOT 15 RP;28R11118 PART 1
(2356 Harlem Road)
Ward of Bastard & South Burgess, Township of Rideau Lakes**

CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES
BY-LAW NO. 2018-39
BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2005-6, AS AMENDED
OWNER: RONALD MILNE & BEVERLY MILNE
BAST CON 6 PT LOT 15 RP;28R11118 PART 1
(2356 Harlem Road)
Ward of Bastard & South Burgess, Township of Rideau Lakes

WHEREAS Section 34(1) of the Planning Act, R.S.O., 1990, Chapter P.13, authorizes Council to pass by-laws to regulate the use of lands and the character, location and use of buildings and structures within the Township of Rideau Lakes;

AND WHEREAS the Council of The Corporation of the Township of Rideau Lakes deems it advisable to amend Zoning By-law No. 2005-6, as amended, as hereinafter set forth;

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

1. The lands affected by this By-law are highlighted on Schedule, "A" which is attached hereto and forms part of this By-law.
2. That By-law 2005-6 is hereby amended by changing the zoning of the lands to which this By-law applies from Institutional (I) to General Residential (RG)

Read a first and second time this _____ day of _____, 2018.

 Ronald E. Holman
 Mayor

 Mary Ellen Truelove
 Clerk

Read a third time and finally passed this _____ day of _____, 2018.

 Ronald E. Holman
 Mayor

 Mary Ellen Truelove
 Clerk

CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES**EXPLANATORY NOTE****The Purpose and Effect of By-law No. 2018-39**

The By-law changes the zoning classification of the subject property from Institutional (I) to General Residential (RG).

Key Map

For the purposes of this explanatory note, Schedule “A” to the by-law (attached) will serve as the Key Map which shows the general location of the subject lands in relation to the surrounding lands.

Brittany Mulhern
Manager of Development Services

CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES
BY-LAW NO. 2018-39
BEING A BY-LAW TO AMEND ZONING BY-LAW NO. 2005-6, AS AMENDED
OWNER: RONALD MILNE & BEVERLY MILNE
BAST CON 6 PT LOT 15 RP;28R11118 PART 1
(2356 Harlem Road)
Ward of Bastard & South Burgess, Township of Rideau Lakes

I, Mary Ellen Truelove, Clerk, hereby certify that By-law No. 2018-39 has been passed in accordance with the requirements of the following:

1. Notice of the public meeting under Sections 34(12) and 34(13) of the *Planning Act*, R.S.O., 1990, Chapter P.13; and
2. Written notice of the passing of the By-law under Section 34(18) of the *Planning Act*, R.S.O., 1990, Chapter P.13.

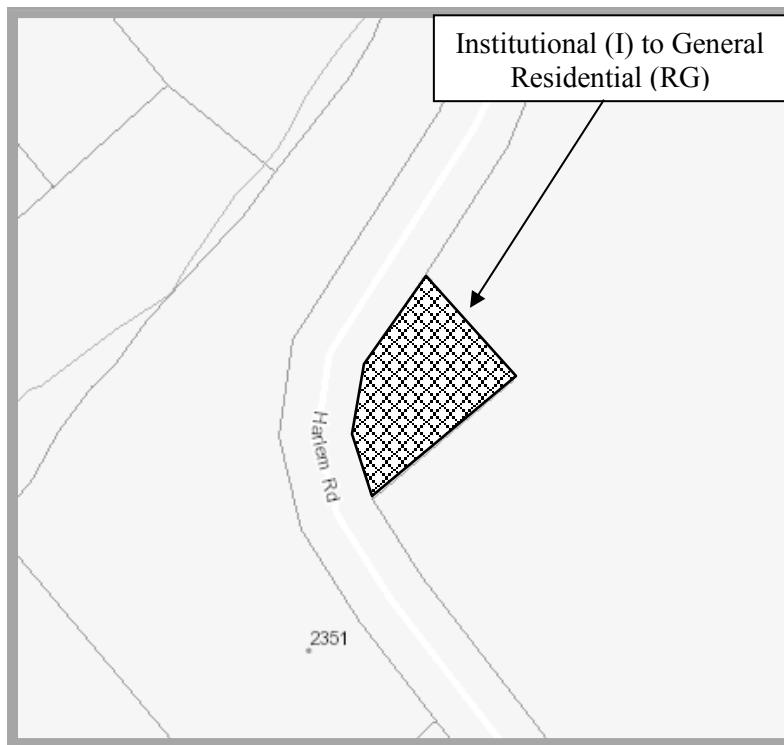
I further certify that: (check one)

- No notice of appeal under Section 34(19) of the *Planning Act*, R.S.O., 1990, Chapter P.13, has been filed within twenty (20) days from the date of notice of the passing of the By-law; or
- Notice of appeal has been filed and the attached submissions are true copies of all written submissions and supporting material received in respect of the By-law prior to the passing thereof together with all notices of appeal.

Mary Ellen Truelove
Clerk

CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

SCHEDULE “A” TO BY-LAW NUMBER 2018-39



This is Schedule “A” to By-law No. **2018-39** passed this ____ day of _____, 2018.

Ronald E. Holman
Mayor

Mary Ellen Truelove
Clerk

BY-LAW 2018-40**THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES**

BEING a By-Law to appoint a establish a Joint Leeds & Grenville Compliance Audit Committee and appoint Committee members for the 2018 Municipal Election period.

WHEREAS municipalities and school boards in Ontario are required by Section 88.31 of the *Municipal Elections Act*, 1996 S.O. 1996, c. 32, to establish a compliance audit committee prior to October 1 in an election year;

AND WHEREAS it is the responsibility of a compliance audit committee to consider compliance audit applications and reports from the Clerk relating to the campaign finances of candidates and registered third parties who participated in the 2018 Municipal Election or in any by-election that may occur during the 2018-2022 Term of Council;

AND WHEREAS the municipalities within the United Counties of Leeds and Grenville have collaborated on the establishment of the Terms of Reference for the Joint Audit Committee and the recruitment of individuals to members of the Committee;

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

- 1) That a Joint Leeds & Grenville Compliance Audit Committee is hereby establish to deal with matters provided for in Sections 88.33 to 88.37 of the *Municipal Elections Act*, 1996, S.O. 1996, c.32;
- 2) That the Joint Leeds & Grenville Compliance Audit Committee shall consist of the following individuals;

Rob Bickerton
 Mel Campbell
 Charles Kellington
 Glenn Mackey
 Bill Pakeman

- 3) That the business of the Leeds & Grenville Joint Compliance Audit Committee be conducted in accordance with the Terms of Reference set out in Schedule 'A' attached hereto, which shall form part of this By-Law.

AND FURTHER that this By-Law shall come into force and take effect on the date of passing.

Read a first and second time this 4th day of September, 2018.

Ronald E. Holman
 Mayor

Mary Ellen Truelove
 Clerk

Read a third time and finally passed this _____ day of _____, 2018.

Ronald E. Holman
Mayor

Mary Ellen Truelove
Clerk

Joint Leeds & Grenville Election Compliance Audit Committee

Terms of Reference	
1	<p><u>Name</u></p> <p>The name of the Committee is the “Joint Leeds & Grenville Election Compliance Audit Committee” consisting of the following participating municipalities:</p> <ul style="list-style-type: none"> Township of Athens Township of Augusta City of Brockville Township of Edwardsburgh Cardinal Township of Elizabethtown-Kitley Township of Front of Yonge Town of Gananoque Township of Leeds and the Thousand Islands Village of Merrickville-Wolford Municipality of North Grenville Town of Prescott Township of Rideau Lakes Village of Westport <p>The County Clerk of the United Counties of Leeds and Grenville will provide administrative support to the Compliance Audit Committee.</p>
2	<p><u>Duration</u></p> <p>The term of office is from December 1, 2018 to November 14, 2022 to deal with applications from the 2018 Election and any by-elections during this term.</p>
3	<p><u>Mandate</u></p> <p>The powers and functions of the Committee are set out in Sections 88.33 to 88.37 of the <i>Municipal Elections Act, 1996, as amended</i> (included as Appendix “A”). The Committee shall have the authority to:</p> <ul style="list-style-type: none"> a) Grant or reject a compliance audit application received from an eligible elector with respect to apparent election campaign finance contraventions; b) Grant or reject a report received from the Clerk with respect to apparent contribution contraventions; c) Appoint an auditor to conduct an audit where the application is granted and to receive the results; and d) Commence legal proceedings against the candidate or contributor for any apparent contravention.

4	<p><u>Membership</u></p> <p>The Committee shall be composed of three (3) voting members, with up to three (3) alternate members that would assume all the rights and privileges of a voting member if called upon to replace a voting member at the discretion of the County Clerk.</p> <p>Membership will be comprised of individuals with legal, election administration, public administration, auditing and/or accounting experience, professionals who are required to adhere to codes of standards of their profession and those with in-depth knowledge of the campaign financing rules of the <i>Municipal Elections Act, 1996</i>.</p> <p>Pursuant to subsection 88.37(2) of the <i>Municipal Elections Act, 1996</i> applicants cannot be candidates or registered third party advertisers in the 2018 Municipal Election, or any by-election during the 2018-2022 Council term, nor can they have committed to providing professional accounting advice to any person running for office in any of the participating municipalities. Municipal employees and members of Council are also ineligible.</p> <p>Members will be required to take Accessible Customer Service training as a condition of appointment.</p>
5	<p><u>Membership Selection</u></p> <p>The Terms of Reference and application form will be posted on the municipal websites of the participating municipalities. Clerks of the participating municipalities may also contact and solicit individuals with experience as set out under section 4 of the Terms of Reference. In addition, advertisements will be placed in a local paper.</p> <p>All applicants will be required to complete an application form outlining their qualifications and experience. Clerks of the participating municipalities may interview eligible applicants who meet the selection criteria. A list of recommended candidates will be submitted to the Council of each participating municipality for consideration.</p> <p>The selection process will be based upon the following criteria:</p> <ol style="list-style-type: none"> a. demonstrated knowledge and understanding of municipal election campaign financing rules; b. proven analytical and decision-making skills; c. experience working on a committee, task force or similar setting; d. availability and willingness to attend meetings; and e. possession of excellent oral and written communication skills.
6	<p><u>Conflict of Interest</u></p> <p>Pursuant to subsection 88.37(2) of the <i>Municipal Elections Act, 1996</i> applicants cannot be candidates or registered third party advertisers in the 2018 Municipal Election, or any by-election during the 2018-2022 Council term, nor can they have committed to</p>

	<p>providing professional advice to any person running for office in any of the participating municipalities. Municipal employees and members of Council are also ineligible.</p> <p>Failure to adhere to these requirements will result in the individual being removed from the Committee.</p>
7	<p><u>Compensation</u></p> <p>Voting and Alternate Members will be provided with an annual retainer of \$100 at the end of each year of the term. The County Clerk will issue payment to each member in good standing on behalf of participating municipalities who will divide the costs evenly amongst themselves.</p> <p>Members may receive additional compensation depending on compensation by-laws of the local municipalities.</p>
8	<p><u>Chair</u></p> <p>The Committee will select a Chair from amongst its members at its first meeting upon receipt of each compliance audit application or Clerk's report.</p> <p>The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.</p> <p>The Chair shall enforce the observance of order and decorum among the Committee members and those present at all meetings.</p> <p>When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.</p>
9	<p><u>Staffing and Funding</u></p> <p>The County Clerk or designate shall act as the Secretary to the Committee.</p> <p>The participating municipality requiring the services of the Committee shall be responsible for all associated expenses, in addition to a portion of the retainer fee referred to above in Section 7.</p>
10	<p><u>Meetings</u></p> <p>While meetings of the Committee will be open to the public, Sections 88.33 (5.1), 88.34 (9.1) and 88.35 (6.1) of the <i>Municipal Elections Act, 1996</i> state that the Committee may choose to deliberate in private</p> <p><i>Timing of Meetings</i></p> <p>Applications shall be forwarded to the Clerk of the municipality where the audit is being requested and he/she shall then forward the application to the County Clerk</p>

immediately upon receipt, noting the date and time the application was received. The application shall be provided to the Compliance Audit Committee within 10 days of its receipt at the local municipality in accordance with S. 88.33(4). Also upon receipt of an application the County Clerk or designate will determine the date and time of the first meeting in consultation with the members. Subsequent meetings will be held at the call of the Chair in consultation with the County Clerk or designate.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the County Clerk or designate.

Meeting Location

The Committee shall meet at the location determined by the County Clerk.

Members

An alternate member may be used in the following circumstances at the discretion of the County Clerk:

- a committee member is an eligible elector in the municipality requiring the audit;
- a committee member is unavailable for the duration of the audit.

The County Clerk or designate will confirm the committee membership.

Meeting Notices, Agendas & Minutes

Reasonable notice of the meetings of the Committee shall be given to the candidate, the applicant, the contributor, and/or the registered third party, depending on the type of application being considered, the Clerk of the municipality where the application was requested and the public.

The County Clerk or designate shall cause notice of the meeting(s) to be provided a minimum of two (2) business days prior to the date of each meeting. The agendas and minutes of meetings shall be posted on the municipal website of the United Counties of Leeds and Grenville and on the website of the municipality requesting the services of the Compliance Audit Committee.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

The Committee must provide brief written reasons for decisions made with respect to acceptance or rejection of the application, and whether legal proceedings will be commenced following the receipt of an auditor's report.

These written reasons must be provided to the candidate, the County Clerk, the Clerk for the municipality where the candidate filed his or her nomination, the applicant, the contributor, and/or the registered third party, depending on the type of application being considered.

	<p><i>Agenda Format</i></p> <ol style="list-style-type: none"> 1. Call to Order 2. Appoint Chair (first meeting only) 3. Disclosure of Pecuniary Interest and General Nature Thereof 4. Consideration of Compliance Audit Application <i>or</i> Auditor's Report 5. Adjournment <p><i>Quorum</i></p> <p>Quorum for meetings shall consist of a simple majority of the members of the Committee.</p> <p>If no quorum is present thirty (30) minutes after the time appointed for a meeting, the County Clerk or designate shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting, as determined by the County Clerk or designate, or the Chair, if appointed.</p> <p><i>Meeting Attendance</i></p> <p>Any member of the Committee who is absent from two (2) consecutive meetings without excusal by the Committee may be removed from the Committee at the discretion of the County Clerk or designate in consultation with the Clerks of the participating municipalities.</p> <p><i>Motions & Voting</i></p> <p>A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.</p> <p>Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.</p> <p>In the case of a tie vote, the motion shall be considered to have been lost.</p> <p>The manner of determining the vote on a motion shall be by show of hands.</p> <p>The Chair shall announce the result of every vote.</p>
11	<p><u>Administrative Practices and Procedures</u></p> <p>The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the <i>Municipal Elections Act, 1996</i>.</p> <p>All participating Clerks have the right to develop additional administrative practices and procedures.</p>

Municipal Elections Act, 1996

S.O. 1996, CHAPTER 32
SCHEDULE**Compliance Audits and Reviews of Contributions****Compliance audit of candidates' campaign finances**

Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Notice of meetings

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

Open meetings

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

Same

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 1.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

(15) For the purpose of the audit, the auditor,

(a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and

(b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

Section Amendments with date in force (d/m/y)

Review of contributions to candidates

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

(a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

(a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Notice of meetings

(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

Open meetings

(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

Same

(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 2.

Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Section Amendments with date in force (d/m/y)

Compliance audit of registered third parties

Application by elector

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.

3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

(a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and

(b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Notice of meetings

(6) Reasonable notice of the meetings of the committee under subsection (5) shall be given to the contributor, the registered third party and the public. 2017, c. 20, Sched. 10, s. 3.

Open meetings

(6.1) The meetings of the committee under subsection (5) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 3.

Notice of decision, reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

(a) employees or officers of the municipality or local board;

(b) members of the council or local board;

(c) any persons who are candidates in the election for which the committee is established; or

(d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

Section Amendments with date in force (d/m/y)



www.selwyntownship.ca

August 15, 2018

Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

via Email

Dear Premier Ford:

Re: Provincial Agricultural Systems Mapping

The Council of the Township of Selwyn passed the following Resolution at their August 7, 2018 Council meeting.

Resolution No. 2018 – 153 – Provincial Agricultural Systems Mapping

Councillor Donna Ballantyne – Councillor Gerry Herron –

Whereas the Provincial Liberals seem to have made rash, broad stroke decisions by implementing Agricultural Systems mapping changes with little notice and no transition period;

Be it resolved that the Provincial Conservatives review the rationale and research that drove the decision to implement the new Agricultural Systems mapping that expanded prime agricultural land designations; and that the new government be urged to review and modify the severe restrictions resulting from the agricultural systems mapping; and that this Resolution be circulated to M.P.P. Dave Smith, the Association of Municipalities of Ontario (AMO) and all AMO municipalities requesting their support.

Carried.

Should you have any questions regarding the above-noted matter, please do not hesitate to contact the office directly.

Sincerely,

Carla Hope

Carla Hope, Administrative Assistant

c.c. Dave Smith, MPP
Association of Municipalities of Ontario
All Municipalities in Ontario
County of Peterborough, Land Division

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