

**MINUTES
COMMUNITY DEVELOPMENT COMMITTEE
WEDNESDAY, SEPTEMBER 5, 2018
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE**

Present: Heather Lawless, Chair
Mayor Sayeau, Ex Officio
Councillor Morrell
Conor Cleary
Tory Deschamps
Greg Modler

Regrets: Councillor Smail
Tim Nason

Staff: Debra McKinstry, CAO/Clerk
Rebecca Williams, Deputy Clerk
Shelbi McFarlane, Community Development Coordinator
Dave Grant, Director of Operations
Melanie Stubbs, Treasurer
Brian Moore, Fire Chief

1. Call to Order

Heather Lawless volunteered to chair the meeting in Councillor Smail's absence and called the meeting to order at 6:30 pm.

2. Approval of Agenda

Moved by: C. Cleary seconded by: P. Sayeau that the agenda be approved as presented.

3. Disclosure of Pecuniary Interest & the General Nature Thereof – None

4. Business Arising from Community Development Committee Minutes

Members asked for a status update with respect to the Shared Network Site Plan Control Agreement. It was noted that staff are awaiting information for the Hands Road Allowance and may be back to Committee with an update with respect to the site plan in October.

5. Delegations & Presentations

a) LG Approved Professionals – David Annable

David Annable, President and Founder of LG Approved Professionals Inc. (LGAP) gave a presentation to Committee outlining what the program is and their goals. Mr. Annable highlighted that the organization currently has 53 members, from many different professional lines of work, and continues to grow through outreach with various organizations, municipalities, and private businesses. It was noted that one of the key differences with the LGAP program is that each member has been reviewed to confirm that that individual is qualified and holds the appropriate certifications to be doing the work. Mr. Annable noted that the goal is for LGAP to partner with municipal economic development departments in the area to focus on further development of ensuring that there are qualified individuals/business services that the communities can access. It was noted that the LGAP members use the LGAP logo in their everyday business and advertisements to make the public aware that they are a member of the LGAP.

Members enquired as to what the difference is between the LGAP versus trade union and chamber of commerce groups. It was noted that the LGAP is open to everyone and they are not associated with one single union or organization. Mr. Annable noted that the LGAP includes many different professions and trades, with reviews, references, confirmed accreditations, and years of experience all available to the public. Committee confirmed that members of the LGAP are required to comply with local municipal by-laws, and if there were concerns or complaint(s) made against a member that the LGAP would complete a full review. Mr. Annable noted that if a public complaint report is received, the board has 2 weeks to complete a review of the complaint and if it is deemed valid then the member could be placed on a suspension or black listed from the LGAP organization.

Members enquired how the LGAP can assist businesses and trades, such as a hair salon, which isn't regulated by by-laws or provincial legislation when dealing with public complaints. Mr. Annable noted that the board would still review the complaint and determine if the quality of the work completed was up to the board's standards. Committee confirmed that a membership with the LGAP is \$300 annually with monthly meetings and networking opportunities.

Committee thanked Mr. Annable for the presentation.

b) Official Plan First Draft Review – Steve Pentz, Novatech

Members discussed how the Committee should approach the review and what would be a sufficient time limit to review the document. There was consensus from Committee to review the document in sections outlined by Mr. Pentz and limit the review to one hour.

Mr. Pentz noted that once the new OP is adopted, then it will only need to be reviewed every 10 years. Mr. Pentz highlighted that due to provincial and upper-tier policies and regulations there isn't a great deal of flexibility with modifying the

Township OP. It was noted that Novatech revised the OP in an attempt to be consistent throughout the plan with the overall improvements, but not changing the guiding principles. Members noted that the UCLG OP boundaries map overrides the Township, so the boundary maps must stay consistent with the UCLG.

Mr. Pentz provided a summary table which highlights and explains the changes made to the various sections of the OP. Committee reviewed, and the following questions and discussions took place:

- How can the Township expand/change specific land use designations and areas, specifically expanding the Industrial Park and changing waste service areas. Mr. Pentz noted that such changes would require amendments to the Counties' OP, which would need to take place and be approved by the Province in the UCLG OP then amended on the Township OP.
- Addressing additional areas as focal points for expansion because the current draft only addresses Cardinal. Would the Township be able to expand on the focal points of expansion to include other areas? It was noted that Cardinal was directly identified as an area in the Township where development should occur, primarily because it has full water and sewer services
- Can the settlement area boundaries be expanded to allow for additional development? Mr. Pentz noted that any changes to the boundaries would require an amendment through the UCLG OP with a comprehensive review taking place.
- Reviewed section 3.3 with respect to highway commercial policy areas and identified a rural property on Brouseville Rd which is identified as highway commercial, however no longer requires specific OP designation. It was noted that the zoning for the property would remain as highway commercial.
- Highlighted that section 3.6 – mineral aggregate resource policy area is a requirement of the Counties to identify the mineral aggregate throughout the UCLG. Mr. Pentz noted that Schedule B identifies some mineral aggregate areas. Members noted discrepancies with respect to the mapped locations of some of the bedrock reserves, specifically in the Spencerville area.
- Mr. Pentz noted that during the review of section 3.7 – natural heritage resource policy area, some sections were not specific in relation to the identification of natural heritage and as a result were either modified/ removed/relocated to more suitable areas of the Plan
- Mr. Pentz highlighted a new requirement for the OP under section 4.4.4 to identify wildland fire hazards. It was noted that the Township must develop a policy with respect to the areas identified as unsafe for development due to the presence of hazardous forest types for wildland fires. Members enquired how the wildland fire areas affect development or if the areas are only mapped out for Township and public awareness. It was noted that the final map in the OP will identify high risk areas to make the Township, UCLG, and public aware of risk areas.
- Mr. Pentz reviewed section 6 – general development policies with Committee. Members enquired if the land use policies would supersede the general

development policies. It was noted that both the land use and general development policies would apply concurrently when an issue or inquiry arises.

- Members asked if the 25% of affordable housing in settlement areas is mandated. It was noted that the 25% is a guideline to assist municipalities with the increasing acceptance of smaller houses and lot sizes to make housing more affordable.
- There was a discussion with respect to secondary units. Members discussed their concerns with allowing garden suites and granny suites on a single lot which would share a septic system. It was noted that the 2 dwellings on a single lot in the rural area requires that the homes share a septic system and can not be severed off in the future. Members enquired if the Township is mandated by regulation or legislation to include second units and garden suites in the OP. It was noted that secondary units are required by the PPS, but specific provisions for garden suites are not required.
- Committee enquired as to how the mineral aggregate areas have been identified and if the Township OP will need to be amended in the future to keep in line with the UCLG OP mineral aggregate mapping. Mr. Pentz noted that the areas currently identified on the map were replicated from the previous OP. It was noted that the UCLG usually relies on the Township OP when identifying mineral aggregate areas, however when the UCLG develops a new and more comprehensive mineral aggregate plan the Township will be required to amend its plan to incorporate the new information.
- There was a discussion with respect to other mineral aggregate areas not identified on the map, specifically sand. It was noted that an area may have been removed from the map due to the owner not providing proof that there is a need for the aggregate in the area. It was noted that the blue shovel icon identified abandoned/closed pits and quarries.
- Committee enquired how the different mineral aggregate designations can affect water protection and development. It was noted that the UCLG OP may eliminate certain mineral aggregate identification areas depending on how close it is to sensitive land uses such as residential developments or water bodies.
- Committee discussed why the OP and zoning by-law want to focus and limit development to specific areas instead of letting businesses develop where they want. It was noted that the OP tried to focus the development from within the serviced areas then expand outwards into un-serviced areas.
- Committee discussed the option for developers to give the Township cash-in-lieu or parkland, specifically if the developer should be required to develop a park area to preserve green space, rather than cash-in-lieu to the Township. It was noted that the cash-in-lieu would go to a reserve to be used for the Township current parklands.
- Members asked for clarification with respect to the 60-meter water frontage minimum. It was noted that a 60-meter frontage is standard for waterfront properties to protect the environment and shoreline views. There was a brief

discussion with respect to what are considered waterfront properties in the Township.

There was a brief discussion with respect to the land bank, specifically if there is flexibility to divest acreage. Members were requested to submit any additional questions or concerns to staff to be sent and reviewed by Novatech for consideration in the second draft to be presented at the October meeting.

6. Discussion Items

a) Deeming By-law – Loyalist Place

Staff provided a brief summary with respect to the current request and zoning of the land. It was noted that due to the lot being a part of a plan of subdivision, subdivision lots are separated by by-law, and in order to merge lots together a deeming by-law would be required. Committee reviewed the request and noted that public consultation is needed before a decision can be made.

Members highlighted that by merging two lots together the Township would essentially be losing potential water & sewer revenue from the loss of a developable lot. Members noted that the applicants should have discussed the idea of merging the lots together prior to purchasing. Committee highlighted their concerns with a domino effect taking place if the Township grants one exception than it may cause similar issues and requests to arise.

Committee highlighted the Planner's remarks, specifically that deeming by-laws are normally used to address undersized lots, not full lots that are able to be developed in accordance with the zoning by-law. Members discussed the design and size of the proposed garage and breezeway and noted that if sold, a new resident may think they could use it as a commercial garage or home business. Members raised concerns with respect to the number of vacant lots in the subdivision and enquired if the developer of the subdivision is actively promoting the sale of the lands. Members requested staff to provide mapping of the subdivision to indicate the vacant lots.

Moved by: G. Modler seconded by G. Morrell that Committee adjourn the discussion of 6a) for 10 minutes while staff retrieve the map.

Carried

Committee reviewed the GIS map provided by staff which outlined the vacant lots in the subdivision. Members asked for clarification with respect to the lots owned by a numbered company. It was noted that the Township typically retains a lot in a subdivision as collateral until the entire development is complete. Members noted that the developer has not been actively promoting the vacant lots and debated why the developer has not requested the Township lot back. It was

noted that there is a Township easement running between vacant lots for the wastewater system.

Moved by: C. Cleary that Committee recommends that Council support the request to merge the identified lots through a deeming by-law.

Motion failed to find a seconder.

Moved by: T. Deschamps seconded by: G. Morrell that Committee recommends that Council agrees with the alternate option to not support the request.

Carried

7. Action/Information Items

a) Downtown Signage Project Update

Staff provided a brief summary to Committee noting that 3 proposals were received, and Gordon Signs was the lowest bid with the most fitting proposal. It was noted that staff will provide signage inventory and design documents for Committee review in October/November depending on project logistics.

b) Severance Application B-90-18 & B-91-18 (Berk)

Committee reviewed the severance application and noted that there is a total of 3 lots; 1 to be retained and 2 to be created. Members confirmed that the remaining lot cannot be further severed in the future. Members confirmed that the lots meet the minimum lot size requirements and that no road allowances would be affected. It was noted that the Township owns all road allowances and if someone wishes to improve the road allowance then they must enter into an agreement with the Township.

Moved by: G. Modler seconded by: C. Cleary that Committee recommends that Council recommends in favour of the severance application B-90-18 and B-91-18 (Berk).

Carried

8. Inquiries/Notices of Motion – None

9. Question Period – None

10. Closed Session – None

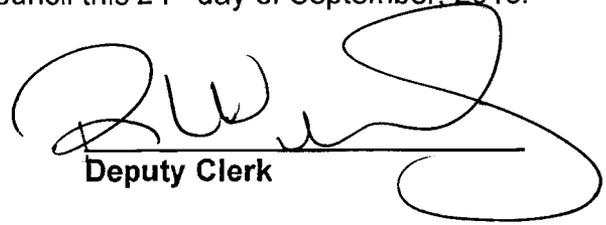
11. Adjournment

Moved by: G. Morrell that Committee does now adjourn at 8:56 pm.

Carried

These minutes were approved in open Council this 24th day of September, 2018.


Chair


Deputy Clerk