

**MINUTES**  
**COMMUNITY DEVELOPMENT COMMITTEE**  
**MONDAY, APRIL 1, 2019**  
**6:30 PM**  
**SPENCERVILLE MUNICIPAL OFFICE**

**Present:** Deputy Mayor Deschamps, Chair  
Mayor Sayeau, Ex Officio  
Councillor Dillabough  
Shannon Brown  
Conor Cleary  
Cody Oatway  
Chris Ward

**Regrets:** Greg Modler

**Staff:** Debra McKinstry, CAO/Clerk  
Rebecca Williams, Deputy Clerk  
Wendy Van Keulen, Community Development Coordinator

1. Call to Order

Deputy Mayor Deschamps called the meeting to order at 6:30 pm.

2. Approval of Agenda

**Moved** by: P. Sayeau seconded by: G. Modler that the agenda be approved as presented.

3. Disclosure of Pecuniary Interest & the General Nature Thereof

4. Business Arising from Previous Community Development Minutes – None

5. Delegations & Presentations – None

6. Discussion Items – None

7. Action/Information Items

a) Official Plan Open House – April 11, 2019

Committee was informed that the notice of the open house for the proposed official plan taking place on April 11, 2019 from 6:30pm to 8:30pm in the Council Chambers has been circulated to the required public organizations and

advertisements are being distributed through the Township tax insert, local newspaper, and the Township website and social media accounts.

b) Meet Your Council Event – April 29, 2019

Staff invited Committee to an upcoming networking event being held on April 29, 2019 in the Council Chambers. It was noted that many local organizations, businesses and community groups have been invited to take part in the event. Staff noted that information with respect to the CIP funding may be available and presented based on responses from those invited.

Members noted that it will be a casual and open event to promote networking and communication among the groups and Committee/Council. Members mentioned that the Rural Economic Development program may have funding available for projects.

c) Free Tree Day in Partnership with SNC

It was noted that the Township has partnered with SNC to host a free tree day in the Township. Members noted that the trees will be given out on a first come first serve bases with a mix of potted and seedlings available. It was noted that the date and location is yet to be determined due to awaiting confirmation as to when SNC will be delivering the trees.

d) Application for Site Plan Control Agreement (Rust)

Staff summarized the report noting that Shared Network Canada who originally planned to build a telecommunication tower on Hands Road has now selected a new location on Brouseville Road. It was noted that telecommunication towers are not subject to the zoning regulations as the towers fall within federal jurisdiction.

It was noted that Shared Network Canada has provided the required notice to the public and surrounding neighbouring properties. Members suggested that the Township include the advertisement notice on the Township website and social media. Members enquired if there were any limitations with respect to how close telecommunication towers can be to other operating towers. It was noted that Industry Canada sets the minimum distance, believed to be 4km.

**Moved** by: C. Oatway seconded by: P. Sayeau that Committee recommends that Council enter into a Site Plan Control Agreement with James Rust.

Carried

e) Application for Rezoning 208 Dobbie Road (Killick)

Staff summarized the report and noted that the severance application resolution including conditions was passed at the April Council meeting and is now being considered by the UCLG. It was noted that the property owner wishes to expedite the process to rezone the land to prohibit residential use and receive a minor variance to address size deficiencies.

**Moved** by: C. Cleary seconded by: S. Dillabough that Committee recommends that the Township proceed with scheduling a public meeting date, once the Counties have issued provisional consent on the severance application. A public meeting notice will then be prepared, together with a draft zoning by-law amendment and a final report. The minor variance application to the Committee of Adjustment could proceed concurrently with the rezoning amendment application.

Carried

f) Application for Rezoning 331 Walter St (Hartle)

Staff summarized the report and noted that the property owner has requested to rezone the location from institutional to main street commercial/residential to match the neighbouring zoning. Members enquired if the intent of the current property owner is to rezone and sell the property to be converted into apartments. It was noted that there is the possibility that the owner may sell the property, however there is currently a hair salon/barber shop in one unit of the building.

Members discussed prohibiting any future residential use of the building due to its proximity to the main street commercial area. It was noted that the main street commercial/residential rezoning appears to be the appropriate approach for the property. Requiring the building to be main street commercial would prevent ground floor units from becoming apartment units. Members noted that if the property is restricted to main street commercial then it may prevent someone from using the building as a home-based business.

**Moved** by: P. Sayeau seconded by: C. Ward that Committee refers the report back to staff for further consultation with the property owner with respect to rezoning the property to main street commercial.

Carried

g) Application for Site Plan Control Amendment of 51 Centre Street and Rezoning Adjacent Vacant Parcel

Committee reviewed the report and noted that the site plan control agreement must be amended to accommodate the proposed building addition. It was noted that the vacant land would require rezoning to allow for continued use as open storage. Members confirmed that an amendment to the site plan would require Council approve through a by-law amendment. Committee discussed the need

for a special Council meeting before the regular meeting on April 22 to expedite the process and allow for staff to proceed with issuance of a building permit. It was noted that the Building Official can review the building permit application in the intervening period in an effort to have the permit ready once the amendment is approved at the regular Council meeting. Members confirmed that the rezoning public meeting will take place on May 6<sup>th</sup> before the regular meeting.

**Moved** by: C. Cleary seconded by: S. Brown that Committee recommends that Council proceed with the site plan amendment application as the applicant has provided the following details that are required with respect to the site plan:

- Confirmation there will be no open storage on the front parcel that is currently zoned MCR
- Revised site plan showing the following information
  - Legal property boundary dimensions
  - Clarify building setbacks
  - Dimensions of the addition
  - Dimensions of the parking spaces

Carried

**Moved** by: C. Cleary seconded by: C. Oatway that Committee recommends that the Township staff proceed with scheduling a public meeting date for the zoning amendment application. A public meeting notice will be prepared, together with a draft zoning by-law and a final report. Following the amendment, the site plan will be amended to incorporate the rear lot lands into the site plan approval.

Carried

#### 8. Inquiries/Notices of Motion

Members discussed the Committee mandate, specifically with respect to involvement in recreation facilities and activities. It was noted that the Committee may bring ideas to the table to be discussed and if an action is recommended then Council can review and determine if the recommendation is something that the Township should be pursuing. Members suggested that the Township could prepare a survey to be distribute throughout the Township for feedback and ideas with respect to recreation and programming. There was a brief discussion with respect to funding such projects, including the suggestion to use the provincial modernization funding to complete a survey or hire a consultant to collect feedback.

Members noted that past surveys completed by the Township with respect to recreation did not provide much in the way of useable feedback. It was noted that the role of the Committee Members is to go out into the community and act as advocates for the Township's programs and facilities. Members noted that there is a lack of programs and services available to youth and seniors in the Cardinal area, with some residents travelling to Prescott and Brockville.

Members requested that a discussion item be added to the May meeting regarding the provincial modernization funding money. It was requested that the funding notice be provided to Committee well in advance of the May meeting.

Mayor Sayeau provided a brief update with respect to the Ontario Job Site Challenge. It was noted that the province is looking for the land to be appropriately zoned for industrial business. The area in question would need to be brought in line with the UCLG official plan as a designated significant employment area. Staff was requested to prepare a report with respect to the process to accomplish this.

9. Question Period – None
10. Closed Session - None
11. Adjournment

**Moved** by: C. Oatway seconded by: C. Ward that Committee does now adjourn at 7:46 pm.

Carried

These minutes were approved in open Council this 22<sup>nd</sup> day of April, 2019.

  
Chair

  
Deputy Clerk