

**Corporation of the Municipality of Temagami
Planning Advisory Committee (PAC) Meeting
Municipal Office Boardroom
March 13, 2018 at 10:00a.m.
Minutes**

An audio recording of this meeting has been made and is available through the Municipal Website.
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Committee Members Present: (Chair) Debby Burrows, Claire Rannie (By Phone), Barret Leudke, John Kenrick, Jim Hasler (By Phone), Cathy Dwyer and Barry Graham

Staff: Tammy Lepage

Absent: Lorie Hunter (with Notice)

Members of the Public: 3

Call to Order & Roll Call: 10:03 a.m.

The Chair read the audio recording declaration of this meeting.

Staff informed the Committee that staff's assistance might be needed for payroll and that staff may need to be excused if needed.

Adoption of Agenda

18-16

MOVED BY: C. Dwyer

SECONDED BY: B. Graham

BE IT RESOLVED THAT the revised agenda for the March 13, 2018 meeting of the Planning Advisory Committee be adopted as presented.

CARRIED

Revision is to add item 6.5 "Discussion regarding the PAC Composition" and to add item 6.6 "Discussion regarding correspondence received from Steve Simpson". To move item 6.2 review of the Official Plan to be placed last.

Disclosure of Pecuniary Interest and Conflict of Interest

None.

Minutes of Previous Meeting

18-17

MOVED BY: B. Graham

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the Minutes of the Planning Advisory Committee meeting held on November 22, 2017 at 1:00 p.m. be adopted as amended.

CARRIED

18-18

MOVED BY: C, Dwyer

SECONDED BY: J. Kenrick

BE IT RESOLVED THAT the Minutes of the Planning Advisory Committee meeting held on February 22, 2018 be adopted as amended.

CARRIED

Correction that Mr. Graham was absent (with notice) as the notice was given to the Chair and Mrs. Hunter was present at the meeting.

Business Arising from the Minutes

Discussion took place regarding the motion for hiring a planner on contract and that this process was to be competitive. Staff informed the Committee that a review of the audio recording will be done and amend the minutes to reflect this process.

Discussion took place moving forward to clearly state the issues in the minutes, if the Committee had or didn't have consensus and to clearly state the conclusion regarding the issues. Staff informed the Committee that Minutes of meetings are to dictate the general nature of the conversation without note or comment. Staff will review and make the amendments and bring both sets of amended minutes at the next scheduled PAC meeting.

Staff informed the Committee that she had not had the opportunity to follow up on the Land Code being provided to the Committee, and seek clarification from the Clerk if Mr. Laronde has been invited to make a presentation to Council.

Unfinished Business

Draft Official Plan (OP) Terms of Reference (T & R) Version 4

The committee discussed the following changes:

- Section 1.4.1 to remove the capitals sentence should read: "and permits through wildland fire risk reduction through MNRF Wildland Fire Risk Assessment Mitigation".
- Section 2.2.2 the sentence should read: "This exercise will be consistent with local economic demand."
- Section 2.2.3 bullet point 12 correct typo "Capitol" to read as "Capital".
- Section 2.4 should read as follows: "The process will be underway early spring of 2018, a draft of the statutory update of the entire Official Plan in fall of 2018 followed by a final draft in the first quarter of 2019."
- Section 3.1 "Duties of the Planning Committee" to include: "make recommendations to Council regarding the OP and ZBL".
- Section 3.6 should read: "Through the Municipality the Planner is encouraged to contact the Temagami First Nation to participate in the project i.e. the External Relations Committee or by any other mechanism."

Staff informed the Committee that all the changes as per the last meeting were completed; however, the changes had not saved. Staff will ensure all recommended changes from the previous meeting and ensure the above recommended changes are completed. The consensus of the Committee is for the final Draft OP T & R be provided via email and ask for any errors and omissions.

Discussion took place regarding the upcoming council election and what that entailed for the current committee appointments. Staff informed the Committee that the current term for the

Committee members is the same, as the Council that appointed them; however, it would be the decision of Council to re-appoint or maintain the current memberships.

The Committee passed the following motion:

18-19

MOVED BY: B. Graham

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the draft Terms of Reference for the Official Plan review be presented to Council at the next regular Council meeting.

CARRIED

Update on Hiring a Planner

Staff informed the Committee of the progress with preparing the Ad and draft job description. She further informed the Committee that drafts will be submitted to the Clerk for review, in anticipation of being posted & advertised by the end of the week.

Further discussion took place that once the advertisement and job description are completed, they be provided by email to the Committee. Also, discussion took place on where to post the advertisement. Staff will provide the job description, outlining the qualification, the general nature of the scoring of the applicants and include the list of advertisement within the email. Staff informed the Committee of the following list for posting of the advertisement:

- The municipal Facebook page & municipal website;
- On the bulletin board located at the Municipal office;
- The local papers i.e. Temiskaming Speaker, North Bay Nugget;
- Registered Professional Planners Institute website.

Discussion took place regarding inquiring with the MMA to see if they have a specific set of guidelines that could be used for hiring a planner in terms of qualifications.

Recording secretary left the meeting for a moment 10:38 a.m. and returned at 10:40 a.m.

The Committee discussed the importance of properly recording any written and oral submissions received during the review process. Further discussion took place regarding properly acknowledging all submissions. Staff informed the Committee that as part of the review process an excel spreadsheet or (log) can be created and provided to PAC as an information item. Further discussion took place that this matter be reflected in the Terms of Reference.

Staff informed the Committee on the procedures for incoming mail received at the Municipality of Temagami. She further explained that correspondences are to be acknowledged by either an email or by letter addressed to the individual and within the body of the acknowledgement provides the individual, if the correspondence is to be provided to Council as an Action item or Information, when the next Council meeting is scheduled for and that the individual can attend the meeting.

Staff is to ensure that within notices to the residents, residents are made aware of who the main contact for inquiries and any comment submissions regarding the Official Plan.

Discussion regarding Second Units – Planning Consultants Report

Discussion took place regarding the amended Planning Consultants report. Staff provided clarification that the report was amended to fix the terminology regarding second units in the conclusion, and minor grammatical errors. Staff read out the section of the second unit policy sheet from the Ministry of Municipal Affairs (MMA) website which states: “*may be circumstances where second units may not be appropriate, particularly relating to*

environmental issues.” Further discussion took place regarding the policies in place in the current Official Plan (OP) and that the OP is geared to the protection of wilderness and semi wilderness values.

Further discussion took place that the Committee wasn’t unanimous with the Planning Consultants recommendation as per the recorded vote, on second unit policies not being permitted in shoreline development areas and that each neighbourhood should benefit from this type of development. Continued discussion that the official plan amendment must follow due process regarding the legislation and notice must be given.

The Committee also deliberated that in our zoning by-law restrictions are in place as to the amount of development that can be done on one’s property. Further discussion on how as our community has an aging population that cottage owners with extended families could benefit from these second units policies.

The Committee did not have consensus as to where the second unit’s policies should be permitted for the following issues:

1. The Planning Consultants recommendation;
2. Describing the second unit policies as a housekeeping amendment with no impact;
3. Environmental issues pertaining to shoreline development areas; and
4. Second Unit policies should be part of the comprehensive review.

The Committee passed the following motion:

J. Kenrick requested a Recorded Vote.

18-20

MOVED BY: B. Leudke

SECONDED BY: B. Graham

BE IT RESOLVED THAT the second unit policies be included in all five neighbourhoods in the Official Plan Amendment;

AND FURTHER THAT the policies regarding second units be drafted and implemented as part of the official plan review.

RECORDED VOTE

	YEAS	NAYS
C. Dwyer	✓	
J. Hasler		✓
J. Kenrick		✓
B. Leudke	✓	
L. Hunter		✓
C. Rannie		
B. Graham	✓	
Chair D. Burrows	✓	

Recorded Vote results 4 – 3 Yeas.

CARRIED

The Committee requested clarification from the Clerk to add this motion as an addendum to the Planning Consultants report. E. Gunnell, Municipal Clerk gave the procedures on adding an accompanying document to an item before Council.

Discussion on the PAC Composition

The Committee discussed that the balance of the Lake Temagami representation must be maintained at 50% representation. Further discussion took place regarding the request for a legal opinion at the previous PAC meeting and that during such time the composition went from 9 to 7 a legal opinion wasn't sought. Staff informed the Committee that Council directed staff to seek a legal opinion on this matter and was awaiting that opinion from the attorney.

Staff excused herself at: 11:24am and the committee Continued the discussion.

Staff returned at 11:31 a.m.

Staff clarified that the legal opinion request was sought on another planning matter.

The Committee not by a unanimous decision passed the following motion:

18-21

MOVED BY: B. Leudke

SECONDED BY: B. Graham

WHEREAS section 9.2 of the Official Plan, "Planning Administration", defines the composition of the Planning Advisory Committee as limited to a maximum of seven (7) members;

AND WHEREAS Council acknowledge that the current composition of PAC is prescribed in our approved Official Plan and reflects a fundamental agreement at amalgamation;

AND WHEREAS Council consider an amendment to By-law 14-1198 to allow for 9 members, which must include a representative from the Lake Temagami neighbourhood and another member from the amalgamated areas beyond Lake Temagami.

NOW THEREFORE BE IT RESOLVED THAT Council adopt the recommendation from PAC;

AND FURTHER THAT Council direct staff to advertise for new members.

J. Kenrick requested a recorded vote

RECORDED VOTE		
	YEAS	NAYS
C. Dwyer	✓	
J. Hasler	✓	
J. Kenrick		✓
B. Leudke	✓	
L. Hunter		
C. Rannie	✓	
B. Graham	✓	
Chair D. Burrows	✓	

Recorded Vote results 6-1 Yeas

CARRIED

Correspondence Steve Simpson

The Committee discussed the importance of having economic prosperity and having a proactive approach to furthering economic growth. Staff informed the Committee that in the R2 zone of the Zoning By-law you are not able to have a teaching establishment/school in your residence; however, are permitted to have a home occupation.

The Committee discussed the definition, interpretation, of home occupation and the procedures taken to resolve the non-compliance. The Committee heard public comments regarding this issue. Staff read out the definition of home occupation and section 6.23 Home occupation of the zoning by-law.

Further discussion took place regarding known dive sites in the municipality and the complexity of the zoning by-law.

The Chair excused herself from the meeting at 11:52 a.m. & returned at 11:53 a.m.

Recessed for lunch 12:07

Reconvened at 1:03p.m.

The Committee passed the following motion:

18-22

MOVED BY: J. Kenrick

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the Committee recommends to Council to proceed with a Zoning By-Law amendment in response to the correspondence from Mr. Simpson's inquiry dated March 5, 2018 and encourages a broader range of the definition in the zoning by-law of home occupation/home industry;

AND FURTHER THAT the definition of home occupation/home industry include home teaching and small learning facility in section 6.23 (g).

CARRIED

Staff is go gain clarification from the Chief Buidling Official on this matter.

Review of the Official Plan

The Committee discussed the following:

- Update on page 2-4 "Urban" second paragraph regarding mobile home units in mobile home parks to include stick frames building.
- To include the second unit policies in all neighbourhoods.
- Page 2-5 remove "anticipated the occupant(s) generally the elderly"
 - Page 2-5 add the "permitted on temporary basis through a site specific, temporary use by-law to Garden Suites;
 - Page 2-5 1st paragraph should read: "the existing services do not exceed water and sewer capacity" and remove "are not overtaxed".
- Discussion on the current lagoon capacity's.
- Page 2-5 1st paragraph last sentence remove Garden Suites & apartments not permitted in rural areas and add: "are permitted".
- For the Planner to review s. 2.3 "Economic Development" to reflect a positive tone regarding the statement that all commercial uses can occur in the Urban Neighbourhood and include reference to the Community Improvement Plan.
- Page 2-6 second last bullet point add "construction sector" after "industrial development".
- Send s.2.4 Mineral Resources and 2.4.1 Mineral Aggregate Resources to the Ministry of Norther Development and Mines (MNDM) to ensure consistency & accuracy.
- Section 2.4 first paragraph second last sentence "Aesthetic Viewscape Management Area Map" be provided to the Committee and become part of the schedules to the OP.
- Committee discussed that the provincial policies be reviewed by the appropriate provincial departments and to inquire on updated maps.

- Committee discussed ensuring the correct wording in provincial policies are reflected in the OP to alleviate misinterpretation.
- S. 2.4.1 “Mineral Aggregate Resources” staff to display in the boardroom the large maps of the schedules in the OP.
 - To add: “To encourage the protection of sufficient aggregate resources for future municipal use.”
- Staff is to confirm with the Public Works Department regarding the town’s pits and quarries and provide an update to the Committee.
- Committee discussed new legislation regarding in some areas quarry dues are being redirected to the town.
- S. 2.5 “Forest Management” page 2-9 to include the statement: “stronger support for landscape approach.” Staff to ensure consistency and accuracy with the Ministry of Natural Resources and Forestry (MNR).
 - To clarify roads policies regarding old forestry roads and discussed if a policies are in place or an agreement in place regarding forestry logging operations and if damage occurs on a municipally maintained road.
 - To add in s. 2.5 that forest management should have regard for municipally maintained road.
- S. 2.6 “Recreation” to add: “The Municipality shall encourage a four season economy”.
- S. 2.7 “Conversation Uses” ensure consistency and accuracy with the (MNR)
- S. 2.8.2 Update the second paragraph regarding 3 year supply of marketable lots in each neighbourhood.

B. Graham excused himself at 2:20 p.m. and returned at 2:23p.m.

- The Committee discussed how the Lake Trout Lake policy came to be and a complete review of the lot creation and development policies in place in the OP.
- S. 2.8.3 “Performance Indicators” needs to be reviewed and that this policies purpose is to review and track the long term goals outlined in the OP.
- S. 2.12.1 fourth paragraphs down the planner is to review the wording and add: “the industrial park does not have municipal water and sewer services.
- Page 2-11 last paragraph the planner is to review the policies regarding the gas pipeline corridor.

Staff excused herself at 2:30 p.m. and the Committee continued the discussion. Staff returned at 2:39p.m.

- Page 2-12 last paragraph review the policies regarding fire retention, and update to ensure accuracy.
- Update the OP on the current waste management policies.
- Page 2-13 bullet point regarding supports for the Library and add: cultural plan, support health and services, healthy living
 - Page 2-13 paragraph two to include: networking & community standards throughout the municipality.
- Page 2-14 second paragraph add after individual drilled well: “other sources of water”. Staff is to confirm with the Timiskaming Health Unit regarding the addition above and the Planner to review the wording of paragraph two and three.

- The Planner to review communal systems wording in paragraph 4 s. 2.9.1 “Urban Neighbourhood”;
- Discussion took place regarding the Planner is to review s. 2.9.1 to 2.12.7 to ensure correctness.
- Page 2-18 Second Paragraph “where un-assumed Crown access roads” the Planner is to clarify if this section includes the Mine Road (Lake Temagami Access Road).
 - Second paragraph ensure the Planner gains clarification from the Ministry of Transportation (MTO) regarding 3-lane Highway expansion.
- Page 2-17 Header “Transportation” changed to: “Transportation Corridors”
 - Page 2-17 add in s.2.12: “encourage the development of a primary road network to act as an alternative access during highway closures”.
- Discussion took place regarding encroachments of buildings into the highway corridor and that the potential for a by-pass be discussed as an added policy within the Transportation section of the OP.
- Page 2-20 s. 2.12.3 “Private Roads” the planner is to review and update the current standards for development on private roads.
 - To include that the old roads commonly known as Private Roads are still viable roads utilized as access for residents of the community.
- Page 2-21 s. 2.12.4 list of maintained, not maintained and parking ability regarding access points. The Planner is to gain clarification on the accuracy of access points that access Lake Temagami.
- The Planner is to review and gain clarification from the MNRF regarding s.3.2.1.1 Approved Lake Access Points.
- The Planner is to review s.2.12.6 “Recreational Trails” and reword to reflect positive policies.
- The Planner is to review with the MNRF regarding Crown related policies within the OP
- The Planner is to review with the MNRF policies regarding s. 2.12.7 “Designated Canoe Routes & Campsites”
- The Planner is to review and update s.2.14 “Cultural Heritage Resources”
 - Discussion took place to ensure the Planner has all the relevant documentation necessary for the review of the OP.
- Page 2-25 s.2.15 “Interim Development Policy” review the first sentence for accuracy and have clearer policies.
 - Differentiate between cumulative and non-cumulative lot development within the neighbourhoods.
- Page 2-27 s. 2.17 “Water Front Development” to add Fire Smart guidelines. The Committee discussed the Lake Of Bays Official Plan policies regarding shoreline development and the planner to review wording of the last bullet point on page 2-27: “buildings should not exceed the height of the canopy.”

The Committee discussed reading from pages 2-30-4-26 for the next meeting.

Items for Information

None.

Items for next agenda

- Land Code and presentation from David Laronde to Council
- Update on Council’s decision regarding Mr. Simpson correspondence

- Update on hiring a planner
- Update on councils decision second units
- Update on PAC composition
- Review of the OP

Set Meeting Date

18-23

MOVED BY: C. Dwyer

SECONDED BY: B. Graham

BE IT RESOLVED THAT the next Planning Advisory Committee Meeting be scheduled for April 12, 2018 at 10:00am.

CARRIED

Meeting Adjournment

18-24

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the March 13, 2018 meeting be adjourned at 4:10p.m.

CARRIED