

**Corporation of the Municipality of Temagami
Planning Advisory Committee (PAC) Meeting
Municipal Office Theatre
September 7, 2017 at 1:00p.m.
Minutes**

Committee Members Present: (Chair) Debby Burrows, Claire Rannie (1:07), Cathy Dwyer, Barret Leudke, John Kenrick, and Lorie Hunter
Staff: Tammy Lepage, Elaine Gunnell
Absent: Jim Hasler (With Notice) Barry Graham
Members of the Public: 3

Call to Order: 1:02 p.m.

Adoption of Agenda

17-14

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the revised agenda for the September 7, 2017 meeting of the Planning Advisory Committee be adopted as presented.

CARRIED

Revisions are to add under “Other Business” discussion on legislative update on “No appeal for Second Units and request for additional information, for the binders provided by staff. Also the Committee requests for historical background information regarding lot coverage.

Staff to provide paper copies of meeting packages, moving forward, for Ms. Dwyer and Mr. Leudke.

Disclosure of Pecuniary Interest and Conflict of Interest

None.

Minutes of Previous Meetings

17-15

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the minutes of the Planning Advisory Committee meeting held on July 26, 2017 be adopted as presented.

CARRIED

Staff clarified on the places to grow funding that due to the timeline submission deadline of September 10, 2017, staff was unable to prepare a memo to Council, but did reviewed the funding and found that it was mostly regarding economic development incentives and not to assist with the Official Plan Review.

Business Arising from the Minutes

None.

Unfinished Business

Minor Variance Application Form

The Committee discussed the draft minor variance application form, provided by staff, and staff clarified the changes made. The chair would like to review the application with staff and perhaps make the application simpler for the general public. Staff will bring back the form for review at the next meeting.

- Correspondence from Christopher Brown regarding section 1.4 of the minor variance application dealing with mortgages, and encumbrances.
 - The Committee discussed the correspondence received from Christopher and that section 1.4 can be removed as it is not required.
- What is required under the O. Reg. 200-96 Minor Variance Application submission
 - The Committee reviewed the O. Reg. 200-96 regarding minor variance application submission and determined that the Municipality of Temagami's application form for minor variances mirrors the legislation.

Ex-officio Committee members

Staff clarified that this was requested at the last meeting, and the Chair read out the ex-officio highlighted section.

Correspondence from Christopher Brown regarding two storey boathouse

The Committee received this item for information only.

Travel expenses for Committee members to attend meetings

Committee discussed the recommendation made to Council regarding travel expenses paid and that it was passed by recorded vote. Further discussion took place regarding the motion and that moving forward travel expenses will no longer be paid.

The Meeting took a break at 1:16 to allow staff support to print off two copies of the meeting package and reconvened at 1:20.

New Business

Correspondence from Councillor Prefasi regarding planning matters

- a) Committee of Adjustment By-Law 11-1020 (Scheduling Monthly Committee of Adjustment (COA) meetings)

Staff provided clarification that the COA is not an Advisory Committee to Council. The COA By-Law does not provide for the COA to make recommendations to Council or to schedule regular meetings on a monthly basis. The Clerk read out s.44 (8) of the *Planning Act*, regarding the secretary-treasurer and employees, which provides that a COA may engage such employees and consultants as is considered expedient, within the limits of the money appropriated for the purpose. Further clarification was provided by the Clerk regarding the COA being a separate entity from PAC, and that it is governed by the *Planning Act* and the COA By-law. She informed the committee that it was not previously an issue, that PAC made all planning-related recommendations to Council, because the same members were on the COA and PAC.

The clerk read out s.44 (1) of the *Planning Act*, which states that when a municipality has passed a by-law under section 34, the municipality may by by-law constitute and appoint a committee of adjustment, as the council considers advisable.

Further discussion took place that perhaps scheduling monthly meetings during the summer months would be best.

The Committee passed the following motion:

17 –16

MOVED BY: J. Kenrick

SECONDED BY: C. Rannie

BE IT RESOLVED THAT the Planning Advisory Committee (PAC) at the regular schedule meeting dated September 7, 2017 make recommendation to Council with regards to the Committee of Adjustment (COA) By-law.

AND WHEREAS the Planning Advisory Committee recommends to Council to amend the Committee of Adjustment By-law 11-1020 to also permit the COA to make recommendations on its own business matters i.e. budget, expenses, and meeting schedules etc.

CARRIED

a. The city of North Bay minor variance application

The Committee received this item for information.

b. Review of the recommendation from Christopher Brown regarding site visits

The Committee discussed that this correspondence is best for the Committee of Adjustment.

Budget – review the budget

The Committee reviewed the budget and staff will revise the budget to include the 2017 budget for wages and benefits. Staff to confirm with the Clerk regarding approximate amount for a consultant, and what is in the reserves for the Official Plan Review. Further discussion took place regarding professional fees, cash in lieu and staff will provide clarification from the Clerk as to an itemized detailed listing of the GL accounts. Staff will provide updates for the next meeting.

Discussion took place regarding the planning statistics and staff to amend the statistics to incorporate the plan of subdivision, and bring back the update for next scheduled meeting. Staff provided clarification on the training budget, which was increased for more members to attend training.

Discussion took place regarding the Official Plan review process and the determination of a comprehensive review vs an official plan amendment. Staff clarified that a comprehensive official plan is reviewed at the 10 year mark, whereas an official plan amendment is every five years.

Site Plan Control application & Site Plan Control By-Law

Discussion took place regarding Ministry of Natural Resources and Forestry regarding the Fire Smart Vegetative buffer. Further discussion took place with regards to changing the site plan control area. This item was deferred until next meeting.

Other Business:

- Discussion regarding the “No Appeal for Second Unit”

Staff provided additional information to the Committee regarding the above noted matter, which was provided by the Ministry of Municipal Affairs and Ministry of Housing. The Committee discussed the correspondence provided and was debated whether an official plan amendment and zoning by-law amendment is required right now to avoid potential litigation matters.

The consensus of the Committee was to allow Mr. Lowery to address the Committee, with respect to his experience from an appellant side regarding second dwelling units.

The consensus of the Committee was to allow Mrs. Prefasi to address the Committee. Mrs. Prefasi suggested that the Committee research southern Ontario policies and consider the constraints in these areas. There was further discussion with regards to reviewing each neighbourhood in the OP and the merits of allowing second units in each.

Discussion took place regarding performing a housekeeping amendment to the Official Plan Amendment and Zoning By-Law to allow for second units and the timeline it takes to get this accomplished.

Items to be provided for the binders provided by staff:

The Committee requested that the following items be included in the binders.

- Northern Ontario growth plan
- Site plan control By-Law
- MOU
- Amalgamation and transition document that sets out the data report
- List of things that were incorporated during the amalgamation TLA
- Report of the Transition Committee.
- Archeological information
- Letter of Conditions from the Temagami First Nations provided during the Official Plan Review.
- Current Land Claims
- Information correspondence from the Temagami First Nations regarding studies in the past.
- Capital asset plan
- Strategic plan

Further discussion took place regarding a presentation from the Temagami First Nations on the status of the agreements regarding set aside lands and land code agreements.

Set Meeting Date

17-16

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the next Planning Advisory Committee meeting be held on September 28th, 2017 at 1:00pm.

CARRIED

Ms. Dwyer gave notice of her absence on the 28th of September.

Meeting Adjournment

17-17

MOVED BY: J. Kenrick

SECONDED BY: C. Rannie

BE IT RESOLVED THAT the September 7, 2017 meeting be adjourned at 3:17 p.m.

CARRIED