

**Corporation of the Municipality of Temagami
Planning Advisory Committee (PAC) Meeting
Municipal Office Boardroom
April 12, 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: (Acting Chair) John Kenrick, Claire Rannie (By Phone), Barret Leudke, Jim Hasler (By Phone), Cathy Dwyer, and Barry Graham

Staff: Tammy Lepage

Absent: Lorie Hunter (With Notice)

Members of the Public: 2

Call to Order & Roll Call: 10:00 a.m.

Staff called the meeting to order and read the audio recording declaration of this meeting.

Staff informed the Committee that the appointment of a Chair is done by Council and normally there is no recommendation to Council from PAC regarding the appointment. The Committee discussed gaining further clarification from Elaine Gunnell Municipal Clerk/Acting CAO. The Clerk/ Acting CAO provided clarification on the procedure to appoint an interim representative Chair when a seat is vacant and how Council makes their decision on appointing a member of Council as Chair of PAC. Staff asked the Clerk/Acting CAO for further clarification as to a motion from PAC to recommend to Council a member of Council to sit on PAC. E. Gunnell further clarified this would be outside of the scope of the committee.

Appointment of Chair for this meeting

18-25

MOVED BY: J. Hasler

SECONDED BY: B. Graham

BE IT RESOLVED THAT the Committee appoint John Kenrick as Chair for this meeting.

CARRIED

Adoption of Agenda

18-26

MOVED BY: B. Graham

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the agenda for the April 12, 2018 meeting of the Planning Advisory Committee be adopted as revised.

CARRIED

Revision is to add item 6.6 Update on hiring a planner

Disclosure of Pecuniary Interest and Conflict of Interest

None.

Minutes of Previous Meeting

18-27

MOVED BY: C. Dwyer

SECONDED BY: B. Graham

BE IT RESOLVED THAT the Minutes of the Planning Advisory Committee meeting held on March 13, 2018 be adopted as amended.

CARRIED

Committee discussed the following amendments to the above minutes:

- On Page 4 first paragraph should read as: “the Committee doesn’t concur with the Planning Consultants recommendation as per recorded vote...etc.”
 - Second paragraph last sentence include “regarding second units.”
 - Bullet point #1 remove “no consensus regarding.”
- To add “ed” to request for the recorded vote to be placed in passed tense.
- Page 5 first paragraph under the header “Correspondence from Steve Simpson” last sentence change the word “residents” to “residence”.
- Page 6 the fifth bullet point should read: “the existing services do not exceed...Etc” instead of “existing services does not...”

The Committee discussed that grammatical errors found by members, be sent to staff for correction prior meetings.

Business Arising from the Minutes

Review of the Amended Minutes November 22, 2017 at 1:00 pm. Meeting

Staff informed the committee that at the last meeting it was noted to provide both sets of minutes to the committee as an information items.

Review of the Amended Minutes February 22, 2018 meeting.

Unfinished Business

Update on Council’s decision regarding correspondence received from Mr. Simpson

Staff informed the Committee that PAC’s recommendation was provided to Council and Council passed a resolution to direct staff to send all relevant documentation to the Planning Consultant for review and that the planner provide a report to Council for the April 17th Committee of the Whole meeting. The Committee deliberated on the planner’s report gave reference to home occupation and not home industry and staff further informed the committee that all relevant documentation was provided to the planner for consideration in his review. Staff is to follow up with the Planner for further clarification on home industry and provide the updated report when received to the committee.

Update on Council’s decision regarding Second Units

The Committee deliberated on having the statutory public meeting in June, to allow summer residence an opportunity to make comment submissions. Staff informed the Committee regarding the timing of the open house and that an open house takes place seven days prior to the statutory public meeting. Further discussion took place regarding the official plan notice to the public and that the notice include the resolution from Council along with the second unit hand out from the Ministry of Municipal Affairs (MMA). Staff will ask for further clarification regarding, if attachments can be added to the notice. Staff will prepare a table outlining the process regarding timelines for OP Amendments.

Update on request for presentation to Council from David Laronde

Staff informed the Committee that a letter has been drafted and given to the Clerk for review. Staff will follow up with the Clerk, in anticipation for sending the letter to Mr. Laronde by the end of the day.

Discussion on update on PAC composition

Staff provided an update regarding this matter, as Council had already made a decision to not change the composition of PAC. She further informed the Committee that this would need to be done by way of notice of reconsideration and the Memo regarding this matter is on the Committee of the Whole Agenda for April 17th.

Update on the Planner

Staff provided an update that we have several applications regarding this temporary position and the closing for submissions is on the 24th of April. The Committee requested procedural clarification from the E. Gunnell, Municipal Clerk/Acting CAO regarding if PAC has representation on the hiring committee for this position. The Clerk/Acting CAO informed the committee when it's a management position Council can choose to delegate it to a hiring committee, which can include: one or two members of Council or one or two members of senior staff. The Clerk informed the Committee that the municipality does have a hiring policy in place and that the Committee doesn't need to make a resolution; however, a memo can be brought to Council regarding the hiring policy.

The Committee passed the following motion.

18 –28

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the Planning Advisory Committee (PAC) recommends to Council to have the Chair of PAC be included as a member of the hiring committee.

CARRIED

C. Dwyer excused herself at 11:00 and returned at 11:02 a.m.

The consensus of the Committee was to move item for information, prior to review of the Official Plan.

Item for Information

18-29

MOVED BY: B. Leudke

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the information item be noted, filed, and recorded in the minutes of this meeting.

Items for Information were:

- Correspondence received from the Environment Land Tribunals Ontario dated March 15, 2018 regarding confirmation of hearing scheduled for June 19, 2018.

CARRIED

Review of the Official Plan

The purpose of the ongoing Official Plan review is to highlight areas for consideration for the planner and the public.

The Committee discussed the following:

- Page 2-31 – s. 2.21 – the Planner to review the Community Improvement Plan policies regarding grants or loans

- Page 2-31 – s.2.22 Vegetative Buffer
 - To reflect fire smart guidelines
 - To review the vegetative buffer to reflect individual neighbourhoods
 - Staff informed the Committee that such specified details regarding buffers, heights and setbacks is in the zoning by-law and the policies within the OP are to be general in nature. The consensus of the committee is that specific details in the Official Plan be removed and ensure the details are in the zoning by-law. The committee heard from a member of the public regarding the specified details in the OP instead of maintaining the general intent of the policies.
- Page 2-32 s.2.23 - Alternate Energy Generation Systems
 - Add Geothermal policies
 - To remove the restrictions regarding type, colour, and location of the generation system and also include policies to encourage green energy.
 - To not restrict private wind and solar energy that are not on or off the ‘power grid’
- Page 2-32 s. 2.24 Development on Private Roads
 - Planner to review development on private road and ensure the intent of the policy is for low density & not plan of subdivision. Staff informed the Committee that the MMA has issues with development on Private Roads.
- Page 3-1 s. 3.0 Crown Land Policies
 - To confirm the validity of the policies with the Ministry of Natural Resources and Forestry (MNRF) and to possibly update the ability of expansion on landowner’s properties adjacent to the Crown Land.
 - To update the name within the Crown land policy from Ministry of Natural Resources (MNR) to MNRF.

Reconfirm with Mr. Laronde during the time of his presentation to Council regarding the duty to consult.

- Page 3-2 second paragraph the Planner to review with the MNRF to ensure consistency with the Temagami Land Use Plan and the Crown Land Use Planning Atlas (CLUPA).

Staff excused herself at 11:25 a.m. and returned at 11:26a.m.

BG excused himself at 11:31 a.m. returned at 11:33a.m.

- Page 3-2 s. 3.1 change the header to “Municipal objectives for MNRF”
 - Discussion took place regarding adding economic health, development wellbeing, sustainability policies and the planner is to strengthen the policies in s.2.3 “Economic Development”.
 - Discussion took place for a member to bring forth a draft policy to the next meeting regarding s. 3.1.
 - Discussion took place regarding access to the backcountry roads for recreational and forestry purposes and the Planner is to clarify with MNRF.
- Page 3-3 s. 3.2 General policies
 - The header should read: MNRF General Policies
 - Make reference to Special Management Area (SMA), Integrated Management Area (IMA) & Cultural/heritage values.
 - To include the wording in the MOU regarding mutual respect in strengthening the sustainability and development within our community.

- To further embellish on the first paragraph and make reference to the MOU document within the OP.
- Page 3-4 s. 3.2.1.1 Approved Lake Access Points
 - To include number of parking available at each access.
 - To improve the description with regards to access points not within the municipal boundary.
 - To clarify that the list in the OP is up to date.
 - To clarify which access point is maintained by the Municipality or by the MNRF.
 - To clarify Wanapitei and Shining Wood Bay access.
 - The planner is to clarify the status of Sandy Inlet.
 - To clarify enforcement of these access points.
- Page 3-5 third last sentence the planner is to clarify with the MNRF regarding snow mobile trails.
- Page 3-6 s. New access points make reference to CLUPA and Temagami Land Use Plan (TLUP).
 - S.3.2.1.2. ensure consistency with CLUPA and TLUP.
 - Staff to provide the Committee with a paper copy of the Temagami Land Use Plan.

Break for Lunch: 12:16p.m.

Reconvened at: 12:41 p.m.

- Page 4.1 s. 4.1 “Urban Neighbourhood Introduction”
 - Ensure accuracy with Schedules/Maps referenced within the OP.
 - To include more general policies and a list of permitted uses in the downtown core. The planner to review North Bay policies on this matter.
- Page 4.2 - 4.2.2 “Economic” to change the word “permit” to “encourage a broad based and diverse economic...”
 - Third sentence in the first paragraph remove “in the natural resources sectors...” for the sentence to read: “New technology in communications, e-commerce and value added technology will provide opportunities...”
 - Last sentence in the first paragraph to replace the word “recognises” to “also encourage the importance of tourism...”
 - Section 4.2.3 “Environmental” the Planner to review with other Ministry’s the costs and impacts of having a mixture of stand-alone water and septic’s, as well as, potable water and sewage facilities permitted in the urban neighbourhood.
 - Section 4.2.4 to include Provincial Policy Statements (PPS) regarding social wellbeing of an aging, healthy and friendly community.

Discussion took place regarding the boundaries of each of the five neighbourhoods and to update the maps to have a clearer outlining of each boundary. Further discussion for the planner to consider the review of the municipal boundary, with respect to the neighbourhoods and boundary along the north east arm.

- Page 4-3 s. 4.3.4 “Rural Residential” the planner to review the first paragraph regarding “the Municipality actively involved in acquiring Crown land for cottage lot development”. Discussion took place regarding the history for lot creation and development.

- Change the wording “actively” in the above sentence to a more general sense word.
- Page. 4-4 s. 4.3.3.1. “Rural Residential” the Planner to clarify on the lot creation and the road standards of the municipality.
 - Site Plan Control subject to the unique values of the neighbourhood
- Page 4-6 s.4.3.3.2 “Remote Residential” level of detail removed regarding setbacks in the 4 & 5th bullet point.
- Page 4-7 s. 4.3.4, 4.3.5. Add second unit policies and include this item to the issues table.
 - S.4.3.5 “Number of Sleep Cabins Permitted on a Lot” to include the relevant section of the zoning by-law.
 - S. 4.3.6/4.3.7 level of detail within page 4-7 & 4-8 that is mirrored in the zoning by-law be removed.
- Page 4-8 s. 4.3.8 “Shoreline Structures” to incorporate boathouses, pump houses and review the list of shoreline structures tailored to the urban areas to be broader.

The Committee heard from a member of the public regarding the urban neighbourhood boundary that captured rural policies in the urban neighbourhood.

- Page 4.9 – s.4.3.9 “Institutional” to ensure the definitions are clear.
 - S. 4.3.10 “Services & Utilities” to not limit the development and include non-communal system.

Staff excused herself at 1:43p.m. and returned at 1:47p.m.

- Page 4-10 s.4.3.11 “Telecommunications & Utility Infrastructure” to reword the last sentence to read: “Where possible the Municipality requests such infrastructure to be in keeping with the aesthetics and character of the area.”
- Page 4-11 s.4.3.14 “Mainland Development” to clear up conflicting policies.
 - S.4.3.12 “Urban Design” bullet point #2 the Planner to review setbacks along the Highway with the Ministry of Transportation (MTO).
- Reading for the next meeting Page 4-11 S. 4.3.13 to the beginning of s. 5.0 Lake Temagami.

Items for next agenda

- Official Plan

Set Meeting Date

18-30

MOVED BY: C. Dwyer

SECONDED BY: B. Leudke

BE IT RESOLVED THAT the next Planning Advisory Committee Meeting be scheduled for April 23, 2018 for at 10:00 am.

CARRIED

Meeting Adjournment

18-31

MOVED BY: B. Graham

SECONDED BY: C. Dwyer

BE IT RESOLVED THAT the April 12, 2018 meeting be adjourned at 2:06 p.m.

CARRIED