

MUNICIPALITY OF HASTINGS HIGHLANDS

PLANNING COMMITTEE

MINUTES

April 13, 2011 – Meeting of the Planning Committee held in Council Chambers at the Municipal Complex, Maynooth, Ontario

Members present: Ronald J. Emond
Lorraine Fell
Vivian Bloom
Michael Leveque
Frank Hickey

Staff present: Frank Mills-Deputy Administrator CBO/BLEO
Cathy Bujas – Planning Secretary
Brenda Prentice – Deputy Clerk
Brian McComb – County of Hastings Planning
Paul Walsh – County of Hastings Planning

Others: Dagmar Gontard-Zelinkova
Norma Thompson
Richard Belch
Angela DeWolfe
Mark Belch
Troy Belch
Lorna Moore
Rory Baksh – Dillon Consulting Limited
Alexander Zeller – Dillon Consulting Limited

1. Call to Order: Chairperson, Lorraine Fell, called the meeting to order at 9:20 a.m.

2. Additions/deletions to Agenda:

Additions:

- a. **P – I – 5** Letter to lawyer seeking advice and email from Councillor Fell suggesting revisions to said letter
- b. **P – I – 7** Thompson and Davis Shore Road allowance approval of Preliminary Reference Plan
- c. **P – I – 8** Scott review of application to purchase shore road allowance.
- d. **P – I – 4** Councillor Fell provided suggested amendments to Shore Road Allowance procedural By-Law 34-2005

3. Disclosure of Interest: None.

4. Approval of Minutes of March 16, 2011:

Emond/Bloom: (P025-2011) Motion to accept Minutes of March 16, 2011. **CARRIED**

5. Business arising from Minutes: NONE

P – I – 1 REVIEW PROCEDURAL BY-LAW

Hickey/Emond (P026-2011) Motion to accept. **CARRIED.**

P – 1 – 2 MOORE/McGOEY – Application to Purchase Shore Road Allowance

Discussions were held regarding the application to purchase the shore road allowance along the York River in front of 49A Hobo Road. **CARRIED.**

Leveque/Hickey (P027-2011) Motion to recommend to Council to approve the recommendation from staff to not close and sell the subject road allowance along the York River in front of 49A Hobo Road. **CARRIED.**

P – I – 3 BELCH – Reply to complaint

Emond/Leveque (P028-2011) Motion to recommend to Council to approve the recommendation from staff and send the written response to the complaint as drafted. **CARRIED.**

P – I – 4 PROPOSED AMENDMENTS TO SHORE ROAD CLOSURE BY-LAW

Discussions were held and the amendments suggested by Councillor Fell were submitted and reviewed.

Emond/Hickey (P029-2011) Motion to recommend to Council to accept the amendments to Procedural By-Law 34-2005 as submitted by Councillor Fell and to direct Planning staff to notify current applicants that Council has amended the procedural by-law to include an expiry of two (2) years from tentative approval. **CARRIED.**

P – I – 5 GORDON/TIVY – Review Application to Purchase Shore Road Allowance

Discussions were held regarding the application to purchase the shore road allowance along the York River in front of Part of Lots 6, Concession 4, Herschel.

Hickey/Leveque (P030-2011) Motion to recommend to Council to not sell the subject road allowance along the York River, to offer restitution for legal fees and survey in the amount of \$2,711.00 and to erect “No Trespassing” signs if requested by owners. **CARRIED.**

Emond/Hickey (P031-2011) Motion to recommend to Council to suspend approval to do any further study on the micro-hydro project on the York River pending further information, Teravolt is welcome to approach Council to review the project on the York River. **CARRIED.**

P – I – 6 SIGN BY-LAW

Emond/Leveque (P032-2011) Motion to defer. **CARRIED.**

P – I – 7 THOMPSON / DAVIS Approval of Preliminary Reference Plan for Shore Road Allowance purchases in front of 45 Davis Lane and 53 Davis Lane, Papineau Lake

Discussions were held regarding the proposed Preliminary Reference Plan.

Emond/Hickey (P033-2011) Motion to recommend to Council to approve the Preliminary Reference Plan and proceed with the closure and sale of the shore road allowance. CARRIED.

P – I – 8 SCOTT – Review Application to purchase Shore Road allowance in front of 33 Davis Lane, Papineau Lake

Discussions were held regarding the Preliminary Reference Plan as submitted by W. J. Simpson Surveying Ltd. dated July 16, 2010

Emond/Leveque (P034-2011) Motion to defer pending site visit with Surveyor. CARRIED.

BIRDS CREEK SECONDARY PLAN

Rory Baksh of Dillon Consulting Limited presented an overview of the proposal submitted to Council.

The proposal is set out in four phases:

1. Background
 - a. Allows consulting for background, planning, natural environment, roads, etc.,
2. Future planning visioning, goals and objectives
 - a. land use, future build out, urban design and transport.
 - b. healthy Hamlet, Ministry of Health Promotion – encouraging people to be more healthy. Planning practices to create a healthy lifestyle.
3. Actual writing of the Secondary Plan
 - a. Review and comment on plan and bring to courts
4. Approval process with Ministry of Municipal Affairs and Housing and phase in amendments.

Dillon Consultants will do

- events to get citizens' input
- walking tour of Birds Creek
- open houses to allow the public to see the draft plan,
- statutory public meeting
- software consultations (website ready)

Rory Baksh at Dillon

- will keep Frank Mills informed with general status reports
- has an “open door” policy and be available by telephone and email to all staff and Council
- will form a steering committee with Frank Mills and County officials, as he prefers a “team” approach. Brian McComb, Paul Walsh, Ron Emond, Craig Davidson, all welcome to be in the steering committee
- has a good rapport with County

CAO Craig Davidson: Have the boundaries included in the secondary plan been established?

Baksh: Used the map provided in the RFP, will consider the County's growth accommodation study, if it looks like a further growth study is required, will adjust boundary. Realizes that the dynamics between Birds Creek and Bancroft factor in planning this community.

County Planner, Brian McComb: With respect to the Statutory Public meeting, are they referring to the Official Plan amendment for the secondary plan? Would that be the existing or new Official Plan of the County? Will they hold the meeting here in the auditorium?

Davidson: Note the differences in "Public" meeting.

McComb: County will always have one of the County Planners at our open houses.

Davidson: We are doing the secondary plan in cooperation with Hastings County in order to be ready for development when it is needed.

McComb: Updating the County Plan Community Secondary Plan for fully serviced communities of the villages of Tweed, Bancroft, Madoc, Marmora, Stirling and Desoronto is a process going on to develop a secondary plan with those fully serviced communities. Hastings Highlands can borrow designations from those plans but must recognize there are no services to Birds Creek.

Mayor Ron Emond: What does fully serviced refer to? The entire Town of Bancroft is not fully serviced, even in the Town proper.

McComb: The Community Secondary Plan will recognize this.

Baksh: Dillon will be able to use parts of the studies/reports prepared by Ecovue, having worked with Heather Watson on other projects before.

Councillor Lorraine Fell: Outline the steps, how will the project start?

Baksh: Today is the kick-off meeting

- look at important issues
- drive around the area and stop and talk to citizens
- look at the prime development sites being Highway 62 and Y Road and the County forest.
- Collect background information

Councillor Mike Leveque: We have just upgraded our website, can we use the website to keep the constituents informed?

Baksh: Public launch will begin the process to open dialogue, which will include

- an advertisement in the newspaper
- "open door" policy throughout project
- consultant/staff tour
- SWOT/Gap Analysis
- Two (2) non statutory Public meetings

- One to create a vision statement
- Second will be a community design walk/guided tour from a group of citizens to show what designs they like or not like
- Two statutory meetings
 - One open house to look at future land use pattern and planning
 - Official Presentation

Meetings will be in a venue that will be able to accommodate all interested citizens and parties.

McComb: Refer to email dated April 8 sent to Frank Mills and included in agenda listing matters recommended for discussion as follows:

1. Discussion on whether following works are going to be undertaken by Dillon:
 - a. Servicing Options Report – any level of municipal water or sewage or storm water management plan

Baksh: There will be policies addressing services.

Mills: Will provide Dillon with ground water characterization study in Birds Creek Area completed in 2009.

McComb: suggested to Baksh that at the pre-consultation with the municipality, the servicing option is not a necessary part of the planning process.

- b. Archaeological stage 1 Report

Mills: Will be completed by Northeastern Archaeological Associates in a few weeks and Frank will email it to Dillon.

- c. Stormwater Management Plan

Walsh: MNR did mapping of floodlines in early or mid 1990's

Baksh: Will need topographical maps, professional engineer's opinion for storm water management.

- d. Traffic Study.

Davidson: Hazard study was done when the Old Tin Shed property was rezoned, a volume study was not done at that time. Cathy Moore from Eastern Regional will be the person to do a volume report (we have SP&Y few years old).

Emond: There is a backlog of traffic through that area.

McComb: does steering committee include anyone from MTO?

Baksh: Can include someone from MTO.

2. Need clarification of following aspects of the Dillon proposal:
 - a. Relatively low number of hours

McComb: Question 1 looked after a bit of this issue. How does Dillon perceive dealing with cumulative impact of development of Birds Creek's water and sewer, ie, how much development can you have and keep it healthy and keep the aquifer protected

Baksh: Can add this to the scope of the project, it was not included in the cost of Dillon's proposal. The concepts underlying development of sites on well/septic – the provincially accepted residential standard is one acre (approximate size). Based on growth accommodation studies and development across Ontario, the concept of cumulative effects did not come up.

McComb: How will we service the development in the secondary plan.

Baksh: Should not have a preconceived notion of what the secondary plan will come up with; that is the end result of the project. Should get a price for twenty (20) year plan for private services, level of development and manner of lot size will result in a healthy community and not adversely affect the aquifer,

McComb: 1 acre is the absolute minimum, 1 – 5 acres being up for discussion and the Ministry Of the Environment recommends 2 acre minimum.

Birds Creek water study has groundwater recharge rates. It did not deal with future growth rate.

McComb: Need background – have the studies done for open meetings.

Baksh: Will review the ground water study. Deliverables began with the meeting today and continue throughout the project.

3. Identify next steps

- a. Date and time to meet and pre-consult with MMAH

Dillon in Ottawa, MMAH in Kingston, Hastings Highlands would be best place

- b. Action list resulting from discussion

Prior to meeting MMAH confirm servicing study may not be necessary for this phase due to existing studies

Baksh: Provide Hastings Highlands with smaller scope (2-page) terms of reference on impact on private services and cost.

- c. Storm water management (1/2 page)

Baksh: Can address as subheading under other services.

Davidson: Block at week 3 a draft schedule for steering committee.

Baksh: OK will try to stay as close to the original schedule

- d. Negotiate contract with Dillon – draft services contract.

Mills: Asked Baksh will our asking you to provide a further estimate change the timetable of the project at all?

Baksh: NO

Fell: When will the project be completed?

Baksh: Expect to have everything ready to go to County Council by late October, so hoping to be done by Christmas (barring any hold ups from MMAH).

Emond/Leveque (P035-2011) Motion to adjourn CARRIED

Committee will meet again at Council Chambers at 9:00 am on Wednesday, May 18, 2011.

Cathy Bujas

Cathy Bujas, Planning Secretary