

**MUNICIPALITY OF HASTINGS HIGHLANDS**

**PLANNING COMMITTEE**

**MINUTES**

March 16, 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  
Paul Walsh – County of Hastings Planning

**Others Present:** Norman Sutherland  
Dagmar Gontard-Zelinkova

**1. Call to Order:** Chairperson, Lorraine Fell, called the meeting to order at 9:00 a.m.

**2. Additions/deletions to Agenda:**

**Additions:**

- a. P – I – 1 **BIRDS CREEK SECONDARY PLAN**
- b. P – I – 6 **CHAPLEAU Severance – B10/11 Lot Addition**
- c. P – I – 7 **BELCH Complaint re Moore/McGoey, 49 Hobo Road**
- d. P – I – 8 **ROBINSON SHORE ROAD PURCHASE**

**3. Disclosure of Interest:** None.

**4. Approval of Minutes of February 16, 2011:**

**Emond/Bloom: (P013-2011) Motion to accept Minutes of February 16, 2011. CARRIED**

**5. Business arising from Minutes:** Councillor Leveque voiced concerns regarding the Committee’s recommendation to Council to tentatively approve the sale of the Shore Road Allowance along Selby Lake to Nancy Robinson (also noted in Additions to Agenda as P-I-8). Robert Gilbert, an owner of property on Graphite Lake called the municipal office on March 11, 2011 with concerns about the Robinson’s intentions on Graphite Lake. CBO Mills explained to the Committee the exact location of the shore road allowance that Nancy Robinson had applied to purchase, which is the east side of a small bay on the north east tip of Selby Lake. CBO Mills also pointed out that the concession road continues above the north end of Selby Lake and that there is another small bay on the north west tip of Selby Lake which has a shore road running around it as well. Mayor Emond stated that the

municipality would not approve the sale of the shore road allowance that runs around the northwest bay of Selby Lake because it would cut off access to the lake.

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**BIRD’S CREEK SECONDARY PLAN PROPOSALS**

Paul Walsh, County of Hastings Planning Department presented his assessment of the three proposals received from Dillon Consulting Ltd., Landmark Associates/FoTenn and Ainley Graham and Associates. Mr. Walsh recommended the Dillon Consulting Ltd. Proposal be accepted by Council as it was the lowest price, most orderly presentation and contained the best approach for moving forward with the secondary plan. Mr. Walsh also pointed out that there was a lack of servicing option and Council should negotiate the hourly rate for the servicing engineer and resource persons Dillon would provide for the project. The municipality must consult with Ministry of Municipal Affairs and Housing regarding the secondary plan. Mr. Walsh cautioned the committee on development prior to the completion of the secondary plan and suggested that the Planning Committee and County of Hastings Planning Department meet with Ministry of Municipal Affairs and Housing and Dillon Consulting Ltd. Immediately to complete the negotiations of the proposal.

**Emond/Leveque** (P014-2011) Motion to investigate the possibility to have Dillon Consulting Ltd. complete the Request for Proposal and direct CBO Mills to negotiate the conditions mentioned by County Planning and arrange to meet with Ministry of Municipal Affairs and Housing, County Planning and Dillon Consulting Ltd. at the next Planning Committee meeting on April 13, 2011.

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**FEES BY-LAW**

Discussions were held regarding further amendments to the Fees By-Law

On February 23, 2011 Council accepted Planning Committee’s recommendation to amend the following fees:

- Shore Road Allowance purchases to \$600.00 upon application and \$600.00 upon tentative approval
- To increase severance fees to \$900.00 per lot with \$600.00 to be allocated to administration costs and \$300.00 as a lot levy, and also increase lot addition administration fee to \$300.00.

Planning suggests the following further amendments:

- Charge fee for preparation of Site Plan Agreement plus legal fees to register on title.
- Charge for Water Quality Impact Assessment Agreement registration on title by Municipal Solicitor, Lorne C. Plater
- Charge for Building Permit fees paid by cheque returned for insufficient funds (NSF fee on Building Permits)
- Annual Fee for paper copies of minutes and Agendas \$100.00

Based on the draft account received from Lorne C. Plater for fees and disbursements required to register a Water Quality Impact Assessment Agreement Planning recommended requesting an application fee of \$400.00 for a Site Plan Agreement

**HickeyBloom:** (P015-2011) Motion to recommend that Council amend Fees By-Law to require a \$400.00 application fee for a Site Plan Agreement to be applied toward legal fees and disbursements.

CBO Mills pointed out that Planning requires a Water Quality Impact Assessment Agreement signed and registered on title as a condition of Minor Variance or other land use planning abutting a water body. Based on the above mentioned draft account from Lorne C. Plater Planning recommends requesting \$400.00 from applicants that are required to enter into a Water Quality Impact Assessment Agreement.

**Emond/Hickey:** (P016-2011) Motion to recommend that Council amend Fees By-Law to require \$400.00 for Water Quality Impact Assessment Agreement to be applied toward legal fees and disbursements.

**Emond/Hickey :** (P017-2011) Motion to recommend that Council amend Fees By-Law to charge the Bank's NSF fee for Building Permits fees paid by cheque returned for non-sufficient funds (NSF).

**Bloom/Hickey:** (P018-2011) Motion to recommend that Council does not charge a fee for Council Agendas and Minutes requested to be picked up by the general public.

### **P – I – 3**

#### **AMENDMENTS TO SHORE ROAD PROCEDURE BY-LAW 34-2005**

##### **Changes to be made (shown in italics):**

10. The Municipality of Hastings Highlands will not become involved in any boundary line disputes, *with abutting owner*, however, should a dispute arise.....

c. Upon receiving written notice of successful mediation from each landowner, Council may consider closure and sale *within the agreed boundary lines*.

11. Notwithstanding number 10 above *should the mediation be unsuccessful*, the Municipality may

a. *Close and sell the portion of the road allowance applied for by the Applicant(s) without the written consent or approval of either one or both of the applicant's neighbours as to the shortest line extension to the shore road allowance; or*

b. *The municipality may sell to the applicant(s) a portion of the lake shore abutting the applicant's property if deemed advisable in the interest of good planning.*

**Emond/Hickey:** (P019-2011) Motion to defer to next Planning Committee meeting to review amended draft By-law with changes as agreed upon.

### **P – I – 4**

#### **GORDON/TIVY SHORE ROAD PURCHASE ALONG YORK RIVER**

Discussions were held if Planning Committee should recommend to Council to complete the sale of the shore road allowance as tentatively approved by Council October 8, 2003. The municipality is considering installing a micro-hydro project along the York River and may require access to the river at or near the subject property.

**Emond/Leveque:** (P020-2011) Motion to defer pending further investigation.

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**SUTHERLAND REMOVE “HOLDING” ZONE**

Norman Sutherland was present to address the Committee regarding the cemetery located on the subject property. Mr. Sutherland requested that a holding zone buffer around the cemetery would be more appropriate than leaving the holding zone on the entire parcel. Mr. Sutherland pointed out that he has applied to County of Hastings Planning Committee for a severance of part of the subject lands.

**Emond/Leveque:** (P021-2011) Motion to defer until next Planning Committee meeting pending further information being received regarding severance application.

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**CHAPLEAU SEVERANCE B10/11**

**Leveque/Emond:** (P022-2011) Motion to recommend Council approves the severance subject to site visit by Frank Mills and subject to conditions recommended by Planning Department.

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**BELCH COMPLAINT RE: HOBO ROAD**

Reviewed letter received from Richard Belch together with letters from Mark and Troy Belch, neighbours of Moore/McGoey, 49 Hobo Road, Herschel.

**Leveque/Hickey** (P023-2011) Motion to recommend to Council not to sell the shore road allowance as subject property is flooded lands and to bring back to Planning Committee meeting on April 13, 2011.

**Hickey** (P024-2011) Motion to adjourn CARRIED

**Committee will meet again at Council Chambers at 9:00 am on Wednesday, April 13, 2011.**

*Cathy Bujas*

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Cathy Bujas, Planning Secretary