



AGENDA
AUGUSTA TOWNSHIP
PLANNING ADVISORY COMMITTEE MEETING
June 3rd, 2019 at 6:30 p.m.

1. Call to Order
2. Approval of Agenda
3. Disclosure of Interest
4. Approval of Minutes of April 16th, 2019
5. Business Arising from the Minutes
6. Severance Applications
 - 6.1 Severance application B-21-19 Douglas and Heather Perrin
7. Other Business
 - 7.1 Approval of terms of reference
 - 7.2 AODA Standards
 - 7.3 Confidentiality Agreement
 - 7.4 Severance Checklist -Review
8. Adjournment
9. Date of Next Meeting -TBA

**Augusta Township
Planning Advisory Committee Meeting**

MINUTES

April 16th, 2019, at 6:30 p.m.

In Attendance:

Committee: Samantha Schapelhouman (chair), Vincent Aldrich, Rob Jones, Dean Porter, Duaine McKinley, Jonas Cole, David Annable,

Regrets: Ron Covey, Sherry McDougall

Staff: Pierre Mercier, Planning Consultant, Nicole Walker, Community Development & Planning Coordinator, Ray Morrison, CAO/Treasurer, Karen Lavigne, CBO, Marko Cekic, Land Use Planner, Macintosh Perry.

Guest:

1. Call to Order

Chair called the meeting to order at 7:05 p.m.

2. Approval of Agenda

Moved by Robert Jones and seconded Dean Porter.

BE IT RESOLVED THAT this committee approves the agenda for April 16th, 2019.

CARRIED.

3. Disclosure of Interest

Rob Jones due to family relations.

4. Correspondence

PAC wants applications sent with the agenda and 11x17 copies of the plans in large.

5. Approval of the Minutes

Moved by Jonas Cole and seconded Dean Porter.

BE IT RESOLVED THAT this committee approves the minutes of the meeting of October 29th, 2018. Amendments: Aldrich, last name spelt incorrectly

CARRIED.

6. Business arising from the minutes

7. Severance Application B-23-19 Allan Bell Financial Services

Moved by Duaine McKinley and seconded by Vince Alrich

BE IT RESOLVED THAT the Planning Advisory Committee recommends to council That Council recommend to the Land Division Committee of Leeds and Grenville that consent application B-23-19 be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (any local improvement charges, if applicable) shall be paid to Augusta Township.
2. The severed parcel merge with the parcel known as 1604 County Road 2 and an acceptable reference plan be submitted to the township.
3. That the favorable comments are received from circulated commenting agencies.

McKinley asked about frontage and Marko explained that they are trying to make two lots more desirable and avoid a minor variance.

Marko explains that the lot changes are between himself and his company.

Carried.

8. Severance Application B-24-19 Allan Bell

Moved by Jones Cole and seconded by Robert Jones

BE IT RESOLVED THAT the Planning Advisory Committee recommends to council That Council recommend to the Land Division Committee of Leeds and Grenville that consent application B-24-19 be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interests, (any local improvement charges, if applicable) shall be paid to Augusta Township.
2. The severed parcel merge with PIN 681650100 and an acceptable reference plan be submitted to Augusta Township.
3. That favorable comments are received from other commenting agencies.

Carried.

9. Severance Application B-25-19 Bill Cameron

Moved by Duaine McKinley and seconded by Jonas Cole

BE IT RESOLVED THAT the Planning Advisory Committee recommends to council That Council recommend to the Land Division Committee of Leeds and Grenville that consent applications B-25-19 be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interests, (any local improvement charges, if applicable) shall be paid to Augusta Township.
2. An acceptable reference plan or legal description of the severed lands and the deed or instrument conveying the severed lands shall be submitted to Augusta Township.
3. That the applicant submits the required cash-in-lieu of parkland levy of \$500 per lot to Augusta Township.
4. The favorable comments are received from the rideau Valley Conservation Authority.
5. That favorable comments are received from circulated commenting agencies.
6. That the road allowance for Wiltsie Road be widened along the frontage of the severed lands, as required, to 10 metres from the centerline of the road, and that a Transfer/Deed of Land conveying the said land to Augusta Township be prepared and executed.

Jonas asked if the cattle was still behind the development and Marko explained that it is not important unless there is manure storage and barns adjacent, which he would be required to follow minimum set backs.

Carried.

10.Zoning By-Law Amendment -Arnold Dixon

Moved by Vince Aldrich and seconded by Duaine McKinley

BE IT RESOLVED THAT the Planning Advisory Committee recommends to council that the committee recommend that the proposed zoning by-law 3412-2019 amendment be approved.

CARRIED.

11. Other Business

- 8.1 Approval of terms of reference – DEFERRED.
- 8.2 AODA Standards – DEFFERRED

8.3 Control Nuisance Dust- Recommendations

Moved by Duaine McKinley and seconded by Robert Jones

BE IT RESOLVED THAT the Planning Advisory Committee recommends to council that they do not support a by-law to control nuisance dust proposed by the municipality.

CARRIED.

8.4 Confidentiality Agreement- DEFERRED

12. Adjournment

Moved by Dean Porter and seconded by Jonas Cole

BE IT RESOLVED THAT this committee does now adjourn at 8:40 p.m. until the call of the Chair.

CARRIED.

13. Date of Next Meeting

TBD at the call of the chair

Planning Report

To: Planning Advisory Committee
From: Marko Cekic, Land Use Planner
Date: May 6, 2019
Re: Consent Application B-21-19 – Perrin, Douglas Milford; Perrin, Heather Lynn

Recommendation:

That Council recommend to the Land Division Committee of the United Counties of Leeds and Grenville that consent application B-21-19 be approved subject to the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (any local improvement charges, if applicable) shall be paid to the Township;
2. An acceptable reference plan or legal description of the severed lands and right-of-way and the transfer or instrument conveying the severed lands and right-of-way shall be submitted to the Township.
3. That favourable comments are received from circulated commenting agencies; and
4. A noise clause identifying the proximity of the subject lands to the G. Tackaberry & Sons Construction Company Limited (Tackaberry) Quarry is registered on title for both the retained and severed lots. The letter provided by Tackaberry is also to be provided to all current and future owners.

1.0 PURPOSE OF THE APPLICATION

Consent application B-21-19, submitted by Heather and Douglas Perrin, has been received from the United Counties of Leeds and Grenville and proposes a severance and an easement/right-of-way.

2.0 BACKGROUND

The subject lands are municipally referred to as 3151 Rocky Road in the Township of Augusta, and legally known as “PT LT 24 CON 2 AUGUSTA AS IN PR14934, AG14745 & AG13132 EXCEPT PR118283, PR152333, PR195033, PR62073, PT 1, 2 & 3 15R5174, PT 1, 2 & 3 15R7275, PT 1, 2 & 3 15R772, PT 1 & 2 15R583 S/T PR1550 & PR5660 AMENDED BY APL78; S/T AG14217, PR48492, PR5824; AUGUSTA.” The lands are owned by Douglas and Heather Perrin.

The subject lands have a total area of approximately 36.4 hectares. The applicant is proposing to sever a roughly 0.85 hectare parcel from the subject lands. The current land use of the severed parcel is rural residential containing an existing single detached dwelling and garage. No development is proposed on the severed portion at the time of this application. The roughly 35.6 hectare retained parcel is currently vacant and the applicant is proposing that the lands be used for agricultural purposes.

The severed parcel has an approximate frontage of 121.9 metres onto Rocky Road. The retained parcel has frontage onto both Rocky Road and County Road No. 26. An approximately 6.1 metre easement is proposed over the severed lands to provide access to the retained lands (Figure 1).

The subject lands are surrounded by vacant, rural residential, and rural lands to the west, south and east. A TransCanada Compressor Station is located to the north of the subject lands. A quarry, owned and operated by G. Tackaberry & Sons Construction Company Limited (Tackaberry), is located less than 300 metres north of the subject lands. A letter written by a representative from Tackaberry notes that the quarry operations for the site “include, but are not limited to blasting of aggregate, aggregate crushing/screening, loading and hauling of excavated material and various activities associated with stripping.” The letter also indicates that Tackaberry does not object to the severance as long as a copy of the letter is provided to current and future owners of the subject lands.

3.0 POLICY FRAMEWORK AND REGULATORY CONTROL REVIEW

3.1 Provincial Policy Statement

The Provincial Policy Statement (PPS), issued pursuant to Section 3 of the *Planning Act*, provides policy direction on land use planning matters of provincial interest. The *Planning Act* requires that planning matters “be consistent with” the PPS. The subject lands are designated *Rural* in the Township Official Plan.

The consent application is compatible with the Policies of Section 1.1.4 as both the retained and severed parcel are compatible with the rural landscape and can be sustained by rural servicing levels. Additional municipal services are not anticipated to be required as a result of the proposed development.

The proposed consent is consistent with matters of provincial interest under the Provincial Policy Statement, subject to the required conditions.

3.2 United Counties of Leeds and Grenville Official Plan

The subject lands are designated *Rural Lands* on Schedule ‘A’ (Community Structure and Land Use) of the United Counties of Leeds and Grenville (UCLG) Official Plan.

The intent of the *Rural Lands* designation, as stated in Policy 3.3.1 of the Plan, is to: promote limited residential development; promote limited development that is compatible with the rural landscape and character and can be sustained by rural service levels, which generally includes individual on-site sewage and individual on-site water services; and accommodate development that is appropriate to the infrastructure which is planned or available and avoid the need for the unjustified and/or uneconomical expansion of infrastructure.

Agricultural uses are permitted in the *Rural Lands* designation, pursuant to Policy 3.3.2.

Policy 7.6.3.2 of the Official Plan states that applications for Consent will not be granted if the application is contrary to the policies of the Local or County Official Plan. The application demonstrates that it is in conformity with the policies of both Official Plans.

3.3 Township of Augusta Official Plan

The subject lands are designated *Rural* on Schedule ‘A’ (Land Use, Infrastructure, and Natural Heritage) of the Township of Augusta Official Plan. Agricultural uses (in accordance with the Nutrient Management Act and Minimum Separation Distance standards established by the Ministry of Agriculture Food and Rural Affairs and further implemented through the Building Code Act) are permitted within the Rural designation. The existing single detached dwelling is also a permitted use within the Rural designation.

Policy 9.4.2 of the Official Plan lists a number of criteria to follow when considering a consent application. The proposed Application is in conformity with those policies.

3.4 Zoning By-law No. 2965

The subject lands are zoned Rural - RU under the Township of Augusta Zoning By-law (No. 2965). Pursuant to Provision 7.17.1 of the By-law, a Single Detached Dwelling is permitted under the RU zone. An agricultural use is also permitted under the RU zone.

Pursuant to Provision 6.42.5, the influence area for a quarry shall be 500 metres for a *sensitive land use*, however, the proposed agricultural use is not deemed a *sensitive land use* per the definition listed within the By-law. Should the retained parcel be developed, an aggregate impact assessment will be required prior to the issuance of a building permit.

4.0 RECOMMENDATION

Based on the review of consent application B-21-19, the proposal conforms to relevant planning policies and regulations. Any decisions to grant provisional consent should include the following conditions:

1. The balance of any outstanding taxes, including penalties and interest, (any local improvement charges, if applicable) shall be paid to the Township;
2. An acceptable reference plan or legal description of the severed lands and right-of-way and the transfer or instrument conveying the severed lands and right-of-way shall be submitted to the Township.
3. That favourable comments are received from circulated commenting agencies; and
4. A noise clause identifying the subject lands proximity to the G. Tackaberry & Sons Construction Company Limited (Tackaberry) Quarry is registered on title for both the retained and severed lots. The letter provided by Tackaberry is also to be provided to all current and future owners.

Respectfully submitted,

McIntosh Perry Consulting Engineers Ltd.

Prepared By:



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Reviewed By:



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Land Use Planner

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**PLANNING ADVISORY COMMITTEE
TERMS OF REFERENCE**

PURPOSE

The Planning Advisory Committee is appointed by Council under the authority granted by the Province of Ontario in the *Planning Act*, 1990 for the purposes of providing Council with recommendations specific to community planning matters, development and policies.

TERMS OF REFERENCE

The following Terms of Reference for the Planning Advisory Committee (PAC) were developed to guide committee members in the fulfillment of their duties. The PAC is an important resource and tool to assist Council in maintaining an economically sustainable community.

STRUCTURE OF THE COMMITTEE

1. Committee shall be comprised of seven to nine (7-9) Members appointed by Council. One (1) Members shall be a member of Council, who shall act as the Chair. In the absence of the Chair, the Committee may appoint a Member to act in their absence.
2. Recruitment and review of potential members shall be done as a call of interest at the beginning of the term of Council. Selection will be through the Mayor in consultation with Council, and shall be appointed for the term of Council, but not less than one year.
3. The Mayor shall be an Ex-officio Member, but shall not count as quorum.
4. The Township shall appoint a staff member as the secretary for the committee.
5. A quorum of Committee shall consist of a majority of its members, or 51%.
6. All residents interested in serving on The Committee will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected for the term of Council, with consideration for the following;
 - Candidates from various business/industry sectors;
 - Candidates with an understanding of rural affairs;
 - Candidate's qualifications and commitment to the functions of the committee as outlined below; and
 - Candidate's availability to participate.
7. In the event that a committee member resigns from The Committee they will be replaced within 60 days of resigning, if Membership falls below seven (7) total.
8. Any member who misses three consecutive meetings shall be dismissed from the Committee at the discretion of the Chair and be replaced by a qualified candidate appointed by Council.
9. The Committee shall meet on an as needed basis. More than one meeting a month or a change of schedule may occur at the discretion of the Chair.
10. The Chair may invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person(s) shall not participate in the regular business of the meeting.

Schedule A By-law xxxx-2019

11. The Committee from time to time, at their discretion may form ad hoc committees to act as working groups for a specific project.

12. Except as otherwise provided in the Terms of Reference, all other procedural matters shall be governed under the Municipal Procedural By-law

FUNCTIONS OF THE COMMITTEE

The functions of the PAC shall be as follows:

- To review and provide Council with recommendations on Planning Act applications including:
 - o Consents
 - o Subdivisions
 - o Site Plan Control
 - o Zoning Amendments
 - o Official Plan Amendments
 - o Temporary Use By-laws
- Review of municipal drain improvement requests;
- Receive and address Drainage Superintendent recommendations, reports and studies;
- Any other applications or duties which may be specifically referred by Council to the Planning Advisory Committee.
- Take into consideration the OFA's 'Agriculture Matters A Guide of Municipal Councillors and Staff' when deciding on issues that could affect farmers today, as well as identifying opportunities for local communities to support this untapped, and sometime undervalued, economic sector.

RECOMMENDATIONS OF THE COMMITTEE

The Committee shall report directly to Council. Any resolutions/recommendations that come out of the Committee meeting will be forwarded for Council as a recommendation for consideration at the next Council meeting during the Committee report item on the agenda.

CODE OF CONDUCT

All Council Members, Municipal employees and volunteers will be guided by relevant policies and procedures including the Code of Conduct, Workplace Violence and Harassment Policy and the Conflict of Interest Act.

In order to provide a positive and respectful workplace, all Council, staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions.

Items Mandated Under the AODA:

- Policies and procedures must be created and available to the public
- Training will be required
- Accessibility reports are required
- Inspectors may be appointed to verify compliance
- Fines from \$50,000 to \$100,000/day
- Alternate communication methods
- Supply methods for feedback
- Notice of service interruptions (planned and unplanned)

What is Accessible Customer Service?

- Flexible service that meets the needs of all customers
- Always put the person first (person with a disability)
- Understanding that some methods may not work for all people
- Allowing for comments and suggestions to improve accessible customer service
- Providing as much notice as possible to inform individuals of service disruptions

AODA Standards

- Customer Service
- Information and Communication
- Built Environment
- Employment
- Transportation



Leeds
Grenville



AODA Accessible Customer Service Training

Please return this signed copy to the Administrator of Accessibility for your Municipality

I, _____ have read and understood this pamphlet. I understand that it is my responsibility to break down barriers to make my workplace accessible for everyone. I understand that barriers may be:

- Physical
- Technological
- Attitudinal
- Informational
- Communication
- Procedural
- Policy

I will avoid creating these barriers and will break them down when I see them.

I understand that some methods of service may not work for all individuals.

Signature

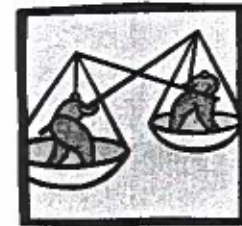
Date

The person who has signed this paper has now completed the required "Awareness" training for all Municipalities within the United Counties of Leeds and Grenville. If this individual becomes a front line employee, more training may be required

- Statistics Canada report that in 2006, a disability rate of 15.5 % existed in Ontario. This is up from 13.5 % in 2001, by 2025 that number will increase to 20%
- As of January 1st, 2010 it is law that all public sector and broader public sector employees receive some form of Accessible Customer Service training.
- This training is mandated under Regulation 429 / 07 of the Accessibility for Ontarians with Disabilities Act (AODA).
- The specific standard it applies to is the Customer Service Standard.
- Under the AODA and the Ontario Human Rights Code, people with disabilities have the legal right to be free from discrimination in employment, services, goods, facilities, and housing.



- Disabilities could include both obvious disabilities and disabilities which may not be easily perceived. Always be aware of the needs of your customers.
- The principles of Accessible Customer Service include:
 - Dignity
 - Independence
 - Integration
 - Equal Opportunity
 - Respect



- Examples of assistive devices include:
 - Wheelchairs, scooters, canes
 - Service Animals
 - Support People
 - Elevators
 - Ramps





Confidentiality Agreement

I, _____, am a volunteer appointed to the Planning Advisory Committee of the Corporation of the Township of Augusta.

I hereby acknowledge and understand the following:

That the Municipal Freedom of Information and Protection of Privacy Act provides standards for and requires administrative, technical and physical safeguards to ensure the security and confidentiality of records and personal information under the control of the Corporation of the Township of Augusta.

I recognize and understand that in performing my duties and responsibilities pursuant to this Agreement, I will occupy a position of fiduciary trust and confidence with the Township, pursuant to which I will develop and acquire a wide experience and knowledge with respect to all aspects of the business carried on by the Township and its affiliates, and the manner in which such business is conducted.

I further recognize and understands that in performing the duties and responsibilities pursuant to this Agreement, I will become knowledgeable with respect to a wide variety of confidential and other non-public records concerning the business of the Township and its affiliates and/or personal information of an identifiable individual. I therefore agrees that I will not, for any reason, disclose any such confidential or non-public information to any unauthorized persons, except with the express written consent of Council, or otherwise required by law.

The parties acknowledge the confidential nature of this Agreement and hereby agree not to disclose its contents to any other party, except as may be required by law or to facilitate the administration of the written Agreement.

Volunteer Signature

Date

Witness Signature

Date

Name of Applicant: _____

Counties highlighted in grey

File Number

Phone Number

	SEVERANCE APPLICATION CHECK LIST	Initials	Date Completed
1	Initial consultation with applicant at the township office. Review Application		
2	Applicant consults with Counties and submits application, fees and supporting documents		
3	Counties reviews application to make sure all information is there and deems it complete		
4	Counties circulates application to all commenting agencies and landowners within 60m, the application is sent to the township via mail and email from Krista with a cheque attached.		
5	All comments are received from the commenting agencies within 30 days		
6	Counties forwards all objections and comments to the township as they are received.		
7	Allow for 2 weeks minimum for the planning report. 3 weeks ideally.		
8	Agenda must be sent out to PAC one week in advance of the meeting		
9	PAC Report to council to Annette before the Thursday before the council meeting.		
10	After Council approves, signed resolutions, questionnaire, planner report is sent back to UCLG		
11	Once all comments are received, Counties schedules a hearing and sends out notices		
12	20 day appeal period starts from the date the notice of decision goes out		
13	After the 20 days is complete, the severance is granted/denied and is legally binding.		
14	Township follows up on township conditions		
15	Complete conditions checklist. Once complete, send release letter to UCLG stating conditions met.		
16	Once release letter received, applicant sends transfer papers to Krista, along with certificate of official (schedule) it gets stamped and signed by Consent Granting Authority		
17	Applicants lawyer registers the stamped certificate.		
18	Severance is complete		
	CONDITIONS TO BE MET		
1			
2			
3			
4			
5			
6			