



## Township of Drummond/North Elmsley

**#13 Committee of the Whole – Chair, Ray Scissons  
June 23, 2015 at 5:00 p.m. - Council Chambers**

### **Agenda**

**PLEASE NOTE:** *Meetings of Council and the Committee of the Whole are open to the public however they are not a public forum. Members of the public are welcome to attend and your interest is appreciated, however due to time constraints, we request that individuals or groups wishing to appear before Council or the Committee at a regular meeting shall advise the Clerk not later than 2:00 p.m. on the Thursday prior to the meeting as per By-law No. 2015-011.*

	Page
<b>1. Call to Order – 5:00 p.m.</b>	
<b>2. Disclosure of Pecuniary Interest</b>	
<b>3. Minutes of Previous Meeting</b>	
<b>3.1</b> Regular Session Minutes of June 9, 2015	3 - 7
<b>3.2</b> Closed Session Minutes of June 9, 2015 (presented at the meeting)	
<b>4. Approval of Agenda</b>	
<b>5. Petitions/Delegations/Public Meetings</b>	
<b>5.1</b> 5:15 Doug McLaren/Dennis Staples - Bishops Way	8
<b>5.2</b> 5:30 Public Meeting - Kilfoyle Zoning Amendment	9 - 13
<b>6. Communication/Correspondence (sent under separate cover)</b>	
<b>6.1</b> Communication List Only	14
<b>7. Committee and Board Reports</b>	
<b>7.1 Community Development</b>	
a) Report of the Planner - Grassmere Zoning Amendment	15 - 17
<b>7.2 Public Works</b>	
<b>7.3 Corporate Services</b>	
<b>7.4 Community Services</b>	
<b>7.5 Clerk/Members of Council (presented at the meeting)</b>	
a) Report of the Reeve	
b) Report from Fire Board	

- c) Report from Library Board
- d) Report for CA's
- e) Reports from Members of Committee

**8. Closed Session**

**8.1** Litigation including matters before administrative tribunals - OMB  
Widenmair Appeal

**8.2** Personal matters about an identifiable individual including municipal or  
local board employees

**9. Unfinished Business**

**10. New Business**

**11. Adjournment**



## #13 Minutes Meeting of June 9, 2015 Committee Of The Whole

The Committee of the Whole met on Tuesday, June 9, 2015 at 5:05 p.m. at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

<b>Members Present:</b>	Aubrey Churchill	Reeve
	Gail Code	Deputy Reeve
	Steve Fournier	Councillor
	George Sachs	Councillor
	Ray Scissons	Councillor (Chair)

<b>Staff Present:</b>	Cindy Halcrow	Clerk Administrator
	Cathy Ryder	Deputy Clerk
	Karl Grenke	Planner
	Scott Cameron	Public Works Manager
	Shawn Merriman	Chief Building Official

**1. Call to Order**

The meeting was called to order at 5:05 p.m. A quorum was present.

**2. Disclosure of Pecuniary Interest**

The Chair invited members wishing to disclose a pecuniary interest to do so now. No members declared a pecuniary interest.

**3. Minutes of Previous Meetings**

**3.1 Regular Session Minutes of May 26, 2015**

**MOTION #COW-15-087 (Verbal)**

**MOVED BY: Aubrey Churchill**  
**SECONDED BY: George Sachs**

**THAT the Committee of the Whole** approves the minutes of the regular Committee of the Whole meeting held on May 26, 2015 as circulated.

**ADOPTED**

**4. Approval of Agenda**

**MOTION #COW-15-088 (Verbal)**

**MOVED BY: Steve Fournier**  
**SECONDED BY: Gail Code**

**THAT the Committee of the Whole** approves the agenda for the June 9, 2015 meeting of the Committee, as amended.

**ADOPTED**

**Amendment:**

Item 5.1 Delegation Abundant Solar Energy - cancelled

**5. Petitions/Delegations/Public Hearings - None**

**6. Communication/Correspondence**

No items were pulled from the Communication package and the following motion was adopted:

**MOTION #COW-15-090 (Verbal)**

**MOVED BY: Gail Code**  
**SECONDED BY: Steve Fournier**

**THAT THE COMMITTEE OF THE WHOLE** receives the communication items for the June 9, 2015 Committee of the Whole as information.

**ADOPTED**

**7. Committee and Board Reports**

**7.1 COMMUNITY DEVELOPMENT PUBLIC WORKS**

**a) Report of the Planner – Carson/Darou Zoning Amendment**

The Planner provided an update on the planning process and the next steps for the Carson/Darou Official Plan Amendment for 212 Mary Miller Road. The amendment to the Official Plan would add a new Rural Special Policy Area that would allow residential development on a lot without direct access to and frontage on an opened public road and to allow the severance of one new lot which was not originally intended to be divided. Council accepted the recommendation of the Planner with the following direction:

**Action Item:** Direction given to staff to prepare an implementing zoning by-law amendment for the Carson/Darou property.

**b) Report of the Planner – David & Pam Sigler Zoning Amendment**

The Planner provided an update on the Sigler property (6751 County Road 43) to rezone to Rural Special Exception- 88 to allow for a rooming/boarded dwelling house with a maximum of five rented rooms. The Planner presented options regarding approving the application on a temporary or permanent base. Council accepted the recommendation of the Planner with the following direction.

**Action Item:** Direction given to staff to prepare a zoning by-law amendment.

**c) Report of the Planner – Bond Road Closure**

The Planner provided an update on the proposed road closure affecting approximately 723 square feet of land which forms part of an old traffic circle adjacent to Karen Lane. This would transfer the lands as a lot addition to the adjacent landholding owned by Jim and Linda Bond. Council accepted the recommendation of the Planner with the following direction:

**Action Item:** Direction given to staff to prepare a by-law to close, stop up and sell a portion of a municipal road allowance upon receipt and acceptance of an appraisal of lands.

**d) Report of the CBO – Renewable Energy Project**

The CBO provided an update regarding the Renewable Energy Municipal Partnership Project. The CBO requested authorization to proceed with applications under FIT 4 for renewable energy projects in partnership with Lanark County and local municipalities. There was general discussion on funding, potential revenue and locations. The CBO reported that each municipality would submit applications but all members of the partnership would receive revenue from each project. Council accepted the recommendation of the CBO and the following motion was adopted:

**MOTION #COW-15-091 (Verbal)**

**MOVED BY: Aubrey Churchill**

**SECONDED BY: Gail Code**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**

**THAT** Council authorizes staff to submit applications for the Ontario Power Authority Feed-In-Tariff (FIT) Solar Program for the following Township-owned properties;

- 745 Code Road
- 310 Port Elmsley Road
- Stone Road Concession 7 PT Lot 1 RP 27R1801 Part 4

**AND FURTHERMORE THAT** Council authorizes up to \$90,000 to be used from contingency reserves to pay the refundable application deposits;

**AND FURTHERMORE THAT** Council authorizes up to \$7,500 to be used from contingency reserves to pay to have the applications completed by an industry expert.

**ADOPTED**

**Action Item:** Direction given to staff to confirm the Lot number on Stone Road. Further direction given to staff to report on the Township’s borrowing capacity and email Council members.

**7.2 PUBLIC WORKS**

a) Report of the Public Works Manager – Rideau Ferry Dock Events

The Public Works Manager provided an update on the current events which will take place at the Rideau Ferry Docks this year:

- |              |  |
|--------------|--|
| June 25      | Perth & District Chamber of Commerce – General Meeting |
| June 27      | Rideau Ferry Yacht Club Regatta Fund Raiser            |
| June 25 – 26 | Bass Derby   |
| August 23    | Bass Derby   |
| September 20 | Bass Derby   |

**7.3 CORPORATE SERVICES**

a) Report of the Deputy Clerk – Livestock Evaluator

The Deputy Clerk reviewed her report with Council regarding appointing Paul Hauraney as a potential Livestock Evaluator. Council accepted the recommendation of the Deputy Clerk with the following direction:

**Action Item:** Direction given to staff to update the Appointment By-law to appoint Paul Hauraney as Livestock Evaluator for the Township. Further direction was given to advertise for additional evaluators to act in an on-call capacity.

**b) Report of the Clerk Administrator – Source Water Protection Policy**

The Clerk Administrator reviewed her report to waive the Procurement By-law to approve J.L. Richards to develop the official plan policies. Local municipalities have partnered together to procure the services of J.L. Richards to develop an official plan policy with mapping and zoning plan regulations regarding Source Water Protection. Council expressed concerns regarding waiving the procurement process and requested that three quotes be obtained to complete this work for the Township.

**Action Item:** Direction given to staff to obtain three quotes for the completion of the official plan policies pertaining to Source Water Protection

## **7.4 COMMUNITY SERVICES**

### **7.5 CLERK/MEMBERS OF COUNCIL**

**a) Report of Reeve – No reports**

**b) Report from Fire Board – No reports**

**c) Report from Library Board – No reports**

**d) Report from CA's**

**Rideau Valley Conservation Authority – Ray Scissons, May 28, 2015 highlights**

- Received staff reports and updates on various projects, water control infrastructure (dams along the watershed), Brewer Park Pond Planting Day, Britannia Village Flood Control Project
- Next meeting June 25, 2015

**Mississippi Valley Conservation Authority – Gail Code, May 20, 2015 updates**

- Discussions on wetlands protection and MVCA's ability to enforce
- Dr. James Naismith grandson has donated approximately \$39,000 to the Mississippi Valley Conservation Foundation for upgrading facilities at the Mill of Kintail Conservation Area.
- Shabomeka Lake Dam Geotechnical Investigation – an assessment has revealed that the dam is at the end of its life span and the structure needs to be replaced. An application was submitted and approved under the Water and Erosion Control Infrastructure Program. The cost for the project is \$30,000; WECl with fund 50% and MVCA will fund 50%.
- Next meeting June 17, 2015

**e) Report from Members of Committee**

**Drug Strategy Meeting – Steve Fournier, June 8, 2015**

- Discussion regarding setting up a drug treatment centre in the Town of Perth
- Next meeting in August

**8. CLOSED SESSION**

**8.1 Litigation – Update on Court of Appeal Militky versus the Township of Drummond/North Elmsley**

**MOTION #COW-15-092 (Verbal)**

**MOVED BY: George Sachs**  
**SECONDED BY: Gail Code**

**THAT the Committee of the Whole** shall hereby hold closed session of Committee of the Whole at 6:30 p.m. to discuss;

**AND THAT** the Clerk Administrator, Deputy Clerk and Planner remain in the room.

**ADOPTED**

**MOTION #COW-15-093 (Verbal)**

**MOVED BY: Aubrey Churchill**  
**SECONDED BY: Gail Code**

**THAT the Committee of the Whole** shall hereby return to regular session of the Committee of the Whole at 6:44 p.m.

**ADOPTED**

**RISE AND REPORT**

- Received information regarding Court of Appeal Judgement – Militky versus the Township of Drummond/North Elmsley.

**9. Unfinished Business - None**

**10. New Business - None**

**11. Adjournment**

**MOTION #COW-15-094 (Verbal)**

**MOVED BY: Aubrey Churchill**  
**SECONDED BY: Steve Fournier**

**THAT the Committee of the Whole** stand adjourned at 6:44 p.m.

**ADOPTED**

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CHAIR

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CLERK ADMINISTRATOR

June 10, 2015

Cindy Halcrow M.A., C.M.O.  
Clerk Administrator  
Drummond / North Elmsley Township  
310 Port Elmsley Road  
RR #5 Perth, Ontario  
K7H 3C7

Re: Road Allowance - Delegation Request

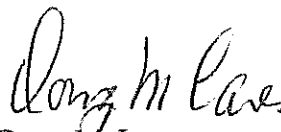
Dear Cindy:

Further to our brief discussion on June 8, 2015, would you kindly arrange for Mr. Doug McLaren and myself to appear as a delegation at the June 23<sup>rd</sup> Council Meeting to present our joint request for purchase consideration in connection with the unopened road allowance between 122 Bishops Way and 124 Bishops Way.

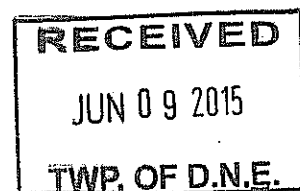
Thank you for arranging this for us.



Dennis W. Staples  
122 Bishops Way  
(c) 613 430 9042



Doug McLaren  
124 Bishops Way  
(c) 647 968 7904







**TOWNSHIP OF DRUMMOND/NORTH ELSLEY  
PUBLIC MEETING INFORMATION REPORT**

**PROPERTY OWNERS:** Elsie Kilfoyle (Estate), Township of Drummond/North Elmsley

**DATE OF MEETING:** June 23, 2015

<u>Property Information</u>	
Address:	134 Bay Street
Description:	Pt. Lot 20, Conc. 11
Current Zoning:	Residential
OP Designation:	Hamlet
Date of Site Visit:	April 7, 2015

**1. Applications**

- *Close Wellington Street road allowance (as defined in survey) and convey to abutting owner. At the same time the Township would assume into its road network the private property on which Wellington Street now sits.*
- *Rezone subject property from RESIDENTIAL to RESIDENTIAL-SPECIAL EXCEPTION to recognize the reduced lot frontage and lot area for a newly constituted property.*

**2. Purpose of Meeting**

The purpose of this public meeting is to provide information on these proposals to the public and also to provide an opportunity for any person to offer comment or feedback on the proposals before a decision is made by Council. A decision will not be made on these proposals at this meeting- A Planning Report will be brought forward by staff and considered by Council at a later date.

The proposed Zoning By-law amendment and road closure are technically separate applications, however administratively they are dependent on each other and as such are being considered concurrently.

**3. Proposal Information**

In 2013 the Township was approached by the Kilfoyle family, who owns property in Innisville and are looking to resolve some title issues on and adjacent their properties.

The subject property is part of the original Innisville subdivision, which was laid out in the 1800's when lots and road allowances were surveyed and established. At some point in the past there was a mix-up and the originally surveyed and dedicated Wellington Street was actually built on with a cottage ('owned' by estate of Elsie Kilfoyle) and at the same time the travelled road was placed on land that was and is legally assigned to her. It is not clear whether the road or the cottage were incorrectly placed first however despite the 'facts on the ground' the lots and roads from the original subdivision remain in legal effect today.

In order to resolve this and regularize the title for the Township and Kilfoyles, it was suggested that the two properties are essentially swapped, so each party will 'own' the land that they use. It is Kilfoyles, the best way to ensure clear title for both the Township and the Kilfoyles would be a legal swap of the properties. In order for that to happen, the Township would need to legally 'close' the portion of the road allowance it owns and at the same time pass a by-law 'assuming' the privately owned land where the road currently runs. The parcels to be swapped have been surveyed and described (in consultation with Mr. Kilfoyle), including some additional corner land that the Township will be looking to retain in order to ensure safe sight lines for the municipal road. In order to allow the creation of this new residential 'lot' out of what is now the road allowance, an administrative zoning amendment would need to be granted recognizing the reduced frontage and lot area. The survey, Plan 27R-10403, is appended to this report.

As per an agreement reached between staff and the Kilfoyles, Part 4 of the Plan (the road allowance) will be closed and transferred to the Kilfoyle family, with Part 3 remaining part of the municipal road allowance and getting augmented by the other parts, which will be conveyed to the Township and assumed into the road network. Unlike most road closure applications which are initiated by a property owner looking to enlarge their lots and proceed fully at the cost of the property owner, this situation is unique in that it effectively corrects a title error in the past and that land is also being swapped. As such, the Kilfoyles and the Township have agreed to share the survey and legal costs to complete the process. As the administrative zoning amendment is initiated by the Township for municipally owned land it will also be processed at no cost to the Kilfoyles.

#### **4. Site Description**

The Walkden property is located on the east side of Rideau Lake Side Road, which is a gravel surface municipal road forming the boundary between Tay Valley and Drummond/North Elmsley Township. The property is about 560 metres south of Elm Grove Road, the nearest County Road, although the site is relatively secluded with no other residential development readily visible from the site. The Walkden property itself is mostly cleared, with a dwelling and two existing sheds (one proposed to be removed and replaced by the new garage) however the area is surrounded by a mature pine, oak and maple forest. The proposed garage will locate towards the rear of the property (about 87 m / 285 ft) from the road and would be partially screened from the road by existing vegetation.

The road primarily serves a neighbourhood of waterfront homes in both Townships, a couple of kilometres to the south and while the topography is quite variable, being on the eastern edge of the Canadian Shield, sight lines are good in between the Walkden property and Elm Grove Road, where most additional traffic would originate.

## **5. The Process So Far**

Amendments to the Zoning By-Law are subject to the provisions of Section 34 of the *Planning Act* (RSO 1990, as amended) which describes the process in evaluating the application as well as outlining the required notification for the required public meeting. In accordance with the Act, the following notification was undertaken:

- Notice and covering letter mailed to all landowners within 120 metres of subject property (March 23)
- Notice and covering letter mailed to appropriate public agencies (March 23)
- Notice posted at a conspicuous location on site (by March 24)

While the Township complies with the 120 metre range prescribed in the *Planning Act*, the public consultation process is open to all. In addition to the legal requirements, the notice was posted at the municipal office and the meeting advertised on the municipal website and local newspaper. Before scheduling the public meeting, planning staff pre-circulated this application to the Township's Roads Department, Fire Department, Building Department, Clerk Administrator and Treasurer for comment on February 17<sup>th</sup> as well as the Ministry of Natural Resources and Rideau Valley Conservation Authority. The purpose of the pre-circulation was to identify any outstanding issues that may affect the application early in the process.

## **6. Planning Evaluation**

All proposed amendments to the Township's Zoning By-Law must comply with the intent of the Township's Official Plan, which represents Council's vision for the overall growth and development of the municipality.

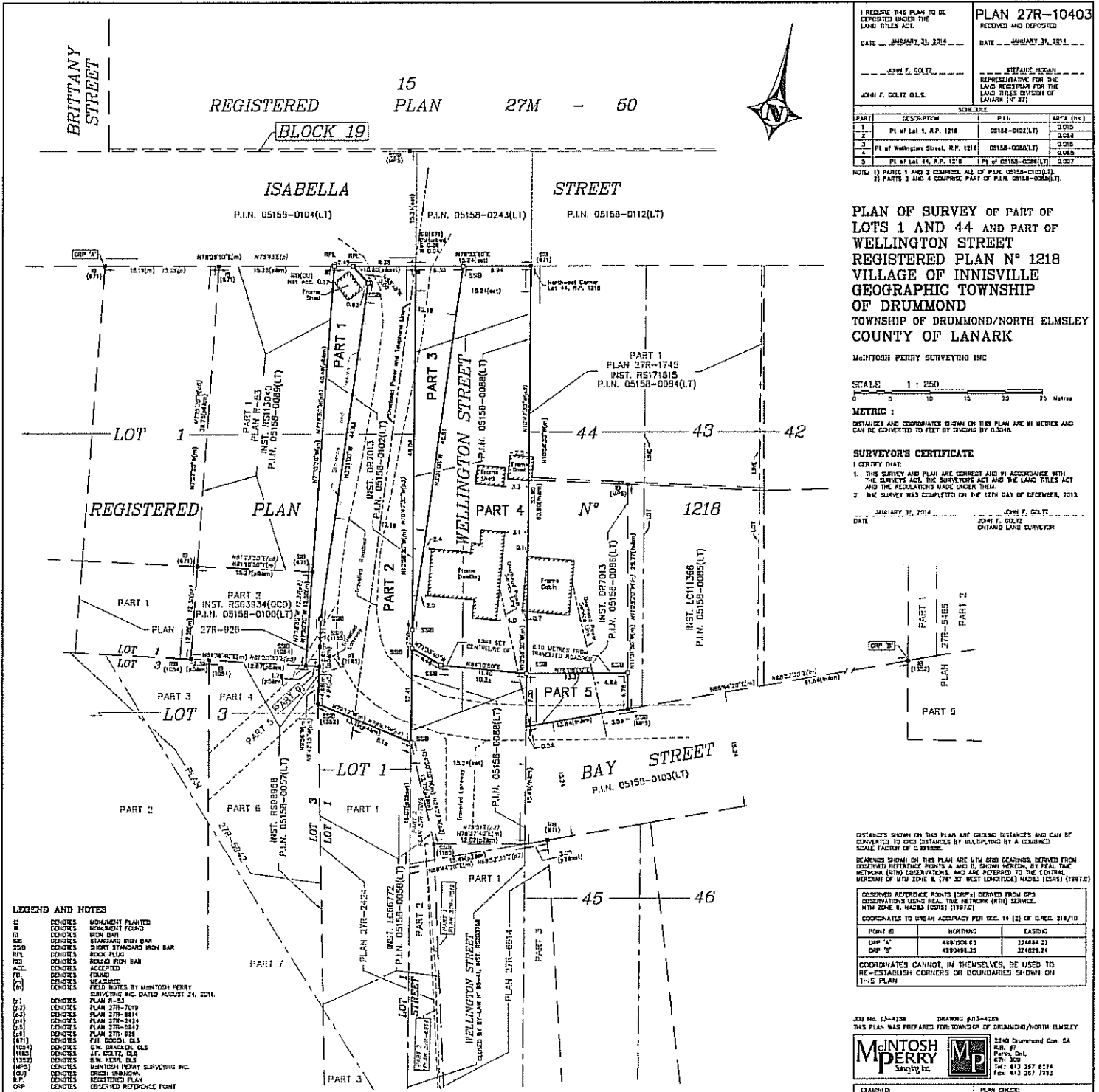
When evaluating a request to allow a new use, the key question for Council to consider is whether or not the introduction of this use is appropriate on that property and within that neighbourhood. The planning process also allows for input from neighbours so that Council has the most information possible when considering approval of this request. While the evaluation will consider the intent of the Official Plan as a whole, a number of particularly applicable sections that should be considered in a review are identified below:

- **Rural Character (Sec. 3.16)** recognizes existing rural land uses that form part of the character of Township and must be protected;
- **Rural Policies (Sec. 4.3)** support development that retains and is consistent with the natural and cultural character of the area and fits in with existing uses;
- **Local Roads (Sec. 5.3)** describes the function of roads owned and maintained by the Township. Additional policies related to transportation in general.

## **6. Next Steps**

Following the public meeting, planning staff will review all written and oral comments received by, at and after the public meeting and will bring forward a report to Council at the next Council meeting. The report will evaluate the application as per the policies in the Township's Official Plan and a recommendation will be made to Council. Council will be in position to make a decision on the application (approve or deny) and all those who have provided comment or participated in the process will be notified of that decision as well as their right to appeal to the Ontario Municipal Board. *Any interested person is advised to sign in to this meeting to guarantee their participation rights under the Planning Act.*

Council's decision becomes final upon the conclusion of the 20 day appeal period, or upon resolution of any appeals that may be made.



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.		<b>PLAN 27R-10403</b>																	
DATE: JANUARY 31, 2014		DATE: JANUARY 31, 2014																	
BY: JOHN F. COLT, OLS		STEPHANE VERHAU, REPRESENTATIVE FOR THE LAND REGISTRY DIVISION OF LANARK (N° 37)																	
<table border="1"> <thead> <tr> <th>PART</th> <th>DESCRIPTION</th> <th>P.I.N.</th> <th>AREA (hect.)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Part of Lot 1, R.P. 1218</td> <td>05158-0104(LT)</td> <td>0.019</td> </tr> <tr> <td>2</td> <td>Part of Wellington Street, R.P. 1216</td> <td>05158-0084(LT)</td> <td>0.019</td> </tr> <tr> <td>3</td> <td>Part of Lot 44, R.P. 1218</td> <td>05158-0084(LT)</td> <td>0.027</td> </tr> </tbody> </table>				PART	DESCRIPTION	P.I.N.	AREA (hect.)	1	Part of Lot 1, R.P. 1218	05158-0104(LT)	0.019	2	Part of Wellington Street, R.P. 1216	05158-0084(LT)	0.019	3	Part of Lot 44, R.P. 1218	05158-0084(LT)	0.027
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NOTE: 1) PARTS 1 AND 2 COMPRISE ALL OF P.I.N. 05158-0104(LT). 2) PARTS 3 AND 4 COMPRISE PART OF P.I.N. 05158-0084(LT).																			

**PLAN OF SURVEY OF PART OF LOTS 1 AND 44 AND PART OF WELLINGTON STREET REGISTERED PLAN N° 1218 VILLAGE OF INNISVILLE GEOGRAPHIC TOWNSHIP OF DRUMMOND TOWNSHIP OF DRUMMOND/NORTH ELSMLEY COUNTY OF LANARK**

McINTOSH PERRY SURVEYING INC  
 SCALE 1 : 250  
 METRIC : DISTANCES AND COORDINATE SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

**SURVEYOR'S CERTIFICATE**  
 I CERTIFY THAT:  
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.  
 2. THE SURVEY WAS COMPLETED ON THE 12TH DAY OF DECEMBER, 2013.  
 DATE: JANUARY 31, 2014  
 JOHN F. COLT, OLS  
 2044 F. COLT, OLS  
 CHIEF LAND SURVEYOR

DISTANCES SHOWN ON THIS PLAN ARE GRID DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY A CORRECTED SCALE FACTOR OF 0.999822.  
 BEARINGS SHOWN ON THIS PLAN ARE WITH GRID BEARINGS, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, SHOWN HEREON, BY REAL TIME NETWORK (RTN) OBSERVATIONS, AND ARE REFERRED TO THE CENTRAL MERIDIAN OF NAD 83 (78° 00' WEST LONGITUDE) NAEDS (CSRS) (1987.0).  
 OBSERVED REFERENCE POINTS (ORP) DERIVED FROM GPS OBSERVATIONS USING REAL TIME NETWORK (RTN) SERVICE, WITH ZONE 8, NAEDS (CSRS) (1987.0).  
 COORDINATES TO USING ACCURACY PER SEC. 14 (2) OF OREG. 318/10

POINT ID	NORTHING	EASTING
ORP "A"	498308.62	324684.23
ORP "B"	498494.35	324629.24

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

JOB NO. 13-4188 DRAWING NO. 3-428  
 THIS PLAN WAS PREPARED FOR THE TOWNSHIP OF DRUMMOND/NORTH ELSMLEY

<b>McINTOSH PERRY</b> Surveying Inc.		2540 Drummond Con. St. A
		Box 47 Paris, Ont. K7N 1J8 Tel: 613 287 8224 Fax: 613 287 7992

EXAMINED: \_\_\_\_\_ PLAN SHEET: \_\_\_\_\_



**Township of Drummond/North Elmsley**

**Councillor Communications List**

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**#13 Committee of the Whole**

**June 23, 2015**

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**(Note: List only - the below noted documents emailed to you as a separate file)**

	<b>Page</b>
1. Lanark County Community Justice Program - Anniversary Party	2
2. Ministry of Municipal Affairs and Housing - Legislation Review	3 - 4
3. Ministry of the Environment - Source Protection Plan	5 - 39

TOWNSHIP OF DRUMMOND/NORTH ELMSLEY  
COMMITTEE OF THE WHOLE

June 23, 2015

Author: Karl Grenke, Planner

Re: Zoning Amendment ZA-15-04 (Grassmere Holdings Inc.)

1. **STAFF RECOMMENDATIONS:**

- *Direction-* that Planning Staff schedule and prepare for a public meeting August 11<sup>th</sup> regarding the Grassmere Holdings zoning amendment application (ZA-15-04).

2. **PURPOSE:** Zoning amendment to modify the minimum lot size and water frontage requirements for two large rural lots. This application is a condition of a provisional consent approval granted by the County.

3. **BACKGROUND:** On June 5<sup>th</sup>, the Township received an application for a zoning amendment from the Barker Willson Law Office, who represents the property owner Grassmere Holdings Inc. The property (see key map) is subject to a lot addition application where roughly 2.5 acres of land (out of 21 acres) is being severed and added to an abutting lot owned by Michael and Gayle Grass, which will be 17.6 acres in size. The Grass property (to be enlarged) is zoned Limited Services Residential- Special Exception 17 and the Grassmere lot is zoned LSR- Special Exception 18. This special exception zoning was established in 2006 as a condition of a severance and was intended to confirm the minimum lot size and water frontage as that which was granted through the severance. This was done due to the provincially significant wetlands and other features in that area and to prevent future severances.

The current consent application only adjusts lot boundaries and does not create a new lot, however it would result in lot sizes and frontages different from what were previously approved. As such, an administrative amendment is required to amend the LSR 17 and 18 zones to include the proposed lot configurations with the actual land being transferred being rezoned from LSR 18 to LSR 17. No change of use is proposed. RVCA has confirmed through the process that there is still a usable building envelope on the vacant Grassmere property.

4. **DISCUSSION:** The lot addition application has already been provisionally approved by the County, with the support of the Township. Before providing a report to the County on the application, staff reported to Council on September 16<sup>th</sup>, 2014 since the zoning amendment would be a condition of any approval. In the review of the application it was noted that no new lot was being requested, it was simply a boundary adjustment to put a greater buffer from the Grass house to the Grassmere lot line and it would not affect the environmental protections accommodated in the first severance application. The question before Council at this time is whether it is appropriate to adjust the lot size and frontage requirements of the current exception zoning. As part of the standard internal review, Planning Staff have circulated the application to the Township's Clerk Administrator, Roads Superintendent, Treasurer, Fire Chief, Chief Building Official, RVCA and Parks Canada. No substantial concerns were raised by any of those agencies. The overall merits of the zoning amendment application will be more carefully considered at and after the upcoming public meeting.

4. **CONCLUSIONS:** Planning staff recommend that Council sets a public hearing date for Report of the Planner - Grassmere Zoning Amendment

this application at the earliest available opportunity in August. This will provide staff the necessary time to circulate the application to neighbours and outside agencies as per the requirements of the Planning Act and also to give Council the opportunity to evaluate the application prior to the hearing.

**5. ATTACHMENTS – Key Map**

**Recommended By:**



**Name: Karl Grenke**

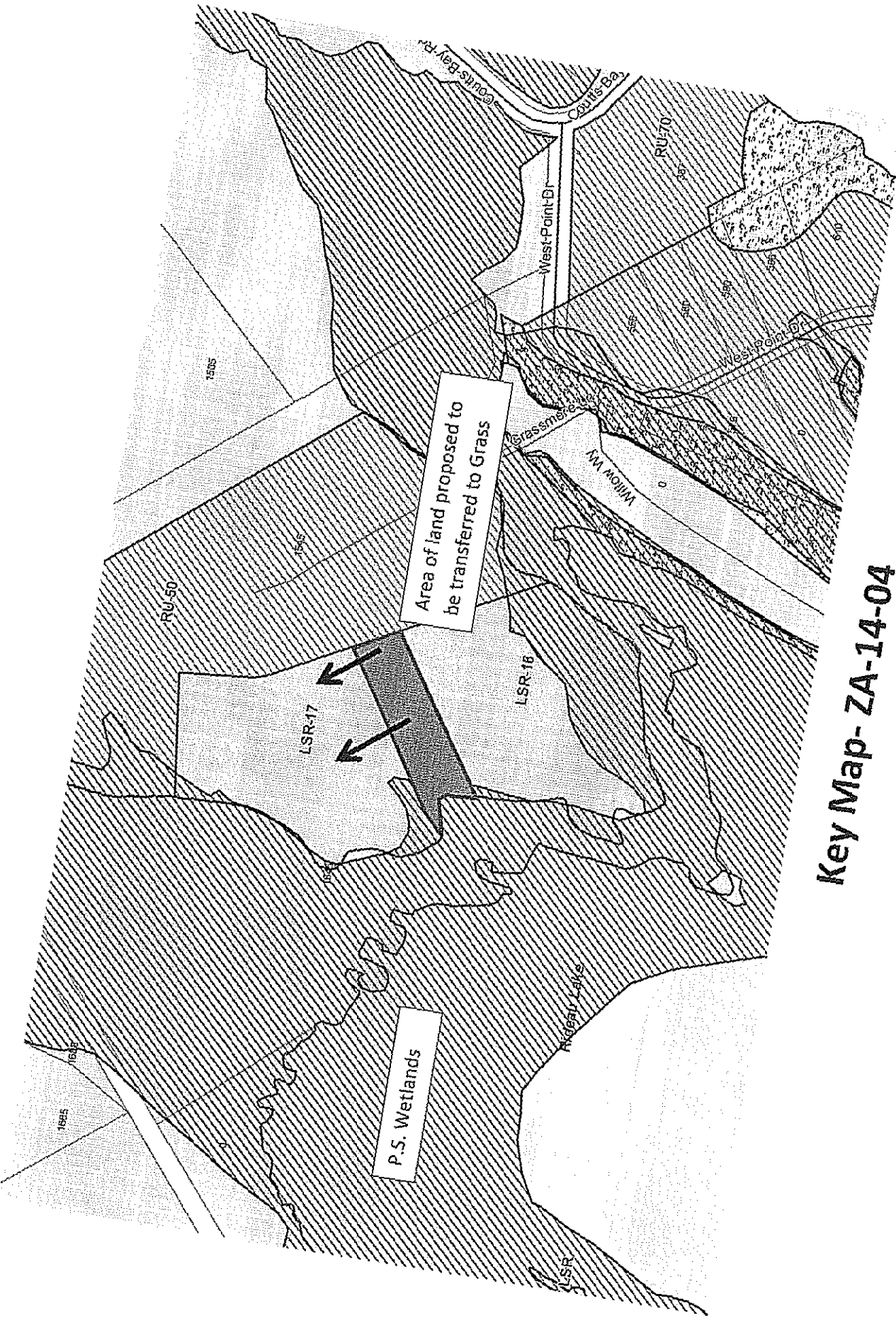
**Title: Planner**

**Approved for Submission By:**

**Name: Cindy Halcrow**

**Title: Clerk Administrator**





**Key Map- ZA-14-04**