



Planning and Protection Committee Action Report  
for the February 1<sup>st</sup>, 2011 meeting held in the  
Council Chambers following Physical Environment Committee

**PRESENT:** Mayor LeBlanc, Deputy-Mayor Sonnenburg, Councillor Antonakos, Councillor Black, Councillor Strike, Duncan Rogers, Clerk, Dave Young, Director of Public Works, Paul Knowles, Chief Administrative Officer, Les Reynolds, Director of Protective Services, Lisa Young, Director of Planning

- 1) **DECLARATION OF PECUNIARY INTEREST** - now or anytime during the meeting
- 2) **REGISTRATION OF PUBLIC WISHING TO SPEAK** - with the secretary
- 3) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 4) **IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVE THIS ADDENDUM?**

The following items are for information only and will not be discussed unless the Committee chooses to do so. The Chair will entertain a motion to receive and file for those items not pulled out for discussion.

122069      Received from    Les Reynolds, Director of Protective Services  
                 Addressed to      Planning and Protection Committee  
                 Date                January 26<sup>th</sup>, 2011  
                 Topic                OWFC Activity Report

**SUMMARY**

The December activity report is attached.

**COMMENT**

For Council's Information

**STAFF RECOMMENDATION**

Receive and File

**COMMITTEE DECISION**

Receive and File

122070      Received from    Ministry of Municipal Affairs and Housing (MMAH)  
Addressed to    Town of Carleton Place  
Date             January 18<sup>th</sup>, 2011  
Topic            MMAH New Building Blocks Calendar

**SUMMARY**

The “2011 Calendar-Building Blocks for Sustainable Planning” summarizes the various planning tools that are permitted under the Planning Act. This can be found on the web at [www.mah.gov.on.ca/Page9251.aspx](http://www.mah.gov.on.ca/Page9251.aspx) . Illustrations are included to further describe how these tools can be implemented.

**COMMENT**

For Council’s Information

**STAFF RECOMMENDATION**

Receive and file.

**COMMITTEE DECISION**

Receive and File

122071      Received from    Rick Bartolucci, Minister of Municipal Affairs and Housing  
Addressed to    Town of Carleton Place  
Date             January 18<sup>th</sup>, 2011  
Topic            A Land Use Planning Guide for Businesses

**SUMMARY**

“A Land Use Planning Guide for Businesses” provides an overall description and explanation of the various planning approvals processes as well as building permit process and initiatives and programs available to businesses in Ontario. The document is written with the average citizen in mind who is not familiar with the municipal process and can be found on the web at <http://www.mah.gov.on.ca/AssetFactory.aspx?did=8764> .

**COMMENT**

For Council’s Information

**STAFF RECOMMENDATION**

Receive and file.

**COMMITTEE DECISION**

Receive and File

**TO BE DISCUSSED**

122072      Received from    Les Reynolds, Director of Protective Services  
Addressed to    Planning and Protection Committee  
Date             January 27<sup>th</sup>, 2011  
Topic             Police Service Board Minutes

**SUMMARY**

Minutes of the Police Service Board meeting held on January 24<sup>th</sup>, 2011 meeting are attached. Noteworthy items include:

- Jamie DeBaie has been elected Chair for 2011. Mayor LeBlanc was elected Vice-Chair
- Chris Gray has been appointed to the Board by the Provincial government

**COMMENT**

For Council's Information

**STAFF RECOMMENDATION**

Receive and File

**COMMITTEE DECISION**

Receive and File

122073      Received from    Les Reynolds, Director of Protective Services  
Addressed to    Planning and Protection Committee  
Date             January 27<sup>th</sup>, 2011  
Topic             Transit

**SUMMARY**

Staff has informed OC Transpo that the Town wishes to "step in" as provided for in the Agreement between the Municipality and LCT and have the Rural Service Partnership Agreement transferred to the Town's name. This Agreement accords users of our transit system the ability to use the OC Transpo regular system with the purchase of a monthly pass on our system.

OC Transpo have confirmed that this request is acceptable to them and have forwarded the Agreement to be signed and returned.

**STAFF RECOMMENDATION**

That the Director of Protective Services be authorized to sign and execute the Rural Service Partnership Agreement for the Distribution, Use-Provisions and Administration of OC Transpo Monthly Regular Passes.

**COMMITTEE DECISION**

That the Director of Protective Services be authorized to sign and execute the Rural Service Partnership Agreement for the Distribution, Use-Provisions and Administration of OC Transpo Monthly Regular Passes.

122074 Received from Lisa Young, Director of Planning  
Addressed to Planning and Protection Committee  
Date January 19<sup>TH</sup>, 2011  
Topic Building Permit Deposits and Penalty Fee for Building Without a Permit

**SUMMARY**

The existing building permit deposit due at the time of application for Residential – new construction and additions is \$1 000.00 per new unit. In order to close the file and refund the deposit the following are required:

- ▶ copy of as built survey;
- ▶ confirmation that grading complies with approved grading plan; and
- ▶ final inspection report.

The developers are frequently making the decision to not provide the as built survey and are forfeiting the deposit. This information is critical for providing development permit and building compliance for real estate sales and verifies whether the building meets the minimal setback requirements. Most often the cost of the as built survey exceeds the cost of the deposits.

The existing penalty fee for starting to construct prior to permit issuance is fifty (50) percent of normal permit fee for type of project or \$500.00 whichever is greater. Staff would like to increase this to one (100) percent of the normal permit fee for type of project. Currently developers make a business decision to install foundations with no regard for elevation or location which can jeopardize compliance with required setbacks and can create complications with drainage designs.

**STAFF RECOMMENDATION**

That the building permit deposits are increased to \$2,000.00 for Residential new construction and additions and the penalty fee is increased to 100 percent of normal permit fee.

**COMMITTEE DECISION**

That the building permit deposits are increased to \$2,000.00 for Residential new construction and additions and the penalty fee is increased to 100 percent of normal permit fee.

122075 Received from Councillor Doug Black  
Addressed to Planning and Protection Committee  
Date January 26<sup>th</sup>, 2011  
Topic Revisions to Section 3.35 Parking Restrictions in Residential Designations

**SUMMARY**

Councillor has requested that Section 3.35 Parking Restrictions in Residential Designation be amended to eliminate of storage of motor homes in required front yard setbacks.

**STAFF RECOMMENDATION**

That Council provide direction to staff regarding the details to be included in proposed amendment.

**COMMITTEE DECISION**

Staff to research potential options for revisions to the by-law and report back to Council. Bring Forward.

122076

Received from Lisa Young, Director of Planning  
Addressed to Planning and Protection Committee  
Date January 19<sup>th</sup>, 2011  
Topic Class 3 Development Application – 176-180 Joseph Street

### SUMMARY

A Class 3 application has been submitted for the existing lots of record known municipally as 176 and 180 Joseph Street. Section 3.47 -Water Supply and Sewage Disposal Systems of the Development Permit By-law allows the Town to consider permitting alternative servicing for specific properties subject to the approval and issuance of a Class III Development Permit.

Section 6 –Municipal Services of the Official Plan deals with development policies and servicing. It states that generally future development shall proceed on the basis of municipal water and sewers and storm drainage. Section 6.1.2 and 6.1.3 allows Council to consider permitting alternative servicing for specific properties *“but only in isolated cases where full municipal services cannot be extended due to technical obstacles of extending services relative to the limited extent of existing development. Development on individual on-site systems shall generally be permitted only in isolated cases. Further, these systems shall be subject to the regulations of the Ministry of the Environment and/or the Health Unit. In all cases, the form of service delivery shall conform with the implementing Development Permit By-law, or the property owner shall proceed with a Development Permit By-law amendment to ensure conformity. In addition, it shall be demonstrated that such development will not impose an undue burden on public authorities for such matters as road maintenance or school bus costs by reason of isolation from existing development, and that such development will not prejudice the ultimate, serviced development of the land. Finally, Council shall be satisfied that there is an acceptable quantity and quality of groundwater to service the lot.”* This policy is further supported and implemented by Section 3.47 “Water Supply and Sewage Disposal Systems” of the Development Permit By-law.

The lots are existing lots of record and previously a zoning by-law amendment had been approved to allow single family residential units on private services. A servicing options report was submitted with the Development Permit application which evaluated municipal servicing, communal services and private services. The nearest watermains are approximately 140 metres north of the proposed lots and a minimum 150 mm diameter watermain would be required to travel from High Street and would come to a dead end at these lots. Typically watermains are looped in order to limit or eliminate stagnant water. The location of the lots does not allow this requirement and the adjacent property is Centennial Park which is not intended for future development. The elevation of the lots are lower than the nearest sanitary sewer invert and could not be connected without the use of a pumping station. Operation and maintenance of the private services will be entirely the responsibility of the owner. The Leeds, Grenville and Lanark District Health Unit has received, reviewed and approved a permit for private services for Lot 73 and 74. Mississippi Valley Conservation Authority has also reviewed the applications and issued permits for single family residence partially within the Regulation Limit and for fill placement within the regulatory flood plain of the Mississippi River in order to install the mantle of a new septic system. Municipal services are therefore not feasible for the two residential lots.

A grading and drainage plan has been provided to deal with on site drainage. A landscape plan has incorporated the tree conservation and preservation plan by retaining the existing vegetation at the rear of the property. Once the wells have been constructed, a well record from a licensed well driller will be required in order to ensure acceptable quantity and quality of groundwater for drinking purposes.

122076 Continued

**STAFF RECOMMENDATION**

That provisional approval is granted with the condition that acceptable quantity and quality of groundwater are provided prior to the granting of final approval of Development Permit and issuance of building permit.

**COMMITTEE DECISION**

That provisional approval is granted with the condition that acceptable quantity and quality of groundwater are provided prior to the granting of final approval of Development Permit and issuance of building permit.

122077

Received from Lisa Young, Director of Planning  
Addressed to Planning and Protection Committee  
Date January 19<sup>th</sup>, 2011  
Topic PLC02-2011 – 1 Spicer Street / 28 Johnston Street

**SUMMARY**

An application for exemption from part lot control has been submitted by House Legends for Block 1 on Plan 27M-28. The property is located on the southeast corner of Johnston Street and Spicer Street. A semi-detached dwelling unit has been constructed. This application is required in order to be able to create individual lots. The required reference plan has been submitted and all other requirements are satisfied.

**STAFF RECOMMENDATION**

That a by-law is forwarded to Council for approval and the required documents be forwarded to the County for approval.

**COMMITTEE DECISION**

That a by-law is forwarded to Council for approval and the required documents be forwarded to the County for approval.