



PLANNING ADVISORY/COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE MEETING MINUTES

On Tuesday, July 26, 2022 @ 6:00 PM
Via Webex Teleconference Meeting

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Chair:	Mayor Ted Lojko	Brenda Guy, Manager of Planning and Development
Members:	John Beddows	Chanti Birdi, Assistant Planner
	Brian Brooks	
	Lynda Garrah	
	Emery Groen	
	Councillor Mike Kench	
	Chris McDonald	
	Marion Sprenger	
Regrets:	Jana Miller	
1.	Call Meeting to Order Chair Ted Lojko called the meeting to order at 6:00 PM.	
2.	Adoption of the Agenda	
	PAC-COA-PSC Motion #2022-31 Moved by: Brian Brooks Seconded by: Marion Sprenger BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE adopt the agenda dated July 26, 2022. <p align="right">CARRIED</p>	
3.	Disclosure of Pecuniary Interest & General Nature Thereof – None	
4.	Adoption of Minutes	
	PAC-COA-PSC Motion #2022-32 Moved by: Marion Sprenger Seconded by: Brian Brooks BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE adopt the minutes dated June 28, 2022. <p align="right">CARRIED</p>	
5.	Public Question/Comments – None	
6.	Unfinished Business – None	
7.	Reports/New Business	
	Two members of the public attended the meeting in person and 3 members of the public attended the meeting virtually.	

Development Permit Application (Class II)
DP2022-12 – Graham/639281 Ontario Limited– 791 Windsor Lane

The subject application sought to permit the expansion of a legal non-conforming/non-complying sleeping cabin from an existing 28'-3" by 11'-6" to 37'-10" by 21'-6", while maintaining the existing waterfront setback of 50'-11".

Staff summarized the application, including compliance with the Provincial Policy Statement and Official Plan. The use of the sleeping cabin is considered a legal non-conforming and non-complying use within the Development Permit By-law.

The Committee discussed the proposed use including the type of bathroom facilities existing and proposed to serve the use, the existing and proposed septic tank to serve the use, and the vegetation surrounding the sleeping cabin (not identified as a strong concern).

A member of the public asked about road access to the subject cabin. Staff and the committee identified two existing roadways to the property, with the access off of Windsor Lane being the currently used route.

PAC-COA-PSC Motion #2022-33

Moved by: Emery Groen **Seconded by:** Lynda Garrah

BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE approves DP2022-12 (791 Windsor Lane) to permit the expansion of a legal non-conforming and non-complying sleeping cabin, provided:

- Permit(s) be obtained from the CRCA and forwarded to the Town for record, as applicable,
- Works be carried out as per the recommendations of the CRCA correspondence dated July 21, 2022,
- A Maintenance Inspection be completed for the septic system serving the subject sleeping cabin, to the approval of the LGDHU,
- A Drainage Plan be submitted for any disturbed/altered areas, to the satisfaction of the Public Works department,
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

CARRIED

Development Permit Application (Class III)
DP2022-13 – 873174 Ontario Ltd – 107-113 King Street East

Chair Major Ted Lojko declared a pecuniary interest as the owner of a Bed and Breakfast within the Town. Member Chris McDonald acted as Chair for this application.

The subject application sought to permit a Short Term Accommodation containing three guest rooms in the second storey of the subject property.

Staff summarized the application including Provincial Policy Statement and Official Plan compliance. Staff highlighted amendments to the Development Permit By-law which were passed under By-law No. 2019-125 to clarify provisions related to Short Term Accommodations. Among other changes, By-law No. 2019-125 amended the

Development Permit By-law to include Short Term Accommodations as a discretionary use within the Commercial Traditional Core.

The Committee discussed the application in terms of:

- Type of use and any restrictions of the proposed area being used as long term rental space,
- Configuration of the unit (number of rooms and entrance access),
- Lighting at the entrance and parking areas of the property, and
- Fire inspection requirements and process.

PAC-COA-PSC Motion #2022-34

Moved by: Marion Sprenger **Seconded by:** John Beddows

BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE recommends that adequate lighting be provided at the rear parking lot in accordance with the Building Code Act.

CARRIED

PAC-COA-PSC Motion #2022-35

Moved by: Emery Groen **Seconded by:** Lynda Garrah

BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE recommends to Council that DP2022-13 (107-113 King Street East) be approved to permit a Short Term Accommodation containing three guest rooms on the second storey only of the subject property, with three dedicated parking spaces in the rear for the use, provided:

- That adequate lighting be provided at the rear parking lot in accordance with the Building Code Act,
- The Owner enter into an Agreement within one year of the Notice of Decision, and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

CARRIED

Major Ted Lojko resumed the position of Chair.

8. Correspondence/Other - None

9. Next Regular Meeting – August 23, 2022

10. Questions From the Media – None

11. Adjournment

PAC-COA-PSC Motion #2022-36

Moved by: Chris McDonald
THAT PAC/COA/PSC BE ADJOURNED AT 7:28 PM.

Ted Lojko, Chair

Brenda Guy, Committee Secretary