



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

On Tuesday, January 25, 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
	Lynda Garrah	
	Emery Groen	
	Chris McDonald	
	Jana Miller	
	Marion Sprenger	
Regrets:	Brian Brooks	
	Councillor Mike Kench	
1.	Call Meeting to Order Chair Mayor Ted Lojko called the meeting to order at 6:00 PM.	
2.	Adoption of the Agenda PAC-COA-PSC Motion #2022-01 Moved by: Emery Groen Seconded by: John Beddows BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE adopt the agenda dated January 25, 2022. <p style="text-align: right;">CARRIED</p>	
3.	Disclosure of Pecuniary Interest & General Nature Thereof – None	
4.	Adoption of Minutes PAC-COA-PSC Motion #2021-02 Moved by: Emery Groen Seconded by: Brian Brooks BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE adopt the minutes dated November 30, 2021. <p style="text-align: right;">CARRIED</p>	
5.	Public Question/Comments – None	
6.	Unfinished Business	
	<ul style="list-style-type: none"> • 235 Georgiana Street – St. Joseph’s School - Conditions 	
	PAC-COA-PSC Motion #2021-03 Moved by: Marion Sprenger Seconded by: John Beddows	

	<p>BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE receive the information for 235 Georgiana Street.</p> <p style="text-align: right;">CARRIED</p>
<p>7.</p>	<p>Reports/New Business</p>
	<p>DP2021-24 – 341 Garden Street (Dailey) Tom Dailey, owner and applicant for the property was in attendance. The applicant has applied for a Development Permit for 341 Garden Street for five (5) dwelling units in a converted dwelling. The owner indicated that the fifth unit existed at the time of purchase (1998), however, municipal records indicated that there were four units at the subject property (compliance letter dated 1998). The applicant is seeking to legalize the fifth unit.</p> <p>Staff provided an overview of the PPS and Official Plan citing that the use is in keeping with the both policies for various type of housing. The Development Permit By-law defines “converted dwellings” to be a maximum of four units. Therefore, relief is being sought for the fifth unit. Parking requirements can be met based on the information provided, however, staff recommend that a scaled plan be submitted to the Town as a condition of approval in addition to fire and building inspections and approvals as well as the implementation of individual water meters as provided through comments by the circulated agencies.</p> <p>Committee members discussed and requested further information regarding initiation of the application, state of existing site conditions (including damaged railings), and water meter requirements.</p> <p>Mr. Dailey provided some insight in terms of the history of the property and noted that the railings will be fixed in 2022. Mr. Dailey expressed concerns of having to undertake a fire inspection, citing that an inspection was completed in 2007. Further, Mr. Dailey explained that utilities are included in rental of each unit and expressed concern over the requirements to implement individual water meters for each unit.</p>
	<p>PAC-COA-PSC Motion #2022-04 Moved by: Brian Brooks Seconded by: Chris McDonald BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE approves DP2021-24 (Dailey) at 341 Garden Street to permit the use of 5 dwelling units within the primary building of the subject property provided the following conditions are met:</p> <ul style="list-style-type: none"> • The applicant obtain a scaled site plan of the property and submit to the satisfaction of the Town, • Fire and Building Department Inspection and Approval, • New water meters installed as per Public Works Utilities, and • All costs associated with fulfilling the conditions of this decision are borne by the Owner • The applicant fulfill all conditions within one year of this approval or the application will lapse. <p style="text-align: right;">CARRIED</p>
	<p>PAC-COA-PSC Motion #2022-05 Moved by: John Beddows Seconded by: Chris McDonald BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE recommends to Council</p>

	that DP2021-24 Dailey waive the requirements of five (5) meters and consider one (1) bulk meter for the property at 341 Garden Street.	CARRIED
8.	Correspondence/Other	
	UCLG – Secondary Suite Program	
	<ul style="list-style-type: none"> • Received for Information 	
	MAH – Letter to Head of Council	
	Guide to the Planning Act Amendments (unauthorized) by Sidney H. Troister	
	<ul style="list-style-type: none"> • Received for information 	
	2022 Meeting Schedule	
	<ul style="list-style-type: none"> • Received for information 	
	OP Update:	
	<ul style="list-style-type: none"> • Focus Groups summary – December 9, 2021 <ul style="list-style-type: none"> ○ Received for information. • Focus Group 1 – reschedule to January 26, 2022 • First Public Open House <ul style="list-style-type: none"> ○ to be scheduled late February, early March. ○ Discussion on marketing of public meetings to receive good attendance – churches, social media, radio as provided for in the Engagement Strategy. 	
9.	Next Regular Meeting – February 22, 2022	
10.	Questions From the Media – None	
11.	Adjournment	
	PAC-COA-PSC Motion #2022-06	
	Moved by: Chris McDonald	
	THAT PAC/COA/PSC BE ADJOURNED AT 7:45 PM.	
<hr/> Major Ted Lojko, Chair		<hr/> Brenda Guy, Committee Secretary