

Special Meeting of Council
Tuesday, September 11, 2012
6:30 pm, Council Chambers

Present: Peter McIsaac, Mayor
Todd White, Deputy Mayor
Gerry Giesler, Councillor
Nancy Barner, Councillor/Planning Board Member
Steve Eide, Councillor
Dave Britton, Councillor/Planning Board Member
Judy Gauthier, Planning Board
Lesley Lawrence-Strauss, Planning Board
Richard Drinkwalter, Planning Board
Doug Walley, Planning Board
Dean Gates, Planning Board
Chris Jones, Planner

Staff: Kimberly Bester-Melanson, Deputy Clerk
Regrets: Roger Glabb, Councillor

2012-377 - Moved by G. Giesler Seconded by N. Barner

That the Agenda of the Special Council Meeting of September 11, 2012 be approved.
Carried.

The meeting was called to order at 6:30 pm. Mayor McIsaac advised that the Special Meeting of Council was to provide an opportunity for Council, the Planning Board and Planner to discuss the proposed Bolton Subdivision and determine roles, responsibilities and next steps for all involved.

C. Jones provided a brief overview of the project, indicating that initial steps had been initiated in 2003 by the Municipality when the property was designated for residential development within the Official Plan. This Official Plan was subsequently adopted by council and finally approved by Municipal Affairs and Housing in 2005. The developer also approached the Municipality in 2003-04, who at that time indicated that they were interested in pursuing a draft plan of subdivision, with several phases.

The total size of the property owned by the developer is approximately 36 hectares. The original concept for development provided by the developer proposed up to 140 lots, but the plan was revised in 2009 and 54 lots were proposed at that time.

It is anticipated at this time, per discussions with the developer's representatives, that the

proposed development will be completed in 3 or more phases, with the initial phase being constructed on the western portion of the property and having access from McRae Drive, due to the proximity of existing water and sanitary sewer lines.

C. Jones advised that as part of a plan of subdivision the Planning Act includes the provision whereby the developer either transfers 5% of the development land to the Municipality or provides payment for same. Development land transferred to the Municipality is used for open space (parkland). The developer and the Municipality can negotiate the exact details regarding what land will be transferred or if payment in lieu will be made. Generally developers prefer to transfer land.

The proposed 54 lot subdivision will provide registered, building lots for the construction of detached homes only. There is also the potential for further development given that the developer owns the land south of the proposed development and has included in the current site plan four property blocks which have the potential to be used for the construction of roads southward to an area to be developed at a later date.

The Municipality at this time has made positive steps to encourage development by designating the land for future residential development purposes in the Official Plan and by the efforts made over the past 10 years to solve the earlier sanitary sewer capacity issues. At this time there is sufficient capacity within the sanitary sewer system to allow for the addition of up to 250 additional homes (users).

He advised that both the Almaguin Planning Board and the Municipality have different roles to play in the process, with the Planning Board ultimately providing Draft approval of the Plan of Subdivision (with included conditions) and the Municipality providing Rezoning approval. He also suggested that although the Planning Board would provide the Draft approval of the Plan of Subdivision, that the Municipality must play a strong role in the process by providing Council's desired direction and specific details regarding the subdivision. Ultimately it is the Municipality who will assume the services contained within the subdivision (roads, water and sanitary services, etc.) and the Municipality should play a lead role in ensuring that the development will progress appropriately to provide a subdivision that will be an asset to the Municipality and its residents.

C. Jones then provided the following Subdivision Approval Process:

1. Pre-consultation - what is needed to make a good decision?

- a. Preferred Design - both the Planning Board and the Municipality should review the site plan which has been provided and determine whether they are satisfied that this plan is appropriate and the 'best' configuration with respect to existing services and new services to be built (i.e. road, etc.). The Municipality should at this time ask the developer for a conceptual drawing of what additional development (at a later date), subsequent to the completion of the 54 proposed lots, might look like. This would allow all involved (Council, residents, etc.) the opportunity to be fully aware of what development is potentially planned for this property. It would also allow Council to decide whether the proposed development

(i.e. single family homes) are the preferred option or whether some consideration should be given to other housing types (diversity, affordability?)

- b. Functional Servicing Report (FSR) - This report would provide a detailed plan of how all services will be provided to this subdivision, both as the phases take place and when the subdivision is complete. Items to be contained within this report would include proposed hydro, water, sanitary sewer, road, etc. details (i.e. how deep pipes for water/sanitary sewer would be placed, whether or not a lift/pumping station would ultimately be required, what standard the roads will be built to, etc.). It would be appropriate for both the Municipal Public Works and Fire officials to review the report and determine whether there are items which need to be addressed (i.e. turnaround distances for winter maintenance and fire department vehicles, etc.). The FSR should be required before the application is declared complete.
- c. Stormwater Management Report - This report would provide a conceptual plan of how stormwater would be managed (i.e. ditching, curbs and gutters, where stormwater would be directed, etc.), as part of the subdivision review process. A condition of the Final Approval of the Plan of Subdivision would then be that a formal Stormwater Management Report be provided. Stormwater Management Reports are used to ensure that there will be no adverse effects to either people or property by stormwater runoff.

** C. Jones advised that allowing the zoning and/or plan of subdivision to be approved without asking that the Functional Service and Stormwater Management Reports be provided by the developer would set a precedent for future development applications, given that our development policies within our Official Plan specify that they are necessary.*

- d. Geotechnical / Contamination Studies - These studies would provide information regarding both soil stability and contamination information (i.e. an Environmental Site Assessment). These studies could be included as conditions of the Draft Approval of the Plan of Subdivision.
- e. Noise/Vibration Studies - due to the proximity to the Rail Line. These studies would be required by CN and could be included as conditions of Draft Approval of the Plan of Subdivision.
- f. It might also be a consideration that a Traffic Impact Study be provided, to assess the impact of increased traffic on existing roads. This study could be included as a condition of the Draft Approval of the Plan of Subdivision.

- 2. **Application declared Complete by the Planning Board** - with all reports, i.e. Functional Servicing and Stormwater Management Reports being provided by the developer, as requested by the Planning Board, who in turn consult with the Municipality on the results of the submitted reports and determine whether there are issues that need to be addressed, clarified, etc.

3. **Informal Meeting between Developer and Public** - so that the developer has the opportunity to be aware of concerns and later address questions asked and provide further information and answers at the formal public meeting to be held at a later date.
4. **Public Meeting and Agency Comments** - It was suggested that the Public meeting of the Planning Board for the Plan of Subdivision be held separate from that of the Municipalities' Public meeting for the Rezoning of the property so that there isn't the perceived appearance that the project is being pushed or hurried through at the expense of both the Municipality and the residents having the appropriate information through which to understand and make an informed decision. However, a decision with respect on whether the meetings for the zoning by-law and Plan of Subdivision is not necessary at this time.
5. **Planning Board issues Draft Approval of the Plan of Subdivision** - After consultation with the Municipality re: conditions which the Municipality feels must be met in order for Draft Approval to be provided. The Draft Approval of the Plan of Subdivision is valid up to a period of 3 years.
6. **Applicant fulfills the conditions contained within the Draft Approval (i.e. zoning, dedications/transfers, subdivision agreement)**

7. Registration of the Plan of Subdivision

C. Jones to provide Council with a Report outlining his recommendations on how the project should proceed, for the September 18th council meeting.

C. Jones to work with the Municipality, the Almaguin Planning Board (if appropriate) and the Developer to ensure that all appropriate steps are taken to move this project forward in a manner that is satisfactory to all parties.

2012 - 378 Moved by D. Britton, Seconded by G. Geisler.

That Council now adjourns at 8:10 pm.

Carried.