



Planning Advisory Committee Meeting  
March 10, 2020 – 10:00 a.m.  
Frontenac Room,  
2069 Battersea Road, Glenburnie, ON

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## AGENDA

Page

1. **Call to Order**
2. **Election of Officers**
  - a) Election of Chair
  - b) Election of Vice Chair
3. **Adoption of the Agenda**
  - a) **That** the agenda for the March 10, 2020 meeting of the Planning Advisory Committee be adopted.
4. **Disclosure of Pecuniary Interest and General Nature Thereof**
5. **Adoption of Minutes**
  - a) Minutes of Meeting held September 9, 2019  
**That** the minutes of the Planning Advisory Committee meeting held September 9, 2019 be adopted.
6. **Deputations and/or Presentations**
7. **Briefings**
  - a) **Mr. Joe Gallivan**, Director of Planning and Economic Development provided the Planning Advisory Committee with the planning briefing
8. **Reports to the Planning Advisory Committee**
  - a) **2020-026**  
**Planning and Economic Development**  
**Provincial Policy Statement (PPS) 2020 Review**
  - b) **2020-027**  
**Planning and Economic Development**  
**Process Improvement: Applications, Guidelines and Website**

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**Updates**

**9. Communications**

**10. Other Business**

**11. Next Meeting**

- a) The next regular meeting of the Planning Advisory Committee meeting is scheduled for Monday, July 13, 2020 at the County Administrative Offices.

**12. Adjournment**



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## Minutes of the Planning Advisory Committee Meeting September 9, 2019

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A meeting of the Planning Advisory Committee was held in the Frontenac Room, County Administrative Office, 2069 Battersea Road, Glenburnie on Monday, September 9, 2019 at 10:00 AM

**Present:**

Deputy Warden Smith, Chair  
Warden Higgins  
Councillor Vandewal  
Councillor Doyle  
Lisa Henderson  
Barbara Sproule  
Phil Leonard

**Staff Present:**

Brieanna Saunders, Administrative Clerk (Recording Secretary)  
Jannette Amini, Manager of Legislative Services/Clerk  
Joe Gallivan, Director of Planning and Economic Development  
Kelly Pender, Chief Administrative Officer  
Megan Rueckwald, Manager of Community Planning

**1. Call to Order**

The Chair called the meeting to order at 10:00 a.m.

**2. Adoption of the Agenda**

- a) **That** the agenda for the September 9, 2019 meeting of the Planning Advisory Committee be adopted.

Moved By: Councillor Doyle  
Seconded By: Warden Higgins



**7. Reports to the Planning Advisory Committee**

**a) 2019-098  
Planning and Economic Development  
Response to Provincial Policy Statement (PPS) Review**

Moved By: Councillor Doyle  
Seconded By: Warden Higgins

**Resolved That** the Planning Advisory Committee receive the 'Response to the Provincial Policy Statement (PPS) Review' report;

**And Further That** the Council of the County of Frontenac direct staff to submit the comments as set out in Appendix 1 of this report to the Ministry of Municipal Affairs and Housing prior to the deadline of October 21st, 2019;

**And Further That** a copy of this resolution and Appendix 1 be forwarded to the County's member municipalities.

**Carried as Amended**

**Motion to Amend**

Moved By: Mr. Leonard  
Seconded By: Councillor Doyle

That the motion be amended to add an additional clause:

**And Further That** a copy of this resolution and Appendix 1 be forwarded to the County's member municipalities

**Carried**

Moved By: Mr. Leonard  
Seconded By: Councillor Doyle

Gallivan provided the Committee with an overview of the Provincial Policy Statement and comments prepared by planning staff.

Rueckwald provided the Committee with an overview of the changes proposed and the response from the County.

The following were changes requested by members:

- Addition of recreation and tourism on page 2 of the report;
- Include North Frontenac's Zoning Bylaw update on page 3;
- Confirm the percentage of natural heritage features across County;
- Confirm the total area of Frontenac County, update accordingly;
- Inclusion of comments related to North Frontenac ANSI under additional comments (recommendation from member to be included in Recommendation #2, consensus from Committee to include in additional comments);
- Addition of sentence that wetlands are an asset to the municipality;

- Inclusion of broadband and cellular services with respect to the EORN recommendation; and
- Inclusion of a statement on regular updates and quality assurance.

Through the discussion Mr. Gallivan advised that the PPS is updated every 10 years. Clarification was provided by planning staff that mineral aggregate operations could occur in any of the natural features identified.

Committee members disagreed on the inclusion of discussion on North Frontenac ANSI's under Recommendation 2 and instead proposed this under Additional Comments.

**8. Communications**

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**9. Other Business**

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**10. Next Meeting**

- a) The next regular meeting of the Planning Advisory Committee meeting is scheduled for 10:00 am Monday, October 28, 2019 at the County Administrative Offices.

**11. Adjournment**

Moved By: Councillor Doyle  
Seconded By: Warden Higgins

**That** the meeting hereby adjourn at 11:39 p.m.

**Carried**



**Report 2020-026**

### **Committee Information Report**

**To:** Chair and Members of the Planning Advisory Committee

**From:** Jennie Kapusta, Community Planner

**Date of meeting:** March 10, 2020

**Re:** **Planning and Economic Development – Provincial Policy Statement (PPS) 2020 Review**

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#### **Recommendation**

This report is for information only.

#### **Background**

On July 22<sup>nd</sup>, 2019, the Ministry of Municipal Affairs and Housing (MMAH) launched a consultation on proposed policy changes to the 2014 Provincial Policy Statement (PPS). This consultation was open from July 22, 2019 to October 21, 2019. The Director of Planning & Economic Development and the Manager of Community Planning attended a Ministry consultation workshop on September 5<sup>th</sup>, 2019. A [detailed review of the proposed changes](#) and submission was reviewed by the Committee of September 9, 2019 and submitted to the MMAH following approval at the September 18<sup>th</sup> County Council meeting.

On February 28, 2020, the PPS, 2020 was released, and will take effect on May 1, 2020. The new PPS, 2020 will replace the PPS, 2014.

A copy of the 2014 Provincial Policy Statement that is currently in place can be found here: [2014 Provincial Policy Statement](#)

A copy of the 2020 Provincial Policy Statement that will come into effect May 1, 2020 can be found here: [2020 Provincial Policy Statement](#)

#### **Comment**

The PPS sets out the Province's policy direction for land use planning and development. The PPS is issued under the authority of Section 3 of the *Planning Act* and plays the lead role in planning policy in Ontario by providing municipalities with direction on matters of provincial interest. The *Planning Act* requires that all decisions made by planning authorities shall be consistent with the PPS. All planning documents such as the County Official Plan, the Township Official Plans, and Township Zoning By-laws also must be consistent with the PPS.

The PPS, 2020 has several key changes that were made as a result of the public consultation, including the submission from Frontenac County. Changes include:

- New wording that provides more flexibility for rural communities and supports communal servicing in rural settlement areas

In 2019, the County of Frontenac completed the Communal Services Study. The study recognized that existing approaches to water and wastewater servicing constrain the County's potential for growth and identified solutions to enable redevelopment and new development on the basis of communal services. Section 1.6.6 of the PPS has been amended to include wording regarding the feasibility of servicing and rural settlement areas. Section 1.6.6.3 now states, "Where municipal sewage services and municipal water services are not available, planned or feasible, private communal sewage services and private communal water services are the preferred form of servicing for multi-unit/lot development to support protection of the environment and minimize potential risks to human health and safety." The 2014 PPS wording was limited to where municipal services were not provided, which has now been amended to include available, planned or feasible. Further, a new section has been added to Section 1.6.6.4 which states, "At the time of the official plan review or update, planning authorities should assess the long-term impacts of individual on-site sewage services and individual on-site water services on the environmental health and character of rural settlement areas." This new wording in the PPS affirms the work being completed by the County and across the Frontenac Region with respect to servicing constraints in rural settlement areas.

- New wording that provides more flexibility for rural communities and allows for easier adjustment to settlement area boundaries

A new policy has been added to the 2020 PPS that permits adjustments of settlement area boundaries outside of a comprehensive review provided a) there would be not net increase in land within the settlement area; b) adjustment would support intensification and redevelopment targets; c) prime agricultural areas are addressed and d) lands would be appropriately serviced with sufficient reserve infrastructure capacity. Further, under Section 1.1.3.8 wording has been added which states that the detail of the assessment for a comprehensive review should correspond with the complexity and scale of the settlement boundary expansion or development proposal.

- References to support and prepare for the "Impacts of a Changing Climate" and "Green Infrastructure"
- New defined terminology related to agricultural land uses including "Agricultural System" and "Agri-Food Network" which support the broader farming community and related infrastructure outside the Prime Agricultural Areas
- Revising the minimum housing supply requirements to a 15 year projection/plan from the previous 10 year minimum

- Revising housing policies and added definition of “Housing Options” including references to additional residential units, tiny homes, market-based and affordable housing needs (though still lacking clarification on the definition of market-based)
- Mineral extraction in prime agricultural areas permitted as an interim uses provided that the site will be rehabilitated back to an agricultural condition
- Less prescriptive and more flexible policies for municipalities with regards to considering residential development on rural lands which is locally appropriate, including new lot creation and alternative servicing options where municipal services are not available or feasible
- Increased direction (stronger language) with regards to Indigenous communities and requirements for consultation/engagement during the land use planning process
- Adding policies to identify and promote opportunities for transit-supportive development within settlement areas

It is the opinion of staff that the changes to the PPS, 2020 are positive for rural Eastern Ontario and provide better opportunities for rural economic development.

### **Strategic Priority Implications**

**Priority 1: Get behind plans that build community vitality and resilience in times of growth and change.**

This priority responds to high interest as well as concern shared broadly across the County that communities in the Frontenacs be well supported with infrastructure and services essential to vitality and sustainability in today’s world. This strategy also responds to the pressures for managing growth, housing and development wisely, in ways that are sensitive to local values and priorities.

### **Objectives in support of this strategy:**

- Pursue proactive planning approaches that reflect local concerns and priorities within strategic regional planning policy so as to enhance service levels, manage rising demand for new housing and deal with new types of development.

The PPS, 2020 provides an increased flexibility with regards to rural planning policies that will allow Frontenac County to continue to actively respond to the changing demands in housing while still addressing local concerns and priorities.

### **Financial Implications**

There are no financial implications associated with this report.

### **Organizations, Departments and Individuals Consulted and/or Affected**

All four Townships.



**Report 2020-027**

**Committee Information Report**

**To:** Chair and Members of the Planning Advisory Committee  
**From:** Megan Rueckwald, Manager of Community Planning  
**Date of meeting:** March 9, 2020  
**Re:** **Planning and Economic Development – Process Improvement: Applications, Guidelines and Website Updates**

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**Recommendation**

This report is for information only.

**Background**

On September 3, 2019, the Province proclaimed key amendments to the *Planning Act* and *Local Planning Appeal Tribunal Act, 2017*. The amendments were introduced with the intention of cutting red tape, reducing costs and increasing the supply of housing; the amendments limited third party appeals to plans of subdivision/condominium and reduced decision timelines from 6 months (180 days) to 4 months (120 days).

In 2019, the Council of the Corporation of the County of Frontenac adopted the County of Frontenac Strategic Plan 2019 – 2022 with the mission of effective, efficient and sustainable delivery of services to citizens.

**Comment**

The County of Frontenac is the upper-tier approval authority for local official plans and amendments and plans of subdivision and condominium applications. In addition to working collaboratively in the implementation of regional planning initiatives, planning staff also work collaboratively with economic development in the supporting business retention and expansion. In an effort to find efficiencies in the planning process to meet reduced timelines and to provide greater clarity in the approval process, County planning staff underwent a process improvement exercise. The exercise involved an update to existing subdivision and condominium applications and guidelines along with the creation of new documents. A review and update was completed of the County planning webpages and new documents created for potential purchasers and those interested in starting a business. This process has run concurrent to the LEAN Committee of Adjustment improvements.

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Committee Information Report  
Planning and Economic Development – Process Improvement: Applications, Guidelines and Website Updates  
March 9, 2020 Page 2 of 5

Planning staff have updated and created the following documents:

<b>Updated Document</b>	<b>Reason for Update</b>
Guidelines for Plans of Subdivision and Condominium Applications	<ul style="list-style-type: none"> <li>• Updated to reflect Bill 108 changes</li> <li>• Updated to improve readability</li> <li>• New sections added to reflect changes to approval process</li> </ul>
Application for Plan of Subdivision and Condominium and Instructions	<ul style="list-style-type: none"> <li>• Updated to improve usability</li> <li>• New required sections added</li> <li>• Fillable format</li> <li>• Detachable instructions</li> </ul>
Application for Extension or Revision to Draft Approval	<ul style="list-style-type: none"> <li>• Updated to improve usability</li> <li>• Fillable format</li> </ul>

**Table 1.** Planning documents updated (Attachments 1-3).

<b>Created Document</b>	<b>Reason for Creation</b>
Information Sheet - What is a Plan of Subdivision?	<ul style="list-style-type: none"> <li>• Created as information sheet available on County website, for Township staff to hand out to potential applicants, to send out with notice of application/public meeting</li> </ul>
Information Sheet - What is a Plan of Condominium?	<ul style="list-style-type: none"> <li>• Created as information sheet available on County website, for Township staff to hand out to potential applicants, to send out with notice of application/public meeting</li> </ul>
Request for Pre-Application Meeting	<ul style="list-style-type: none"> <li>• Created to better prepare for pre-application meetings, track changes to draft plans, share consistent information with agencies</li> </ul>
Checklist for Plan of Subdivision/Condominium Applications	<ul style="list-style-type: none"> <li>• Created for front-line staff to review application submission to ensure all documents are provided</li> <li>• Enhances tracking system and new filing system</li> </ul>
Application for Final Approval and Instructions	<ul style="list-style-type: none"> <li>• Created to ensure that all conditions of draft plan approval have been satisfied. Places responsibility on applicant and reduces sporadic clearance of conditions (i.e. single, completed package received)</li> <li>• Detachable instructions</li> </ul>
Tariff of Fees for Land Use Planning	<ul style="list-style-type: none"> <li>• Created for functionality and readability</li> </ul>

**Table 2.** Planning documents created (Attachments 4-9).

Working alongside the Communications Officer and Information Services, planning staff have created new content for the planning and development webpages on the County website. Planning staff have heard from members of the public that they are uncertain of the role that the County provides in planning and many are unaware that the County of Frontenac has an Official Plan. The Development page has been renamed Planning and Development and new information has been provided. The Current Planning Applications webpage now includes all applications under review at the County and will include space for County and Township Official Plan amendments when those applications are received.

The updated websites can be found here:

[Development and Planning](#)

[Current Planning Applications](#)

[Planning Applications and Fees](#)

**\*\*Minor modifications are still underway on improvements to the website, including formatting of some sections\*\***

A top inquiry that planning staff receive, not just at the County but across the Township, is related to purchasing property. In an effort to empower residents in the process of purchasing property, a simplified information handout titled “Purchasing Property in Frontenac” has been prepared and is available online (Attachment 10). The document is also available as a PDF and will be modified and available for each Township to use on their website as well. Planning staff have also created an information handout titled “Planning for a Business in Frontenac” which will benefit both planning and economic development staff across the County (Attachment 11).

## **Strategic Priority Implications**

**Priority 1: Get behind plans that build community vitality and resilience in times of growth and change.**

This priority responds to high interest as well as concern shared broadly across the County that communities in the Frontenacs be well supported with infrastructure and services essential to vitality and sustainability in today’s world. This strategy also responds to the pressures for managing growth, housing and development wisely, in ways that are sensitive to local values and priorities.

### **Objectives in support of this strategy:**

- Refine and invest in efforts to accelerate economic development — to grow businesses, attract more visits and expand the tax base.
- Pursue proactive planning approaches that reflect local concerns and priorities within strategic regional planning policy so as to enhance service levels, manage rising demand for new housing and deal with new types of development.

The updates to the County's applications, guidelines and website reflect opportunities to pursue proactive planning approaches. The updated documents are also expected to benefit new development that will arise from communal services. The creation of the Purchasing Property in Frontenac and Planning for a Business in Frontenac handouts aim to accelerate economic development by and support newcomers to Frontenac County.

**Financial Implications**

There are no financial implications associated with this report.

**Organizations, Departments and Individuals Consulted and/or Affected**

Townships Planning Departments

County of Frontenac Solicitor

Planning and Economic Development Department

Staff from Information Services, Communications, Process Improvement

**Attachments**

1. Guidelines for Plans of Subdivision and Condominium Applications
2. Application for Plans of Subdivision or Condominium
3. Application for Draft Plan Extension or Change of Condition
4. What is a Plan of Subdivision?
5. What is a Plan of Condominium?
6. Request for Pre-Application Meeting
7. Checklist for Staff
8. Application for Final Approval
9. 2020 Land Use Planning Fees
10. Purchasing a Property in Frontenac
11. Planning for a Business in Frontenac