



**Planning Advisory Committee Meeting
Wednesday, June 9, 2021 – 4:00 p.m.**

Meeting to be held in Virtual Electronic Format,
and live streamed on the County of Frontenac's YouTube
Channel

<https://youtu.be/hVaUs-NZI0o>

AGENDA

Page

- 1. Call to Order**
- 2. Election of Officers**
 - a) Election of Chair
 - b) Election of Vice Chair
- 3. Disclosure of Pecuniary Interest and General Nature Thereof**
- 4. Public Meeting Held Pursuant to the Planning Act**

Public Meeting Introduction

Notice of Collection – Personal information collected as a result of this public meeting is collected under the authority of the *Planning Act* and will be used to assist in making a decision on these matters. All names, addresses, opinions and comments may be collected and may form part of the minutes which will be available to the public. Questions regarding this collection should be forwarded to Jannette Amini, Manager of Legislative Services/Clerk.

The purpose of public meetings is to present planning applications in a public forum as required by *The Planning Act*. Following presentations by the applicant, the meeting will then be opened to the public for comments and questions. Interested persons are requested to give their name and address for recording in the minutes.

No decisions are made at public meetings concerning applications, unless otherwise noted. The public meeting is held to gather public opinion.

Public meeting reports are provided to inform the public of all relevant information. Information gathered is then referred back to Planning Staff for

the preparation of a comprehensive report and recommendation to the Planning Advisory Committee to approve (with conditions) or to deny the application. The Committee then makes a recommendation on the applications to County Council. County Council is the approval authority for all applications for Plans of Subdivision and Plans of Condominium.

Following Council's decision notice will be circulated in accordance with the *Planning Act*, and anyone with an interest in the matter may file an appeal. Interested persons are advised that if a person or public body does not make oral submissions at a public meeting or make written submissions before the application is approved, the person or public body is not entitled to appeal the decision of Council to the Ontario Land Tribunal (OLT), unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

4 - 9

- a) **2021-052
Planning and Economic Development Department
Public Meeting Report: Willowbrook Estates Subdivision, Phase 2**

This report is for information purposes as part of the public meeting for the second phase of the proposed Willowbrook Estates Subdivision.

5. Planning Advisory Committee Meeting

6. Adoption of the Agenda

- a) **That** the agenda for the June 9, 2021 meeting of the Planning Advisory Committee be adopted.

7. Adoption of Minutes

10 - 14

- a) Minutes of Meeting held October 14, 2020
That the minutes of the Planning Advisory Committee meeting held October 14, 2020 be adopted.

8. Deputations and/or Presentations

9. Briefings

15 - 29

- a) Mr. Joe Gallivan, Director of Planning and Economic Development will provide the Planning Advisory Committee a briefing and overview of activities of the Planning Department.

10. Reports to the Planning Advisory Committee

11. Communications

12. Other Business

13. Next Meeting

14. Adjournment



Report 2021-052

Committee Information Report

To: Chair and Members, Planning Advisory Committee
From: Kelly Pender, Chief Administrative Officer
Prepared by: Sonya Bolton, Manager of Community Planning
Date of meeting: June 9, 2021

Re: **Planning and Economic Development Department – Public Meeting Report: Willowbrook Estates Subdivision, Phase 2**

Recommendation

This report is for information purposes as part of the public meeting for the second phase of the proposed Willowbrook Estates Subdivision.

Background

In October 2020, Fotenn Planning and Design submitted an application for a proposed draft plan of subdivision on behalf of 1059823 Ontario Limited. On November 27, 2021, the application was deemed complete pursuant to the Planning Act, R.S.O., 1990, c.P.13, as amended. The application is a re-submission of Phase Two of Willowbrook Estates; the previous draft approval for the subdivision lapsed prior to the issuance of final approval. The application was the subject of a virtual public open house on December 16, 2020.

Property Description

The lands are legally described as Part of Lots 18 and 19, Concession 2 and Part of Road Allowance between Lots 18 and 19, former Township of Storrington, in the Township of South Frontenac, in the County of Frontenac. The lands are located within the Settlement Area of Inverary in proximity to the intersection of Perth Road and Willowbrook Drive (refer to the Key Map in Attachment 1).

Proposal

The proposed development is an application for draft plan of subdivision to divide the subject lands into nine lots for residential development and Block 10, which will provide a pedestrian walkway to Perth Road. The application is for Phase 2 of Willowbrook Estates, which was previously draft approved, but lapsed prior to the issuance of final approval. The residential lots will be accessed from an extension from Summerside Drive to Willowbrook Drive that connects to Perth Road. The residential lots will range in area from 0.6 hectares to 1.59 hectares (1.5 acres to 4 acres) with frontage ranging from 60 metres to 110 metres (197 feet to 361 feet) along the proposed extension to Summerside Drive. The residential lots will each be developed with a single detached dwelling and will be serviced with a private well and septic system.

Submission

As part of the application for draft plan of subdivision, the applicant has submitted the following technical reports and drawings:

- Draft Plan of Subdivision (refer to Attachment 2), prepared by Josselyn Engineering;
- Planning Rationale Report, prepared by Fotenn Planning and Design;
- Archaeological Assessment (Stage 1 and 2), prepared by the Cataraqui Archaeological Research Foundation;
- Stormwater Management Report (original and addendum), prepared by Josselyn Engineering;
- Traffic Impact Report, prepared by Josselyn Engineering;
- Hydrogeology and Terrain Analysis Report, prepared by XCG Consultants;
- Environmental Impact Assessment, prepared by Ecological Services;
- Meadowlark Survey, prepared by Ecological Services; and,
- Civil Engineering Binder of Drawings (illustrating servicing, stormwater management and landscaping), prepared by Josselyn Engineering.

A copy of all of this information is available upon request to the County of Frontenac staff member listed below.

Technical Review

The application is being reviewed by staff at the County of Frontenac, the Township of South Frontenac, and the Cataraqui Region Conservation Authority (CRCA). Notice of the complete application and the virtual open house in December 2020, along with the notice of this public meeting, has been circulate to all agencies as required by the Planning Act.

The outcome of the technical review will be addressed in the final recommendation report, which will be presented for consideration at a future Planning Advisory Committee meeting.

Comment

Public Meeting

The purpose of the report is to provide information about the application to the Planning Advisory Committee and members of the public. The statutory public meeting required by the Planning Act is scheduled for June 9, 2021. At this meeting, the applicant will provide a brief presentation about the proposal. After the presentation, the applicant and staff will address questions from the Committee, as well as members of the public.

No recommendations or decisions will be made at the public meeting. Instead, the applicant will be required to address all of the public comments and the comments from technical agencies to the satisfaction of the Township of South Frontenac and the County of Frontenac. A recommendation report regarding draft approval of the plan of subdivision will be brought forward to the Planning Advisory Committee at a future date. The recommendation made by County staff will include consideration of comments and draft conditions provided by the Township of South Frontenac.

Notification and Appeal Rights

As required by the Planning Act, a notice of the statutory public meeting was provided by advertisement in the form of a sign posted on the subject site 20 days in advance of the public meeting. In addition, notices were sent by mail to all property owners within 120 metres of the subject property (according to the latest Tax Assessment Rolls).

Anyone who attends the public meeting may make verbal comments and/or provide a written submission about the proposed application. Also, any person may make written submissions at any time before County Council makes a decision on the application.

If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the County of Frontenac in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body is not entitled to appeal the decision of the County of Frontenac to the Local Planning Appeal Tribunal.

If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to County of Frontenac in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Anyone wishing to be notified of County Council's decision on the subject application must submit a request to:

Sonya Bolton, Manager of Community Planning
County of Frontenac
Planning and Economic Development Department
2069 Battersea Road

Glenburnie, ON K0H 1S0
613-548-9400, extension 351
Email: planning@frontenacounty.ca

Strategic Priority Implications

This application involves the review and processing of a proposal under the Planning Act and does not directly impact the Strategic Priorities.

Financial Implications

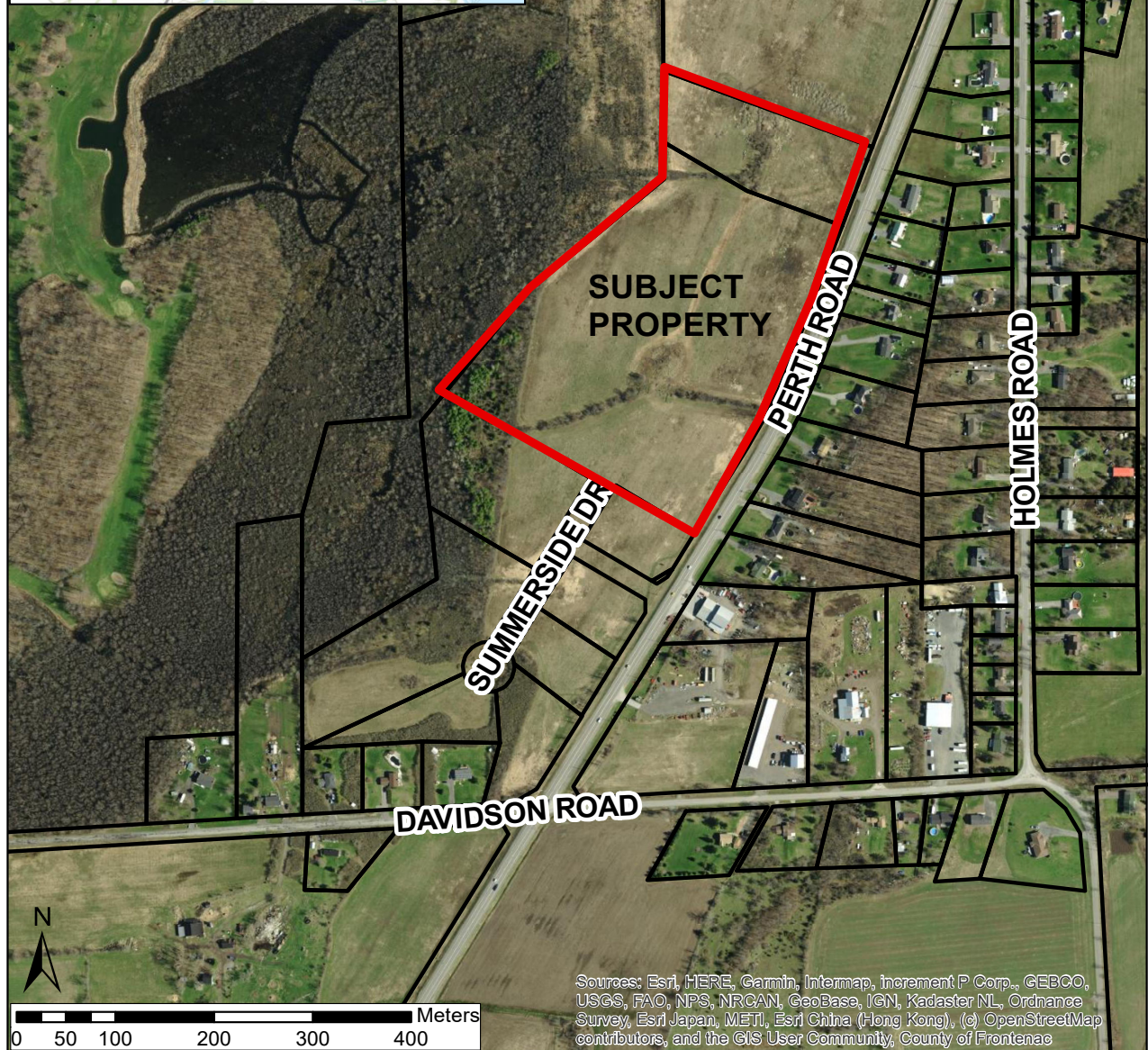
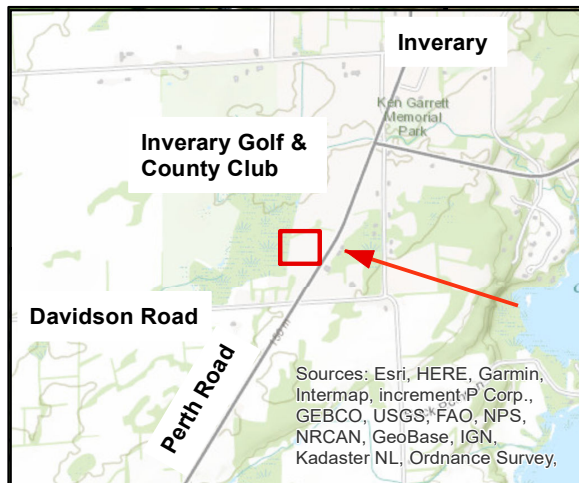
Not applicable

Organizations, Departments and Individuals Consulted and/or Affected

The application is being reviewed by staff at the County of Frontenac, the Township of South Frontenac, and the Cataraqui Region Conservation Authority (CRCA). Notice of the complete application and this public meeting, has been circulate to all agencies as required by the Planning Act.

Attachments

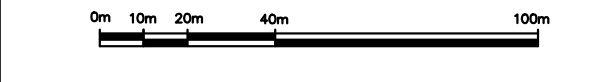
1. Key Map
2. Draft Plan of Subdivision



KEY PLAN



DRAFT PLAN OF SUBDIVISION
 PART OF LOTS 18 AND 19 CONCESSION 2 AND PART OF ROAD ALLOWANCE BETWEEN LOTS 18 AND 19 FORMER MUNICIPAL TWP OF STORRINGTON TOWNSHIP OF SOUTH FRONTENAC COUNTY OF FRONTENAC
 SCALE: 1 : 1500
 DATE: APRIL 14, 2021.



- SECTION 51(17) PLANNING ACT - INFORMATION
- A) BOUNDARY OF LANDS TO BE SUBDIVIDED AS SHOWN ON DRAFT PLAN
 - B) EXISTING AND PROPOSED ROADWAYS AS SHOWN ON DRAFT PLAN
 - C) RELATIONSHIP TO ADJACENT LANDS AS SHOWN ON DRAFT PLAN AND KEY PLAN
 - D) LANDS TO BE USED FOR RESIDENTIAL PURPOSES
 - E) EXISTING USES OF ADJACENT LANDS AS SHOWN ON DRAFT PLAN
 - F) APPROXIMATE DIMENSIONS AND LAYOUT OF LOTS AS SHOWN ON DRAFT PLAN
 - G) NATURAL AND ARTIFICIAL FEATURES AS SHOWN ON DRAFT PLAN
 - H) PRIVATE WATER WELLS TO BE PROVIDED AS SHOWN ON DRAFT PLAN
 - I) SOIL IS 0-2m OVERBURDEN OF CLAY, SAND, AND GRAVEL TILL OVER BEDROCK
 - J) CONTOURS FROM NOVEMBER 2008 TOPOGRAPHIC SURVEY BY JOSSELYN ENGINEERING SHOWN ON DRAFT PLAN
 - K) SERVICES AVAILABLE INCLUDE HYDRO AND BELL
 - L) RESTRICTIONS AFFECTING THE LAND ARE SHOWN

ON THE DRAFT PLAN

SITE DATA			
Land Use	Number of lots	Area (ha.)	Percent (%)
LOT 1		1.20	14.19%
LOT 2		0.76	8.97%
LOT 3		0.86	10.17%
LOT 4		0.87	10.27%
LOT 5		0.66	7.78%
LOT 6		0.60	7.12%
LOT 7		0.67	7.91%
LOT 8		0.64	7.56%
LOT 9		0.61	7.27%
RESIDENTIAL LOTS (Lots 1 to 9)	9	6.86	81.23%
BLOCK 10	1	0.03	0.41%
BLOCK 11	1	0.70	8.31%
ROAD	1	0.85	10.05%
Total		8.45	100%

OWNER'S CERTIFICATE
 I, Tony Matias, hereby authorize Josselyn Engineering to prepare and submit this plan to the County of Frontenac, for review and approval.

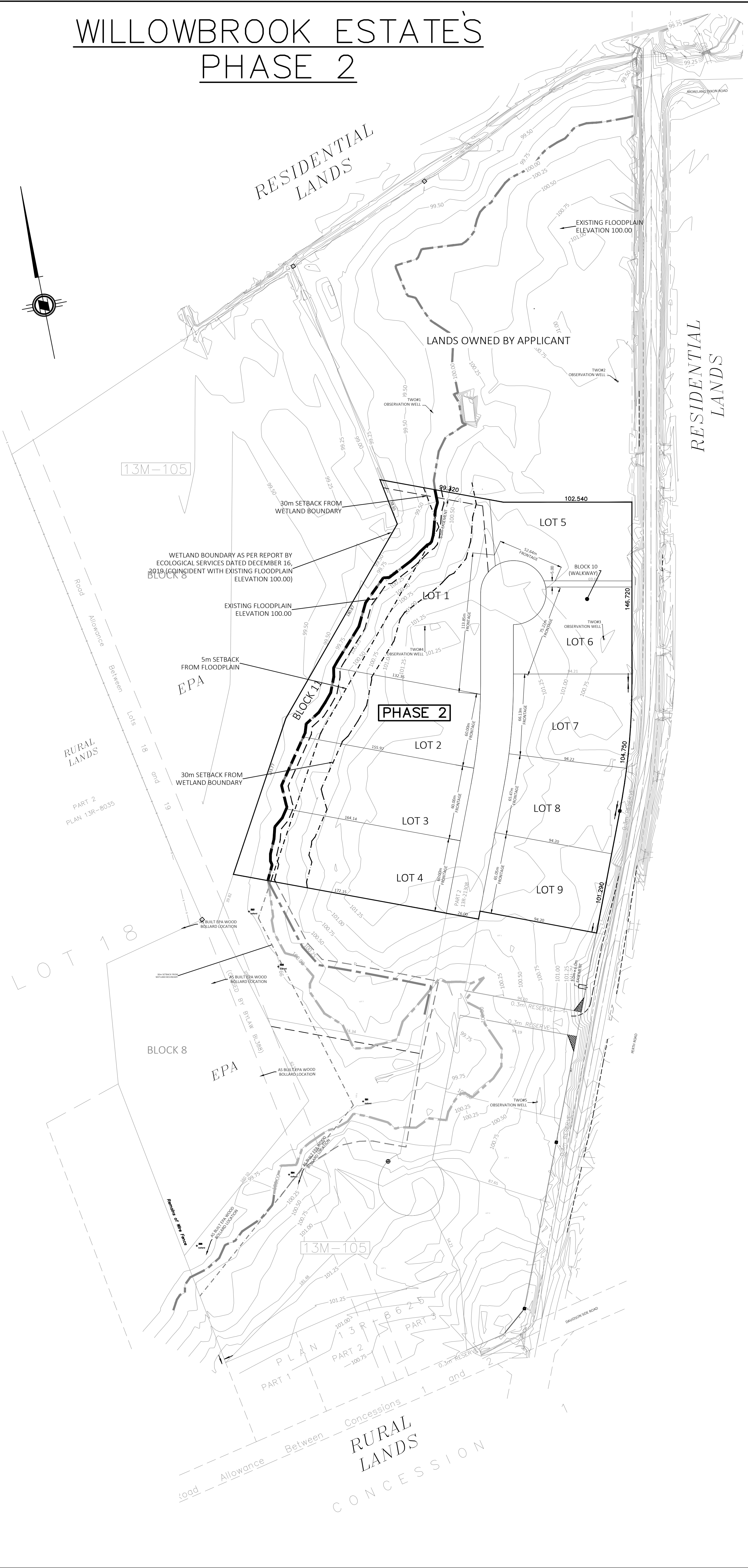
SIGNED: _____ DATE: _____
 1059823 Ontario LTD.
 O/A Tagus Landholdings & Development

SURVEYOR'S CERTIFICATE:
 I CERTIFY THAT:
 The boundaries of the lands to be subdivided and their relationship to adjacent lands are correctly shown.
HOPKINS CHITTY LAND SURVEYORS INC
 DATE: _____ PHIL W. CHITTY - O.L.S.

HOPKINS CHITTY LAND SURVEYORS INC
 Ontario Land Surveyors
 www.hopkinschitty.com
 634-636 NORRIS COURT
 KINGSTON, ONTARIO K7P-2R9
 Tel: (613) 384-9266
 Fax: (613) 384-3513
 PROJECT No. 2007-229
 LOT 18 & 19, CONCESSION 2
 Township of Storrington

JE Josselyn Engineering Inc.
 1225 GARDINERS ROAD, #105
 KINGSTON, ONTARIO K7P 0G3
 TEL: 613-634-9278
 FAX: 613-634-9138
 E-MAIL: mjosselyn@josselyn.ca

WILLOWBROOK ESTATES PHASE 2





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Minutes of the Planning Advisory Committee Meeting October 14, 2020

A meeting of the Planning Advisory Committee was held in virtual electronic format, hosted at the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, October 14, 2020 at 10:00 a.m.

Present:

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

Regrets:

Staff Present:

Brianna McEathron, Administrative Clerk (Recording Secretary)
Joe Gallivan, Director of Planning and Economic Development
Megan Rueckwald, Manager of Community Planning

1 Call to Order

The Chair called the meeting to order at 10:02 a.m.

2 Adoption of the Agenda

Moved By: Warden Smith
Seconded By: Ms. Sproule

That the agenda for the October 14, 2020 meeting of the Planning Advisory Committee be adopted.

Carried

3 Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

4 Adoption of Minutes

a) Minutes of Meeting held June 22, 2020

Moved By: Warden Smith
Seconded By: Councillor Higgins

That the minutes of the Planning Advisory Committee meeting held June 22, 2020 be adopted.

Carried

a) Minutes of Meeting held July 22, 2020

Moved By: Councillor Vandewal
Seconded By: Ms. Henderson

That the minutes of the Planning Advisory Committee meeting held July 22, 2020 be adopted.

Carried as Amended

(See motion to Amend below which was Carried)

Motion to Amend

Moved By: Councillor Higgins
Seconded By: Ms. Henderson

That the motion to adopt the minutes be amended by deleting the duplicate name Councillor Higgins and replace it with Deputy Warden Vandewal

Carried

5 Deputations and/or Presentations

Ms. Beverly Saunders, Planner, EcoVue Consulting Services Inc., representing Ardoch Lake Developments Inc. will provide all members of committee an overview on the amended application for Plan of Condominium

Beverly Saunders, Planner, EcoVue Consulting Services Inc., representing Ardoch Lake Developments Inc., provided an overview of the updated features in regards to the amended application for Plan of Condominium.

6 Briefings



7 Reports to the Planning Advisory Committee

- a) **2020-091
Planning Advisory Committee
Application for Draft Plan of Vacant Land Condominium Approval
10CD-2012/001 located at Part of Lots 22 &23, Concessions 1 & 2,
Geographic Township of Clarendon, Township of North Frontenac,
County of Frontenac (Ardoch Lake)**

Moved By: Councillor Higgins

Seconded By: Ms. Sproule

Whereas an application has been filed with the County of Frontenac for a Draft Plan of Vacant Land Condominium located at Part of Lots 22 &23, Concessions 1 & 2, Geographic Township of Clarendon, Township of North Frontenac, County of Frontenac;

And Whereas the Planning Advisory Committee and the Council of the County of Frontenac considered all written and oral submissions received on this application, the effect of which helped the Council of the County of Frontenac make an informed decision;

And Whereas the application is consistent with the Provincial Policy Statement (2020), conforms to the Frontenac County Official Plan, Township of North Frontenac Official Plan, will comply with the Township of North Frontenac Zoning By-law, and has been reviewed in accordance with the criteria of Section 51 (24) of the *Planning Act*.

Therefore Be It Resolved That the Planning Advisory Committee receive the Planning Advisory Committee – Application for Draft Plan of Vacant Land Condominium Approval 10CD-2012/001 located at Part of Lots 22 &23, Concessions 1 & 2, Geographic Township of Clarendon, Township of North Frontenac, County of Frontenac (Ardoch Lake) report;

And Further That the Council of the County of Frontenac approve 10CD-2012/001 vacant land condominium development, including Draft Conditions of Approval attached to this report as Attachment 2.

Carried

Ms. Megan Rueckwald, Manager of Community Planning, provided an overview of the proposed application for Plan of Condominium. Ms. Rueckwald also confirmed that the Committee had received the correspondence circulated that morning to the Committee from a member of the public.

Ms. Sproule asked Ms. Rueckwald to clarify if the private roads will be built using the County requirements. Ms. Rueckwald indicated that the private roads will be

constructed in accordance to the private lanes study that was completed at the County and is the same study that is used in the North Frontenac Official Plan.

- b) **2020-094**
 Planning Advisory Committee
 Director of Planning and Economic Development – 2021 Work Plan

Moved By: Warden Smith
Seconded By: Ms. Henderson

That the County of Frontenac Planning Advisory Committee recommend to County Council the approval of the 2021 work plan for the Planning and Economic Development as it relates to planning matters; and

Further, that the Director provide an overview to County Council as part of the 2021 budget deliberations as well as the Councils of the three municipalities which the department provides planning services.

Carried

Mr. Joe Gallivan, Director of Planning and Economic Development and Ms. Megan Rueckwald, Manager of Community Planning, provided an overview of 2021 Work Plan. A copy of their presentation is attached to the record in the Clerk's Office.

Councillor Doyle indicated that Option 2 in regards to staffing should not impact the municipality if we can adjusting the fees to cover the additional staff member. He indicated that there should be flexibility with these fees.

Deputy Warden Vandewal asked if there are any other cost saving methods in the recommendations for the service delivery review other than speeding up applications or giving delegated authority. He indicated that he has spoken to his council and that South Frontenac will be seeking delegation for the approval of plans of subdivision application following the approval of the new Township Official Plan. Mr. Gallivan answered that the only planning recommendation for the service delivery review is the community planning permit system and the time savings that can be involved. Communal services will help with this growth for development outside of South Frontenac as well.

Councillor Higgins asked for clarification in regards to Mr. Gallivan's 2021 Business Plan; he noted that it seems to strictly be focused on planning and inquired about staffing considerations for the economic development side of the department. Mr. Gallivan answered that this presentation is only dealing with the planning portion, he noted that the Economic Development team has retained a consulting firm to complete a service delivery review and this report should be delivered to Council later this year with recommendations that may include changes to the staffing complement.

Councillor Higgins asked if some of the workload that is being completed by the planning department in regards to enforcement can that be addressed by a by-law officer instead of being completed through planning. Ms. Rueckwald answered that planning staff are involved when concerns of non-compliance are related to the zoning bylaw; typically by-law enforcement of the CAO consults with planning staff to ensure the by-law is interpreted correctly. The property owner often then speaks to planning staff through a pre-application meeting to determine how, if at all, the infraction could be brought into compliance.

8 Communications

- a) Public Comments received on amended application to August 5th, 2020
[Distributed to Members of Planning Advisory Committee August 11, 2020]
- b) Amended Draft Plan of Vacant Land Condominium, July 2020
[Distributed to Members of Planning Advisory Committee August 11, 2020]
- c) Amended Concept Plan, July 2020
[Distributed to Members of Planning Advisory Committee August 11, 2020]
- d) Letter from Brian Schonauer, concerned citizen regarding Ardoch Lake Development
[Distributed to Members of Planning Advisory Committee August 24, 2020]

9 Other Business



10 Next Meeting

The next regular meeting of the Planning Advisory Committee meeting is scheduled for Monday, December 7, 2020 at the County Administrative Offices.

11 Adjournment

Moved By: Warden Smith
Seconded By: Mr. Leonard

That the meeting hereby adjourn at 11:15 a.m.

Carried

**Planning Advisory Committee
Planning Briefing
June 9th, 2021**



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Where We Are Right Now

- All staff are continuing to work from home.
- We hold virtual staff meetings twice a week to keep each other up to date.
- Virtual Committee meetings and pre-consultation meetings continue
- On-line planning consultation forms
- Site visits continue
- Waiting for Provincial direction June 14th

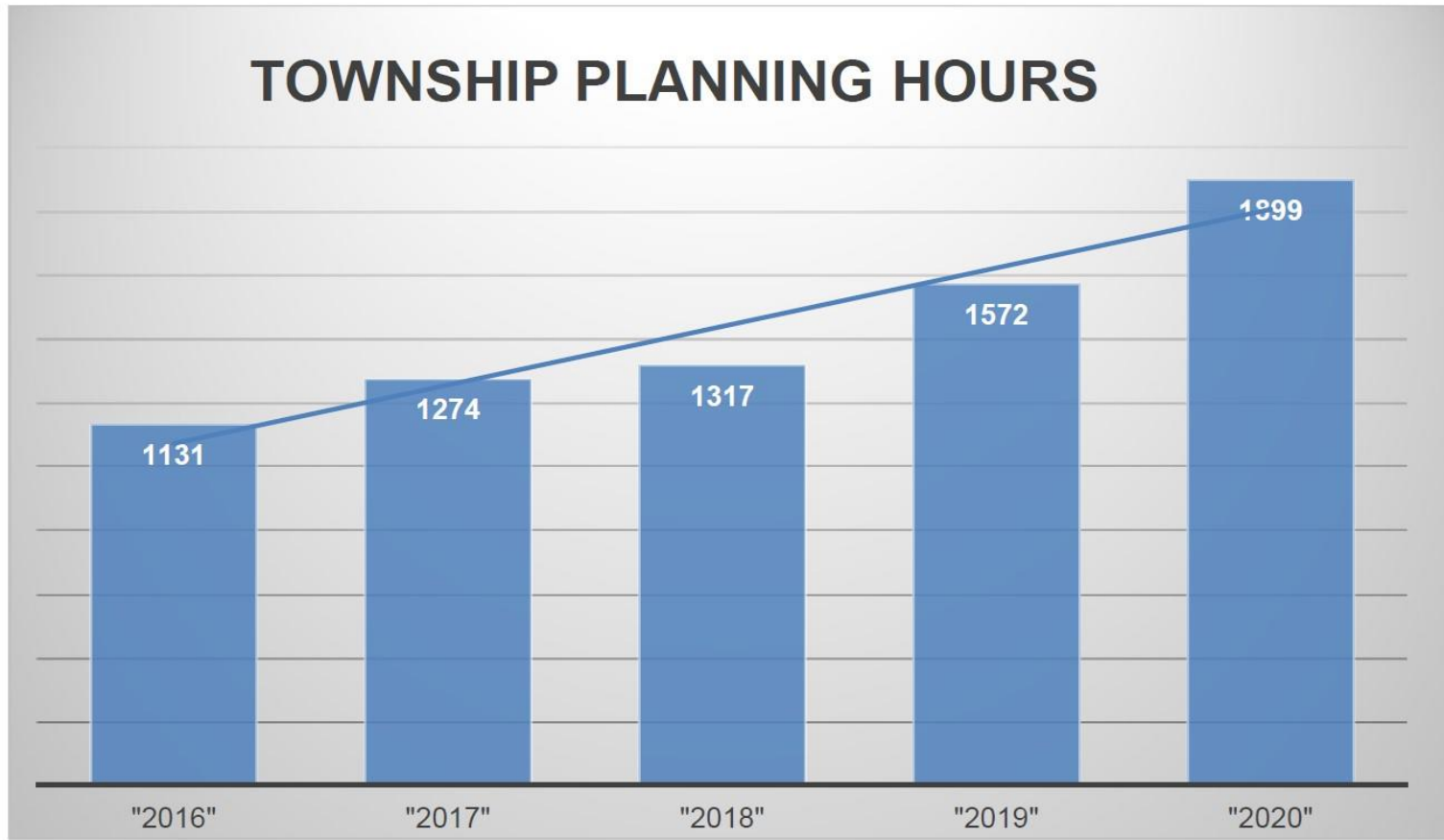


Where We Are Right Now continued

- New Manager of Community Planning (February 2021)
 - Ms. Sonya Bolton
- New Community Planner (April 2021)
 - Mr. Dmitry Kurylovich



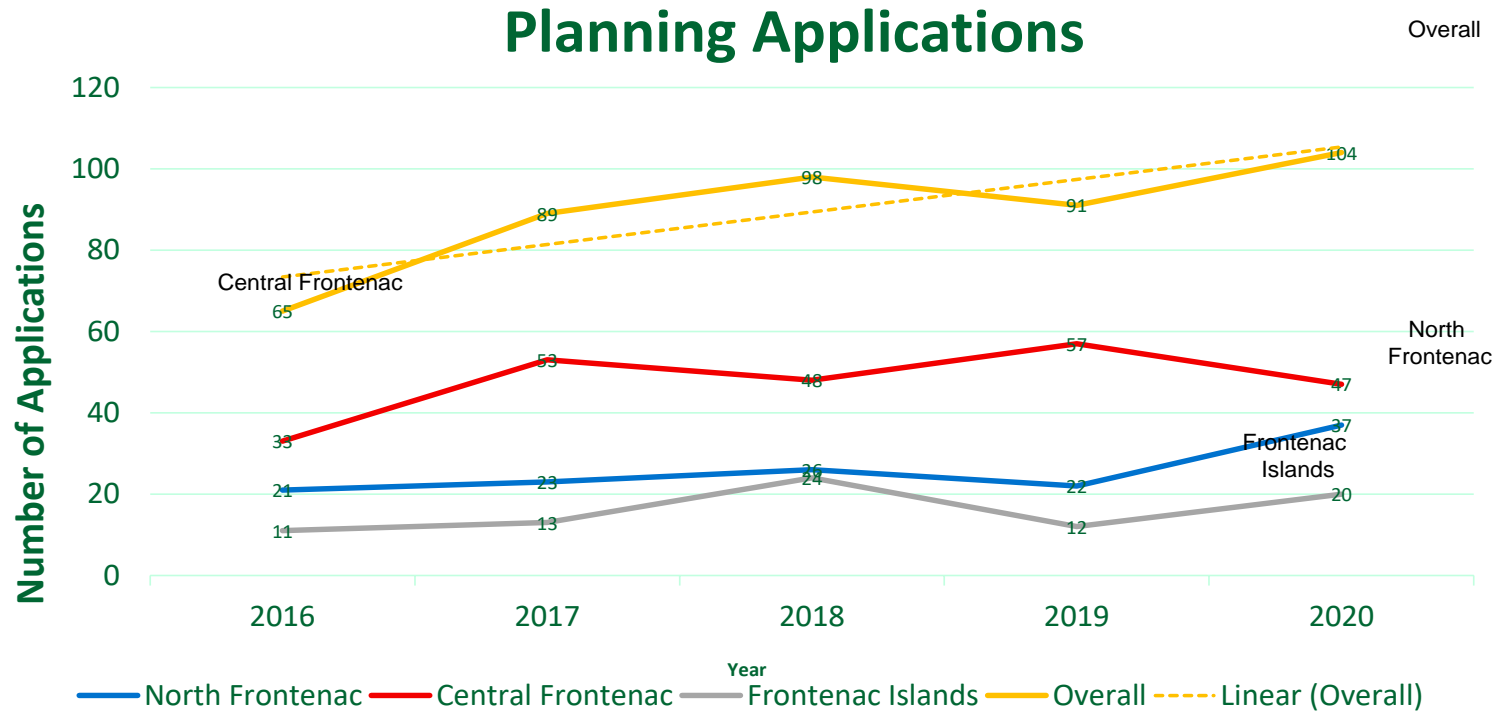
Township Planning Hours



Highlight of Extra Planning Hours for Townships in 2020

YEAR	NORTH	CENTRAL	ISLANDS	COUNTY	TOTAL
2018	483.5	619.42	212.9	1,015.37	2,331.19
2019	440.48	677.03	454.1	2,201.03	3,772.64
2020	614.6	839.84	444.4	2,035.56	3,934.40
	1,538.58	2,136.29	1,111.40	5,251.96	10,038.23
3 YEAR SHARE (2018-2020)	15.33%	21.28%	11.07%	52.32%	
2020	15.62%	21.35%	11.30%	51.74%	

Planning Applications



Planning Applications and Inquiries

- Planning Applications Reached 104 in 2020
- For the first 5 months of 2021 (January – May) there have been a total of 66 applications that have been dealt with (63.5% of 2020 total)



Planning Applications and Inquiries continued

- Current level of inquiries is high:
 - Approximately 3-5 formal pre-application meetings every week
 - Approximately 25 inquiries per week
 - Note: these numbers do not include follow-up questions after initial inquiry or questions about active applications



Ongoing Work – County

- **Communal Servicing** – proposed regional utility model (municipal service corporation - MSC) endorsed by Governance Committee and County Council in May, 2021.
- MSC proposal also endorsed by North, Central, and Frontenac Islands Townships – May 2021.
- Proposed ‘Business Plan’ for MSC to be reviewed by Township Staff and Governance Committee prior to September.



Ongoing Work – Townships

- Central Frontenac Official Plan update
 - 3rd Draft Completed (December 2020)
 - Public Meeting held May 18th
 - Township Council Adoption – June 2021
- Sharbot Lake School Site Redevelopment
 - Engineering feasibility study – Federation of Canadian Municipalities Approved
 - Potential new development on communal services



Ongoing Work – Townships continued

- Marysville Secondary Plan
 - Final public review expected Summer 2021
 - Prepare Official Plan Amendment for implementation
- Frontenac Islands Site Alteration By-law
 - Control fill being added to private lots, particularly waterfront lots.



Ongoing Work – Townships continued

- Frontenac Islands Development Charges By-law Update
 - Anticipation of more growth in Marysville
- North Frontenac Community Improvement Plan (CIP)
 - Update to CIP to allow for more grant funding



Planning Advisory Committee Planning Briefing – June 9th, 2021

Ongoing Work – Townships

- Township Planning Fees Review
 - Working with North, Central, and Frontenac Islands staff to consider possible changes in fee structure and cost recovery.



2022 Budget Work

- First Draft (Internal) due by end of June.
- Project Proposal – Natural Heritage Study
- Draft Business Plan to be presented to PAC prior to Council review



Thank You.

Questions?