

Township of
North Dundas

PLANNING, BUILDING AND ENFORCEMENT DEPARTMENT

To:	Mayor and Members of Council
Prepared by:	Calvin Pol
Date of Meeting:	August 1, 2012
Subject:	Monthly Report - July 2012

1. **United Counties Official Plan - Settlement Boundary Study**

Hemson Consulting presented the population and demographic projections for S.D.&G at County Council on July 16, 2012. Their conclusion is that in order to meet the Provincial Policy Statement requirements to justify the boundary expansions proposed for several settlement areas throughout the United Counties, 700 hectares of land needs to be removed from existing settlement areas. On the upside, North Dundas is one of the few areas in S.D.&G. that is projected to grow over the next twenty years.

2. **United Counties Official Plan - Settlement Boundary Study (Winchester Village)**

County Council adopted Official Plan Amendment #12 on July 16, 2012, and notices were mailed by the United Counties on July 17, 2012. The appeal period ends next week.

3. **Official Plan Amendment and Zoning By-law Amendment - Winchester Airport**

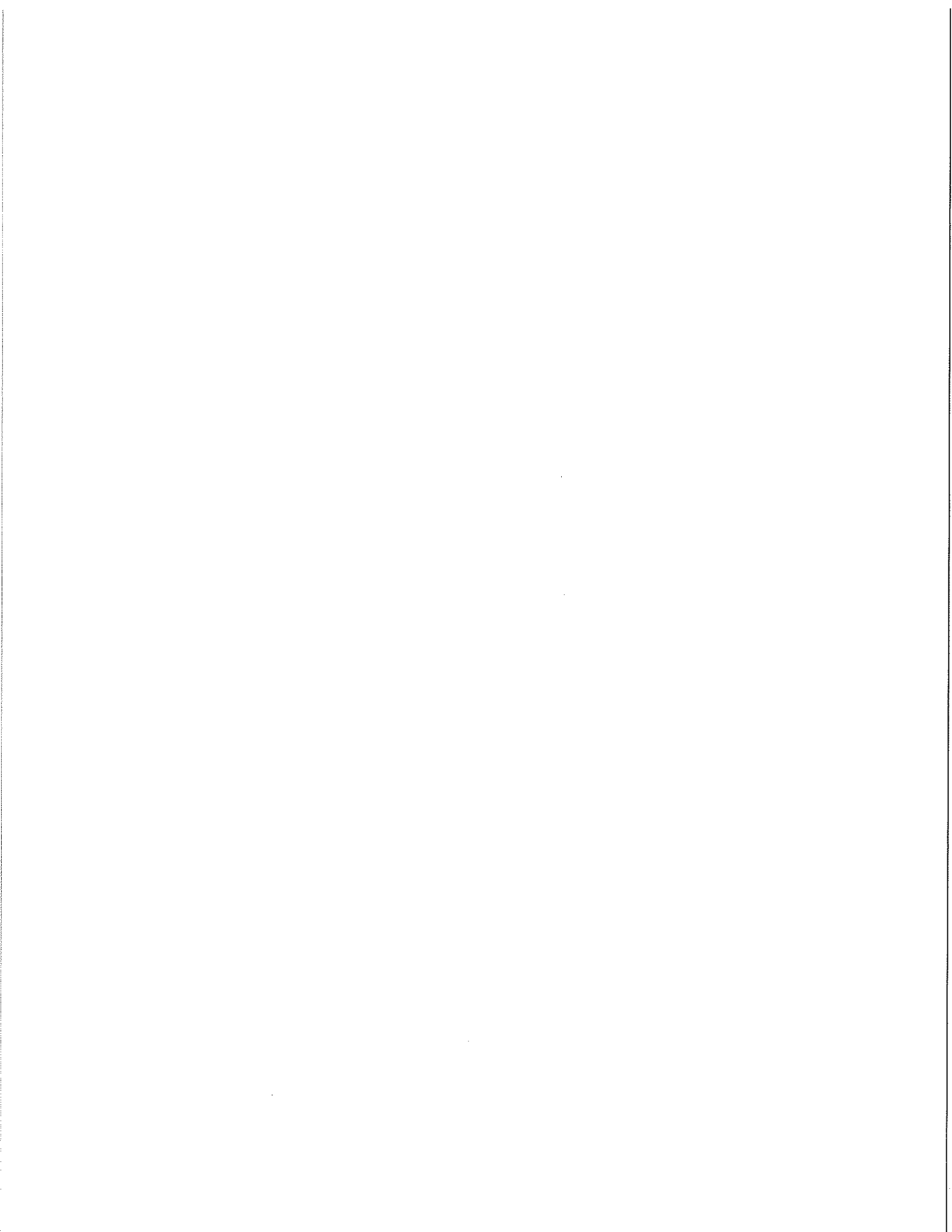
The United Counties have received from the applicants the information the Counties were requiring prior to moving forward with the Official Plan Amendment. Now the application can proceed to a public meeting. The purpose of the application is to rezone the Winchester Airport to "Agricultural - Special Exception" in order to authorize the property to be used for crop production and for up to five horses. Unless Council has any objections, the public meeting will be scheduled for September 2012.

4. **Zoning By-law Amendment - Edsel Byers - 12555 County Road #43, Winchester**

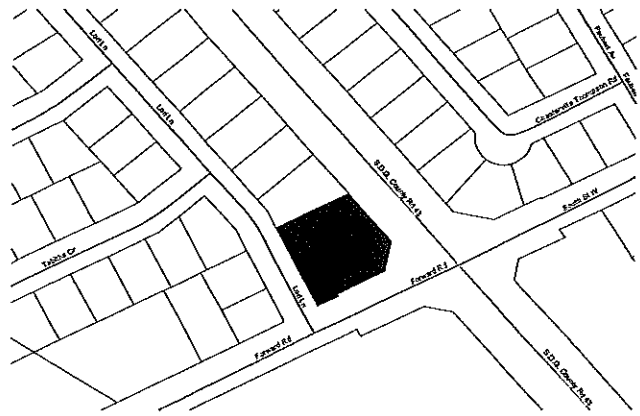
Notice of Passing for By-law 18-2012 was mailed out on July 11, 2012. No appeal was filed.

5. **Zoning By-law Amendment - Erik Thompson - Lot 1, Plan 112, Chesterville**

Mr. Thompson has applied to rezone the corner lot at the intersection of County Road #43 and



Forward Road to add residential use to the list of permitted uses. The current "General Commercial - Exception One (CG-X1) zone would be expanded to add "Residential Second Density (R2) zone" to the permitted uses. The purpose of the amendment is to permit the development of the subject property for either "residential use" or "commercial use." Unless Council has any objections, the public meeting will be scheduled for September 11, 2012.



6. **Draft Plan of Subdivision - G. Byles**

Mr. Byles was offered the opportunity to have his lawyer draft the subdivision agreement, as Mr. Byles wanted it completed quickly. Discussions with the developer and his lawyer ensued, and they decided to wait and have Township staff draft the agreement instead. We are in the process of completing the agreement.

7. **Draft Plan of Subdivision - PDH HealthCare Ltd.**

Revisions to one sanitary sewer line are being completed as a result of disagreement regarding an elbow in the pipe. The elbow will be removed and replaced with a catch basin. Township staff are in the process of preparing the subdivision agreement so that the developer can proceed.

8. **Phase 3 - Erik Thompson Subdivision - Chesterville**

Mr Thompson has formally requested release of the holdback security for Phase 3 (one year after completion of the top lift of asphalt). The Township engineer will be inspecting the works the week of August 6-10, 2012 and making a recommendation to Council. A resolution releasing the security and granting final acceptance for Phase 3 has been prepared for Council's consideration.

9. **Phase 4 - Erik Thompson Subdivision - Chesterville**

Mr Thompson has submitted his required security deposit and commenced construction of Phase 4.

10. **Maurice Lafortune Investments - Phase 4 Cloverdale Estates Subdivision**

Mr. Lafortune contacted the Township last week. He is completing the hydrogeological work (Golder Associates) to determine the ground water and soil capacity for septic systems and private wells. His current subdivision application is for 20 residential lots, however, he would like to develop more lots if the professional hydrologists determine the additional lots are feasible. All studies and reports are peer reviewed by independent hydrologists (Counties or South Nation Conservation). We are awaiting the results for these studies before proceeding with a public meeting on the subdivision.

11. **Committee of Adjustment - 10421 Nation Valley Road, South Mountain**

On July 31, 2012, the Planning Department received a complete application for a minor variance for relief from Section 10.1(b) Yard Requirements - Rear (minimum) of By-law 79-6



to reduce the minimum Rear Yard by 56 % from the required 10.0 metres to 5.4 metres to enable the owners to rebuild a larger residential dwelling unit on their lot and avoid the existing septic system on the subject property. If granted, the owners will be able to rebuild a larger dwelling unit closer to the rear lot line.

12. **SKYPOWER LIMITED - Mighty Solar Farm (Boyne Road)**

Canadian Solar has taken over this project from SkyPower. They expect to submit to MOE for approval within the next month or so. MOE will post the project on the Environmental Registry (www.ebr.gov.on.ca).

13. **Canadian Solar (Formerly SkyPower Ltd.) - CityLights Solar Farm (Gibeault Road)**

The second public consultation meeting was held on Tuesday, July 31st, 2012 at the Royal Canadian Legion, Chesterville, ON. Several neighbouring property owners were in attendance and raised valid concerns with the proponents. Township comments were provided to the proponents at the public meeting (attached).

14. **Source Water Protection Plan:**

A detailed review of the revised Source Water Protection Plan and Explanatory Document was completed in July. Comments were prepared, reviewed by the Water and Sewer Department, and forwarded before the August 1, 2012 deadline. Many of our previous comments were incorporated into the latest version. On August 1st, 2012, we received confirmation that our comments were received and will be forwarded to the Ministry of the Environment. Attached are the comments submitted.

15. **Consents / Severances**

In July, three new applications were submitted. Four applications completed their conditions and clearance letters sent to the United Counties.

16. **Roof Mounted Solar Panels**

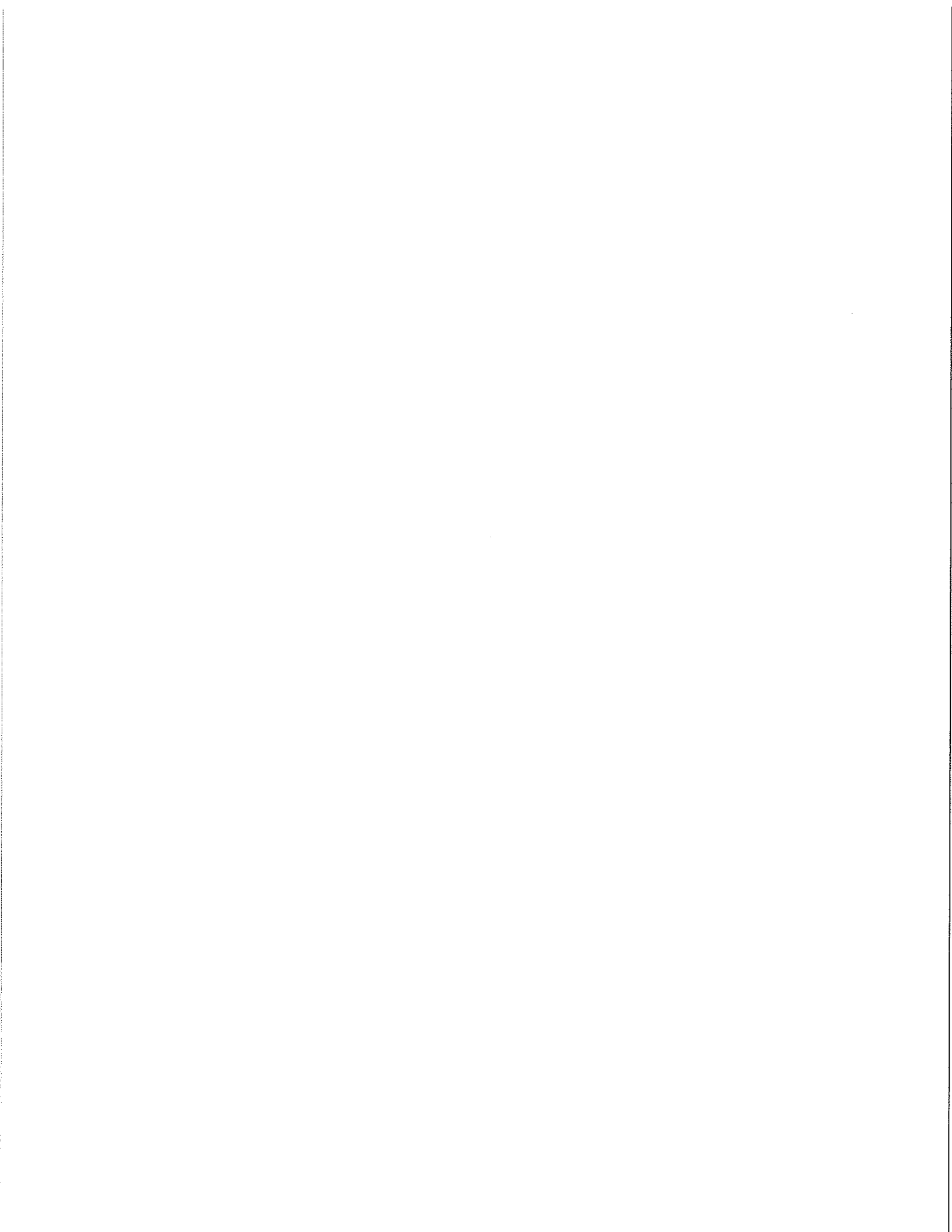
The Ontario Power Authority has changed the approval process for small scale wind and solar projects. Bonus points are now awarded for Township support of a project. Three requests for Council support were recently received for roof mounted solar panels on existing barns and large structures. Both the Director of Planning and the Chief Building Official visited each of the three sites. All three proposals are isolated and well situated for the proposed use. Three resolutions of support have been prepared for Council's consideration.

17. **Ground Mounted Solar and Wind Projects > 3 kW**

As noted above, the Ontario Power Authority has changed the approval process for small scale "ground based" wind and solar projects. A prescribed form requires a signature from a municipal official stating that a residential dwelling is not a permitted use on the subject property, nor an abutting property. Effectively, this eliminates any ground mounted solar or wind projects > 3 kW from both the Rural (RU) and Agricultural (AG) zones as residential use is permitted in both zones.

18. **Miscellaneous - Planning Department**

In July 2012, the Planning Department was involved in meetings regarding: Official Plan Amendment #12, severance conditions, blocking access to the docks at the waterfront, illegal



access to a quarry, met with the House of Lazarus regarding their storage issues, reviewed draft information for the sanitary sewer capacity in Winchester, conducted site visits for severances and zoning amendments, met with local developers, prepared and reviewed Building Department questionnaire, prepared source water protection plan comments, solar farm comments, met with local residents concerning their development proposals.

19. **Building Department**

Monthly report is attached. Proposed questionnaire is also attached.

The extended summer hours for the Building Department are being used by residents. Extended hours are from **4:30 p.m. to 7:00 p.m. every Tuesday** for the summer.

Department	July 2012	July 2011	July 2010
Building Permits Issued:	19	28	31
New Dwellings:	3	4	13
Total Value of Permits	\$1,724,850	\$1,216,000	\$3,036,550
Total Building Permit Fees	\$5,494	\$5,162	\$10,905
Develop. Charges Collected	\$7,759	\$13,536	\$33,610

Building Department	<i>Month End</i>					
	July 2009	July 2008	July 2007	July 2006	July 2005	July 2004
Building Permits Issued:	26	32	34	34	22	20
New Dwellings:	5	5	6	13	3	7
Total Value of Permits	\$2,402,000	\$2,187,250	\$1,842,100	\$2,350,300	\$1,639,570	\$1,475,600
Total Building Permit Fees	\$11,146	\$10,147	\$8,613	\$11,715	\$8,894	\$5,915
Develop. Charges Collected	\$16,132	\$15,939	\$18,439	\$29,106	\$9,709	\$13,591

20. **Pool Enclosure Permits**

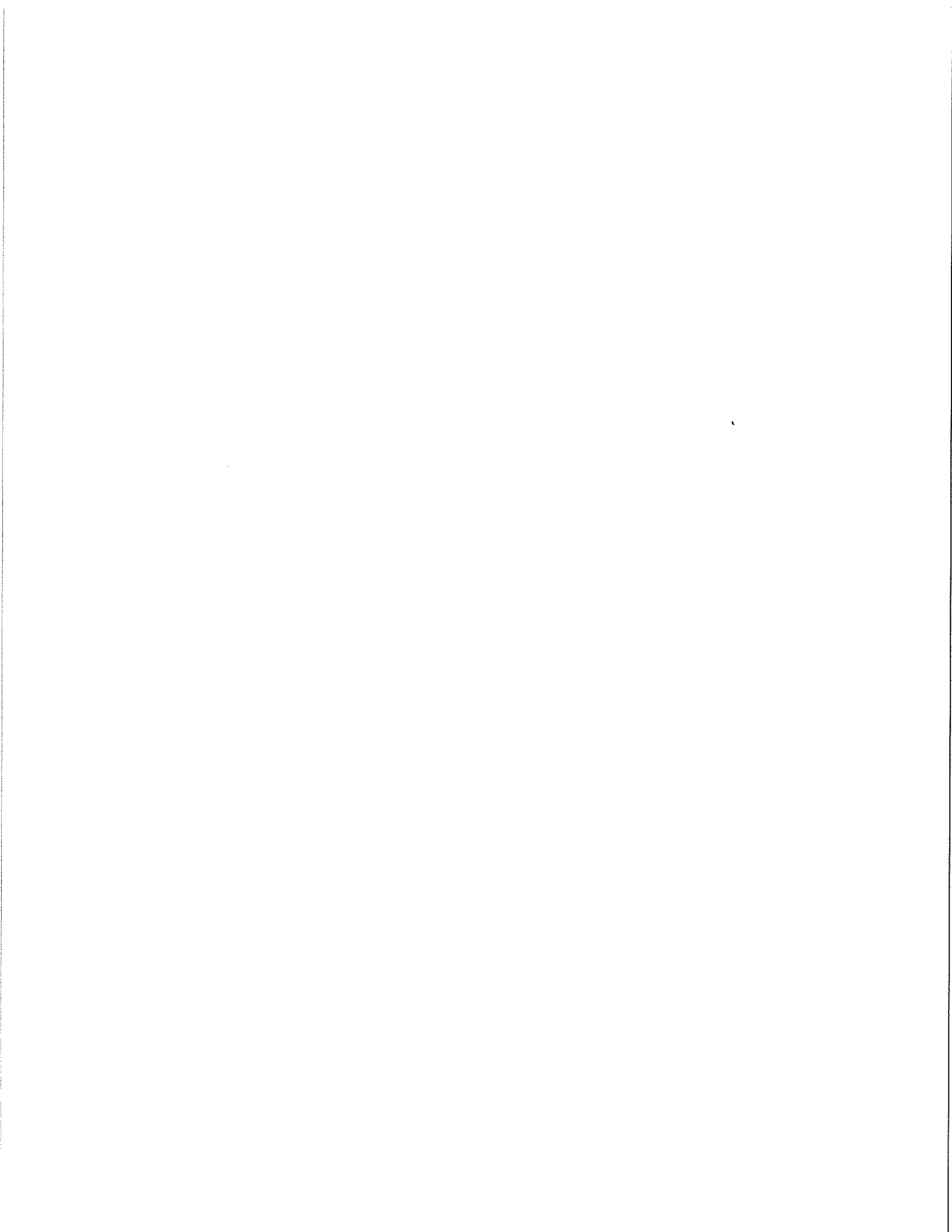
Reminder: North Dundas Township policy requires all properties with pools obtain an enclosure permit.

21. **By-law Enforcement**

Monthly report attached.

Report prepared by: (Original Signed by) Calvin L. Pol, MCIP, RPP

Reviewed & approved by: (Original Signed by) Angela Rutley, ~~Acting~~ CAO



Official Comment Sheet

Document Title:	Explanatory Document & Proposed Source Protection Plan
Document Versions:	0.2.0
Document Date:	June 22, 2012

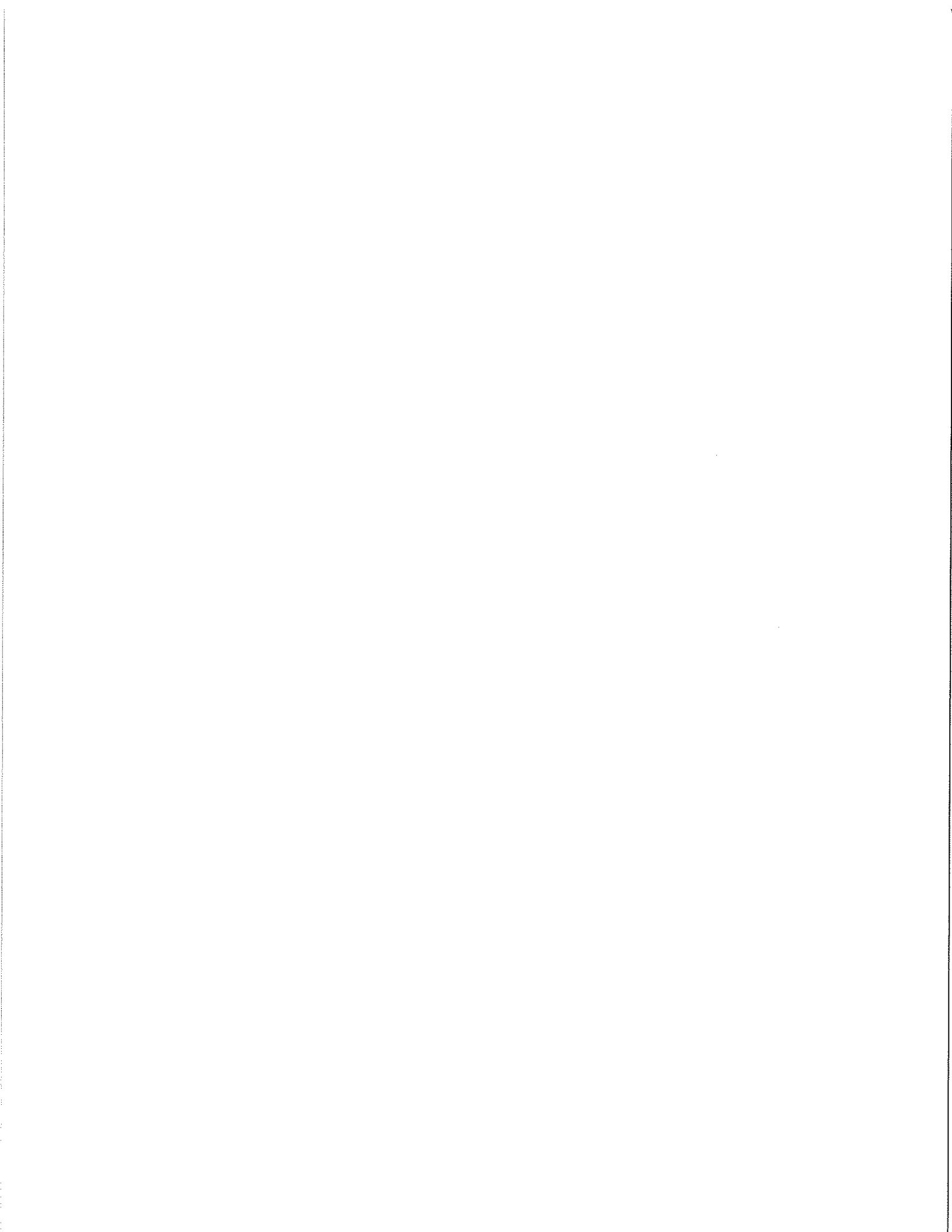
When completing the comment sheet please note the Policy Code or Title and Page Number.
Comments should be in writing and directed by **August 1, 2012** to the attention of:

Richard E. Pilon, P.Eng., Project Manager
Raisin-South Nation Drinking Water Source Protection Program
18045 County Rd. 2, P.O. Box 429
Cornwall ON K6H 4Z9
Fax: 613-938-3221
E-mail: info@yourdrinkingwater.ca

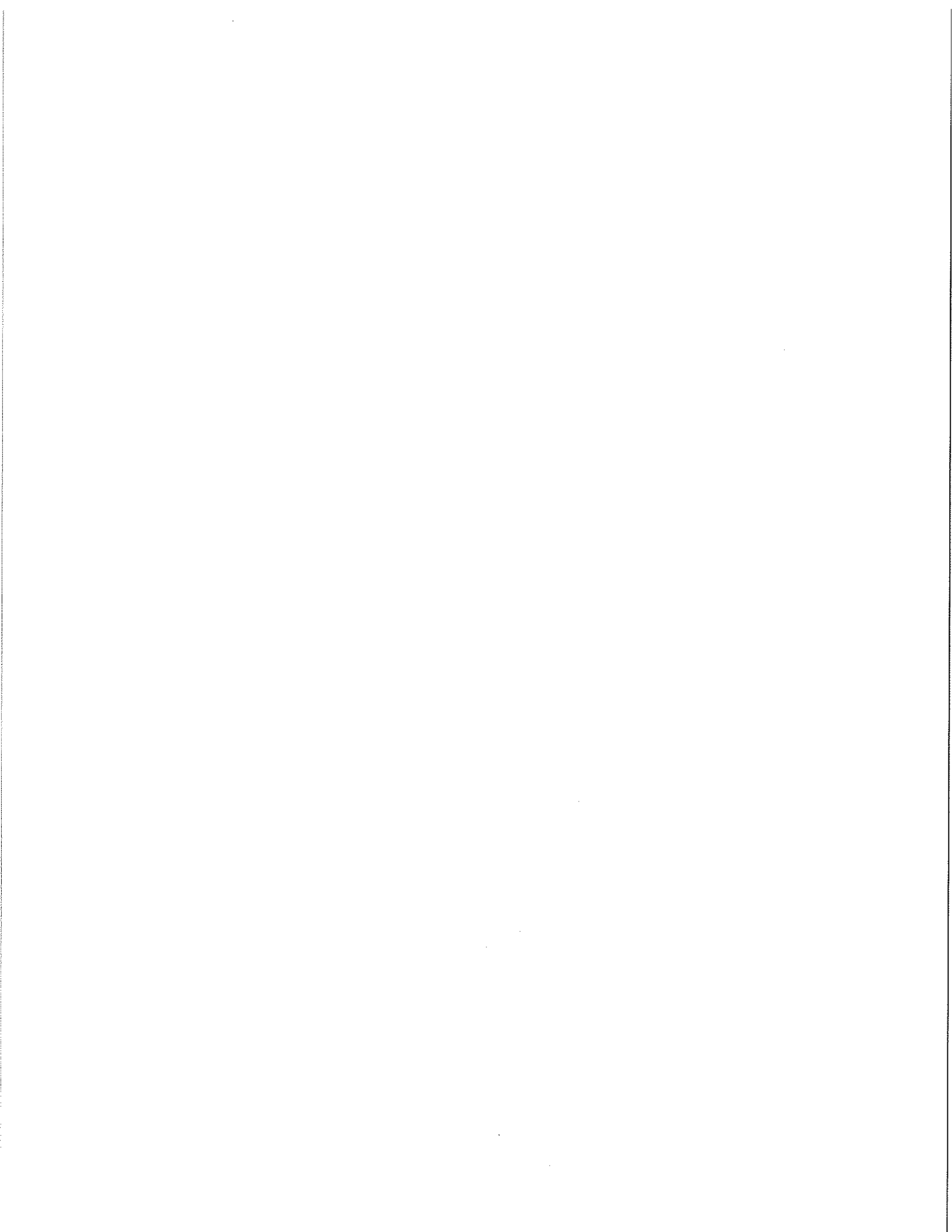
Reviewer's Name:	Calvin Pol, RPP, MCIP
Reviewer's Affiliation:	Township of North Dundas
Comment Submission Date:	July 30, 2012

Comments:

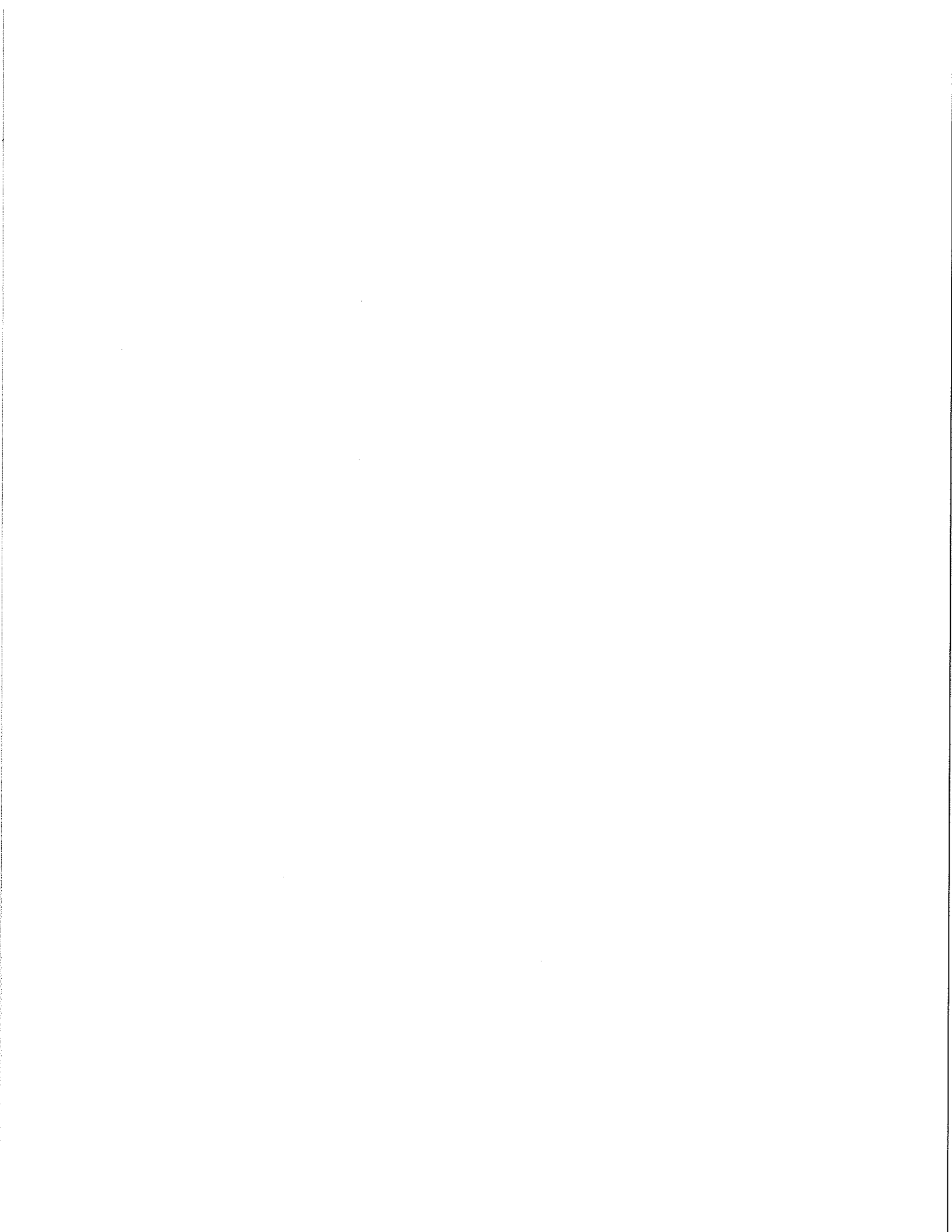
Document Name	Topic	Page #	Comments
Protection Plan	Policy FUEL -1	Page 18	<i>"Single-walled steel tanks with side-feed must be replaced with double-walled tanks immediately."</i> A one (1) year time frame would be more reasonable, especially if it is only 8/9 years old.
Protection Plan	Policy Fuel-4	Page 20	Will the current policy prevent the expansion/replacement of the gas station northwest of Tim Hortons on County Road #31? The policy refers to future facilities but does not include existing facilities where expansions/renovations are planned.
Explanatory Document	Policy SEWG-1	Page 35	North Dundas would prefer the need for inspections be reinstated back to 10 years from the current 5 years EXISTING PIPES.
Protection Plan		Page 27	A 15 year inspection time frame for NEW PIPES would be more reasonable given the type of pipes required.
Protection Plan	Policy SEWG-1	Page 27	<i>All future sanitary sewers and related pipe material"</i>



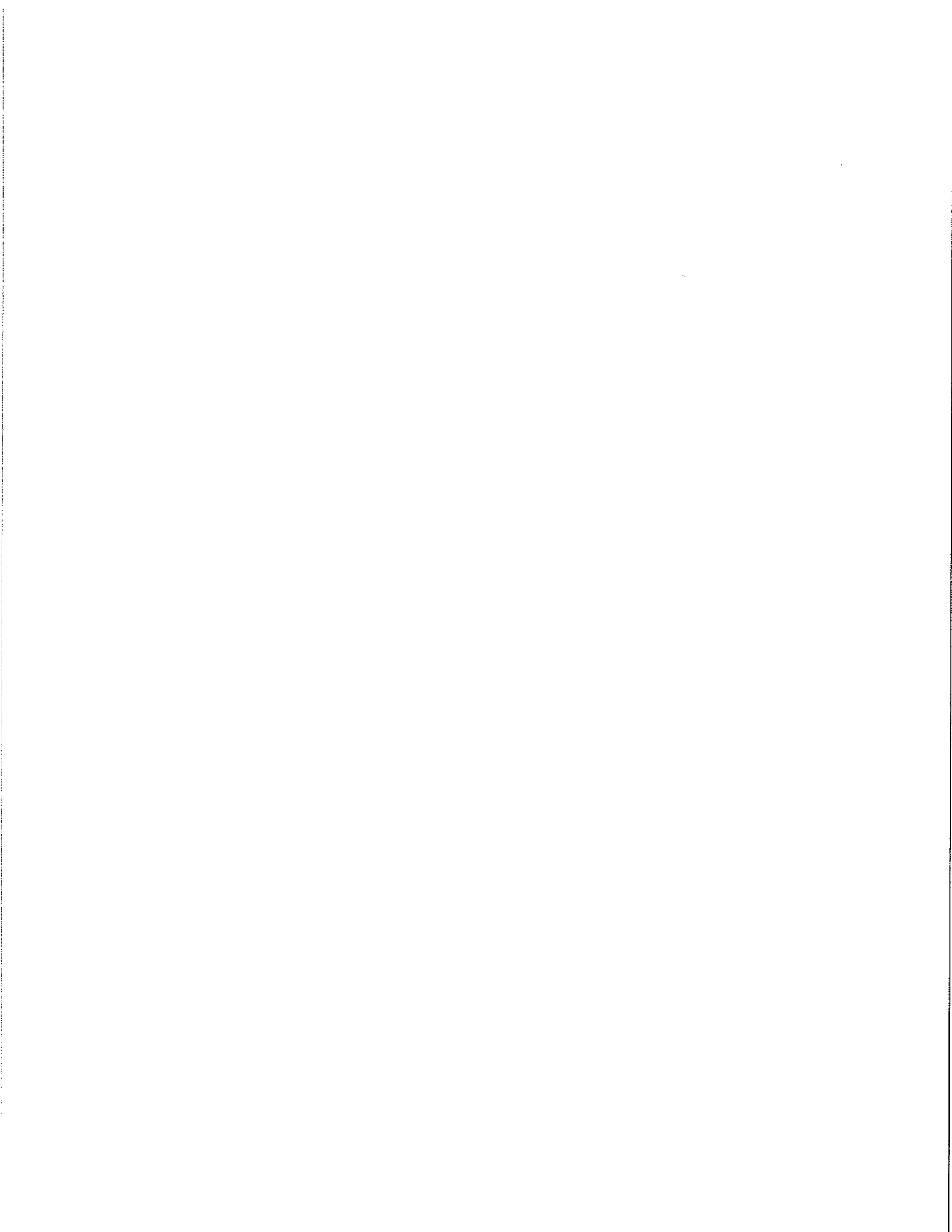
Document Name	Topic	Page #	Comments
			<p>The sanitary sewer pipes and related pipes referred to should be for the sewer MAINS, not the small laterals connected to the sewer mains.</p> <p>It will be very difficult and expensive to camera and inspect small laterals leading to the sewer mains. There does not appear to be any definition of <i>"related pipes."</i></p> <p>Are Townships expected to camera and inspect sanitary sewer lines right back to people's toilets as these pipes could be interpreted as <i>"related pipes"?</i></p>
Explanatory Document	Policy SEWG-2	Page 35	<p>The meaning and wording are NOT the same for SEWG-2 from the Explanatory Document to the Policy Document.</p> <p>The <u>Explanatory Document</u> states (paragraph 3) <i>"An exception was added to allow for future expansions and/or upgrades to existing sewage treatment systems where it would result in full-servicing for new developments or areas with failing septic systems."</i></p>
Protection Plan	SEWG-2	Page 27	<p>The <u>Policy</u> states: <i>"The expansion to existing municipal sewage treatment will provide full services to a development which is partially serviced or a development where on-site septic systems are failing."</i> (For "new developments" is missing).</p> <p>Policy SEWG-2 fails to incorporate <i>"future expansions and/or upgrades to EXISTING sewage treatment systems where it would result in full-servicing for new developments"</i></p> <p>The two documents are not saying the same thing.</p> <p>Upgrades to our existing lagoons will be necessary in the near future and the current policy wording might prohibit any expansion.</p> <p>North Dundas insists that the wording from the Explanatory Document be repeated in the policy document: <i>to allow for future expansions and/or upgrades to existing sewage treatment systems where it would result in full-servicing <u>for new developments</u> or areas with failing septic systems"</i></p>
Protection Plan	Policy SEWG-3 (a)	Page 28 (a)	<p><i>"The leaching bed can degrade naturally. <u>All ground shall</u></i></p>



Document Name	Topic	Page #	Comments
			<p><i>be returned to grade. "</i></p> <p>The policy that <i>"all ground shall be returned to grade"</i> should only come into effect a minimum of 6 months after the decommissioning of the septic tank and leaching bed, otherwise the property owner will be dealing with "contaminated fill" which will need to be deposited of in an approved landfill site. This proposed policy to return the bed to grade should be reviewed by the Septic Approval Authority and the Eastern Ontario Health Unit.</p>
Protection Plan	Policy SEWG-4	Page 29	<p><i>"For development of <u>approved</u> lots (including draft subdivisions and conditionally approved severances)..."</i></p> <p>The wording in this policy is confusing. Approved lots are past the Planning Act process, therefore Townships cannot retroactively require hydrogeological assessments. Is the intent that the RMO require this prior to the issuing of a Building Permit?</p>
Protection Plan	Policy SEWG-4	Page 29	<p><i>"For development of approved lots (including draft approved subdivisions and conditionally approved severances)"</i></p> <p>This sentence should apply both to approved draft plan of subdivisions and to proposed subdivisions as follows:</p> <p><i>"For development of proposed and approved lots (including draft approved subdivisions and conditionally approved severances)"</i></p>
Protection Plan	Policy GENERAL -1	Page 34	<p><i>"Within one year of the Source Protection Plan taking effect, the municipality shall establish an education and outreach program..."</i></p> <p>Given the limited staffing and financial constraints municipalities are under, a longer time frame would be more appropriate (2 years).</p>
Protection Plan	Policy GENERAL -6	Page 36	<p>Could the Protection Plan add the title to each of the items listed:</p> <ul style="list-style-type: none"> • AG-2 Existing and future agricultural activities subject to a Risk Management Plan • CHEM-1 Risk Management Plans for existing chemical threats



Document Name	Topic	Page #	Comments
Protection Plan	Policy MONITORING-2	Page 40	All of the items listed refer to approved documents. Would it not be prudent to require copies of applicable Planning Act applications for the RMO to comment on prior to an application being considered for approval, by the approval authority.



2. How long did you have to wait to receive customer service?

- I was taken care of immediately
- Within 3 minutes
- 3-5 minutes
- 5-10 minutes
- More than 10 minutes

Customer Service Representative

1. The following questions pertain to the customer service representative you spoke with most recently. Please indicate whether you agree or disagree with the following statements:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The customer service representative was:					
Knowledgeable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Courteous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listened carefully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friendly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The customer service representative was able to:					
Quickly identify the problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help me understand the cause and solution to the problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide me with accurate information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate clearly and effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle my call quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. What aspect of the customer service that you received stood out to you as being positive?

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A
I was well informed of any construction deficiencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The fee structure reflects the value of the service I received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, I was satisfied with the building permit process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Experience

1. How would you rate your overall experience when dealing with the Building Department?

- Excellent
- Good
- Average
- Poor
- Very Poor

2. If you have used our services in the past, has the quality of our service:

- Improved
- Remained about the same
- Declined
- It was my first visit

3. What recommendations (if any) would you offer for improving your overall experience?

4. If you would like us to follow up on any of your comments/concerns and/or receive the results of this survey, please provide us with your personal contact information.

I am interested in being contacted to discuss my comments/concerns.

I am interested in receiving the results from this survey.

Name: _____

Address: _____

Phone Number: _____

Thank you for taking the time to complete this survey. We value your input.

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Freedom of Information and Privacy Co-ordinator at the Township.

