



Township of
North Dundas

PLANNING, BUILDING AND ENFORCEMENT DEPARTMENT

To:	Mayor and Members of Council
Prepared by:	Calvin Pol
Date of Meeting:	April 12, 2011
Subject:	Monthly Report - April 2011

- Zoning By-law Amendment - Andre & Beverly VanLeyen (Mountain)**
Re: Building a RV/Storage garage on an undersized lot without a house.
The applicants are looking to demolish the existing dilapidated building and erect a new accessory garage (RV/Storage garage) on an undersized residential lot. They currently own the dwelling across the street. This property cannot be used as a residential lot due to it being an undersize lot (0.08 acres (3,374 sq.ft.)) and because the twin Canadian Pacific Railway lines border the entire backyard. The compulsory Public Meeting will take place on May 10, 2011 in advance of the regular Council Meeting. Draft Zoning By-law 28 -2011 has been prepared for Council's consideration (attached).
- Zoning By-law Amendment - Sandra Shaver (South Mountain)**
Re: Convert Garden Suite to Single Detached Dwelling, and recognize undersized Lot Frontage and Side Yard Setback.
The purpose of the amendment is to permit the conversion of a temporary garden suite (second dwelling unit) to a single detached dwelling on a separate lot, and secondly, to recognize the undersized lot frontage and side yard setback. The required public meeting will also be held on May 10, 2011 at 7:00 pm. Draft Zoning By-law 29 -2011 has been prepared for Council's consideration (attached).
- Zoning Amendment - Ralph Winterburn (Winchester Twp.)**
Re: Secondary Use - Impound Yard
Despite requests for information, the applicant, his neighbour, and South Nation have not provided any material or reports supporting their positions. This file will remain deferred until the reports and supporting information is provided.
- Subdivision - 990984 Ontario Ltd.**
Draft Plan Approval was granted by the United Counties on April 19, 2011 for a 17 block subdivision for Block 11 on Registered Plan #34. The United Counties have imposed 28

Conditions which must be fulfilled before final approval is granted (Deadline is April 19, 2014).

5. **Subdivision - Gar-Eden Heights**

The Gar-Eden Heights subdivision was finally registered in April 2011. Council authorized the signing of the subdivision agreement back in August 2002.

6. **Consents/Severances**

Five (5) meetings and appointments with residents were held to review severance possibilities for their properties in April. Five completed questionnaires were sent to the United Counties (two commercial lots, two lot additions and a surplus farm dwelling).

The paperwork for By-law 27-2011 (Road Widening By-law) passed on April 12, 2011 was sent to the consent applicant's lawyer.

7. **Committee of Adjustment - File A-02/2011**

Mr. Chambers sent a setback relief application and accompanying letter to the United Counties on March 30, 2011 for a grain bin located in close proximity to County Road #7. County Council met on April 18, 2011 and recommended relief from the minimum County Road setback requirement. Subsequently, the County Engineer granted relief in accordance with Section 3(f) of County By-law 4753.

8. **Community Profile Update**

The five year old North Dundas Community Profile on the Township website has been updated to 2011. This demographic profile provides details on historical growth patterns and future projections.

9. **Building Department**

A detailed building department report is attached. An updated tent permit policy has been attached (references to the Building Code have been updated, and some clerical changes made).

Over 20 residents of both North and South Dundas attended the **Building Permit Information** night held on May 5, 2011. The next one is scheduled for May 19, 2011 from 7:00-9:00 pm.

Building Department -	April 2011	April 2010
Building Permits Issued:	16	16
New Dwellings:	7	2
Total Value of Permits	\$926,100	\$1,973,500
Total Building Permit Fees	\$5,185	\$9,489
Development Charges Paid	\$16,617	\$8,017

Building Department -	Apr.'09	Apr.'08	Apr.'07	Apr.'06	Apr.'05	Apr.'04
Building Permits Issued:	17	17	22	17	19	22
New Dwellings:	3	4	9	6	5	4
Total Value of Permits	\$2,355,700	\$1,802,500	\$1,465,000	\$864,100	\$1,611,300	\$1,176,200
Total Building Permit Fees	\$4,810	\$6,929	\$8,501	\$9,911	\$6,814	\$4,680
Development Charges	\$6,476	\$9,298	\$26,068	\$11,402	\$10,602	\$7,388

10. **Pool Enclosure Permits**

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

11. **By-law Enforcement - Contract with Russell Township**

The By-law Enforcement contract with the Township of Russell has expired. We have negotiated the terms of a the new contract and the minimum number of hours - increasing them from a minimum of 5 hours per month to 10 hours per month. This change should enable an improved level of customer service.

12. **Parking**

Met with County Engineer on-site at Rideau Auctions to review existing entrances and to consider options. It was noted that the existing northern entrance is too narrow for two way traffic out of the gravel/grass parking lot at the north end of the property.

The Public Works department will be installing "No Parking" signs along County Road #43 along the boundary of Papa Gus Restaurant in advance of the Upper Canada Rodeo on June 16-19, 2011. A site plan, without dimensions, has been provided to the Township for review.


13. **Canine Control - Dog Licences**

The due date to obtain a dog licence was March 31, 2011. Our summer student will be preparing past due notices with the late fee of \$3.00 for mail out to those dog owners who have not purchased 2011 licences.

14. **Summer Position - Planning, Building and Enforcement Department**

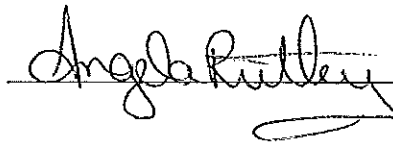
We received only 5 applications in 2011. The top candidate has accepted the employment offer. Attached is a resolution to rehire Michael LaPrade, for this position.

Report prepared by:



Calvin L. Pol, MCIP, RPP

Reviewed & approved by:



Angela Rutley, Acting CAO

Interoffice MEMORANDUM

TO: Calvin Pol, Director of Planning, Building, and Enforcement
CC: Council
FROM: Greg Trizisky, Chief Building Official and By-Law Enforcement Officer
DATE: 04 May 2011
RE: *By-Law Department Month End Report for April 2011*

By-Law Enforcement

There are 20 active files open in By-law Enforcement. There was four new files created for the month of April and some older files that had to be reactivated.

Attached you will find a brief report on the type of By-law enforcement issues we have and their current status.

One parking ticket was issued in the month of April more emphasis was spent towards yard clean up.

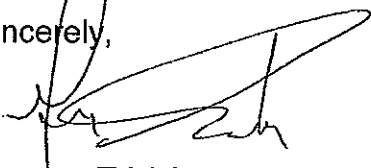
Building

Month end building stats are completed and attached.

May is International Building Safety Month and the department has set aside two evenings in May for an "Open House" to introduce some of the new regulations set to come effective on December 31 of this year, and to provide permit information for those planning to build this summer. Two more evenings will be planned for the fall.

We have revised the tent permit policy to reflect the changes of the last Building Code and our Building By-law. The changes were clerical in nature and did not effect current procedures. The language was changed slightly to clarify the differences between a Building Permit required for a tent and a Temporary Tent Permit which is established by this policy to meet the requirements of the Building Code but establish a criteria for those tents which the municipality does not wish to inspect. A temporary tent permit is free of charge while a tent which requires a building permit costs the minimum permit fee. A resolution from a previous council waived that fee for the South Mountain Fair and then later expanded that to all Township sanctioned events. A new resolution should be obtained if we are to continue this practice.

Sincerely,



Gregory Trizisky CBCO, CPSO
Chief Building Official