



**MINUTES**

**Public Meeting Under the Planning Act  
Tuesday, January 17, 2023  
Council Chambers 5:45 p.m.**

**COUNCIL PRESENT:** All members of Council were in attendance this evening.

**STAFF PRESENT:** Lindsey Lee, CAO/Clerk  
Angela Young, Deputy Clerk  
Mandy Cannon, Executive Assistant  
Bruce Howarth, Manager of Planning Services, Renfrew County

**MEDIA PRESENT:** Nil.

**1. Call to Order and Roll Call**

A Public Meeting under the Planning Act was held at 5:45 p.m. to consider a proposed amendment to the Zoning By-Law for the Township of McNab/Braeside in accordance with the provisions of Section 34 of the Planning Act, 1990.

**Acknowledgement**

Deputy Mayor Hoddinott stated that “We acknowledge that we are on the unceded territory of the Algonquin Anishinaabe Peoples”.

**2. Declare Meeting Open**

Deputy Mayor Hoddinott stated that this is a Public Meeting held by Council under Section 34 of the Planning Act, 1990 and is declared open and further advised this Public Meeting is for the entire Township.

**3. Disclosure of Pecuniary Interest and the General Nature Thereof**

Members were asked to state any pecuniary interest and the general nature thereof before the item is discussed. No disclosures of pecuniary interest were declared at this time.

Deputy Mayor Hoddinott chaired the Public Meeting this evening.

**4. Applicant**

4.1 The Corporation of the Township of McNab/Braeside  
Secondary Dwelling Units

**5. Information Circulated**

5.1 - Notice of Public Meeting

- Draft By-Law
- County of Renfrew Planning Report

**6. Clerks Notice of Circulation in accordance with the Requirements of the Planning Act**

The Public Meeting is a requirement of the Planning Act. In accordance with the Planning Act, notice must be given at least 20 days before the Public Meeting is held. Deputy Mayor Hoddinott requested that the Clerk confirm the date the notice was circulated and calculate that we had the required 20 days notice.

The Deputy Clerk advised the Notice was published in the Arnprior and Renfrew Newspapers on December 15, 2022 and December 22, 2022 . The Notice was mailed to the agencies as required under the Planning Act. The Notice was published on the Township website on December 14, 2022, as well as on the Township calendar and website on December 14, 2022 and on the Township bulletin board on December 19, 2022.

Deputy Mayor Hoddinott stated that the 20 day notice having been given, declared the meeting properly constituted to transact its business.

Any person wishing to receive written notice of the approval or refusal of the amendment being considered at this meeting must leave their name and mailing address with the Township Clerk by leaving their contact information on the sheet located on the podium in Chambers.

Deputy Mayor Hoddinott stated that as required by Section 34 (14.5) of the Planning Act, Council is required to inform the public of who is entitled to appeal to the Ontario Land Tribunal, under Sections 34(11) and (19):

Under Section 34(11) - If Council decides to refuse an application or refuses or neglects to make a decision on an application within 120 days of the Municipal Clerk receiving the application, the applicant or the Minister of Municipal Affairs and Housing, may appeal to the Ontario Land Tribunal by filing an appeal with the Clerk of the Municipality.

Section 34 (19) – Not later than 20 days after the giving of Notice of Passing of the By-Law, the applicant, any person, or public body who made oral submissions at the Public Meeting or made a written submission to Council, before the By-Law was passed or the Minister of Municipal Affairs and Housing, may appeal to the Ontario Land Tribunal by filing an appeal with the Clerk of the Municipality.

**7. Clerks Reading of the Notice**

Deputy Mayor Hoddinott requested the Clerk give a description and location of the Proposed Amendment.

The Deputy Clerk read that the proposed Zoning By-Law Amendment applies to the whole of the Township of McNab/Braeside as it would amend the Zoning By-Law on a Township-wide basis. Therefore, a key map is not provided with the Notice. The Notice

further stated that the Public Meeting is to inform the public of the proposed Zoning Amendment which will be held on January 17, 2023 at 5:45 p.m. at the Township's Municipal Office.

The purpose of the amendment is to update the provisions regarding Secondary Dwelling Units in the Township of McNab/Braeside to permit Secondary Dwelling Units to be constructed in all zones that permit a single detached dwelling, semi-detached dwelling or townhouse dwelling unless specifically prohibited.

A Secondary Dwelling Unit is defined as a self-contained residential unit with kitchen and bathroom facilities that is located on the same property as the primary dwelling. They are commonly known as in-law flats, secondary suites, and accessory or basement apartments.

The effect of the amendment is to add provisions under Section 3.33 of the Zoning By-Law that implements the policies of the Official Plan.

All other provisions of the Zoning By-Law shall apply.

The Notice was dated December 15, 2022, and signed by Deputy Clerk, Angela Young.

Additional information regarding the Zoning Amendment was available for inspection upon request during regular office hours.

#### **8. Correspondence/Comments Received**

- Agencies
- Planning Department
- Others

Deputy Mayor Hoddinott inquired if there were any written comments received.

The CAO/Clerk advised that written comments were received as follows:

Chief Building Official – no comments or concerns.

Sewage System Inspector – no comments or concerns.

Director of Public Works Township of McNab/Braeside – no comments or concerns.

Bell Canada – does not have any specific comments or concerns pertaining to this initiative at this time, and would ask that Bell continue to be circulated on any future material and/or decisions related to this matter.

Telus - no comments or concerns.

Enbridge Gas Inc. – does not object to the proposed application, however, reserve the right to amend their development conditions.

County of Renfrew Planning Department - comments and recommendations were circulated with the meeting package.

Council was advised there was no other written correspondence received either to object or to support the proposed application.

Deputy Mayor Hoddinott inquired if Mr. Howarth had any comments or wished to speak to the Amendment?

Mr. Howarth summarized his Report and stated that this amendment was Township initiated to make the Zoning By-Law consistent with the Official Plan. Mr. Howarth advised he had no further comments other than those provided in the County Planning Report. It is Mr. Howarth’s recommendation that the Zoning Amendment be approved as submitted and outlined in the Planning Report.

**9. Questions/Comments**

- Members of the Public
- Applicant/Agent
- Members of Council

Deputy Mayor Hoddinott inquired if any members of the public wished to speak to the amendment, to which there were none.

Deputy Mayor Hoddinott inquired if Council Members had any questions at this time.

Mayor MacKenzie stated that this will help increase the affordable housing.

**10. Further Information Requests List**

Members of the public were requested to submit their name and contact information to the Clerk should they wish to be notified with regards to the application.

**11. Adjournment**

Deputy Mayor Hoddinott advised that the Public Meeting process is now completed. Council will give careful consideration to the arguments for/and or against the Zoning Amendment. The By-Law will be brought forward to the January 17, 2023 Regular Meeting of Council for consideration of passing.

Should the By-Law be passed, a Notice of Passing will then be circulated as required under the Planning Act and there would be a 20 day appeal period after the Notice of Passing is sent out.

Deputy Mayor Hoddinott thanked everyone for their attendance.

The Public Meeting was declared closed.

The meeting adjourned at 5:59 p.m.

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DEPUTY MAYOR

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CAO/CLERK