

**COMMITTEE REPORT: SPECIAL MEETING - PLANNING & BUILDING COMMITTEE**



**MEETING DATE:** April 20, 2011  
**LOCATION:** L. E. Shore Memorial Library – 173 Bruce St. S, Napier St. - Back Parking Lot Entrance  
**PREPARED BY:** Sharon Long, Admin. Ass., Planning & Building Services

**A. Recommendations**

**THAT this Planning & Building Committee recommends that:**

- A.1** THAT Council receive Planning Staff Report PL.11.40, “Application for Site Plan Approval – St. Georges Anglican Church, South Building Addition, Lot 13 Plan 562, 166 Russell Street, Town of The Blue Mountains, Planning File No. P940”;

THAT Council grant site plan approval pursuant to Section 41 of the *Planning Act* conditional upon the proponent obtaining “Accepted For Construction” Drawings from the Town’s Department of Engineering & Public Works and the execution of a Site Plan Agreement with the Town, and

THAT Council authorize the Mayor and Clerk to execute a Site Plan Agreement in a form approved by the Director, Planning & Building Services and the Town’s solicitor, Carried.

- A.2** THAT Council receive staff report PL.11.39, Official Plan Review – Background Report for information purposes, Carried.

**B. Staff Reports**

- B.1** Application for Site Plan Approval – South Building Addition – PL.11.40  
Lot 13, Plan 562 – 166 Russell Street  
St. Georges Anglican Church

- B.2** Official Plan Review – Background Report – PL.11.39

**C. Committee Discussion**

N/A

**D. Public Meetings/Delegation/Presentation**

N/A

## **E. Correspondence**

N/A

## **F. Upcoming Public Open Houses/Public MeetingNext Meeting Date**

**F.1** Notice of Public Meeting – Proposed Changes in Fees & Revisions to the Fee Schedules for Planning, Building & Engineering Services – May 4<sup>th</sup>, 2011.

## **G. Next Meeting Date**

May 4, 2011.

**STAFF REPORT:** Planning & Building Services Department



**REPORT TO:** Planning and Building Committee  
**MEETING DATE:** Wednesday April 20, 2011  
**REPORT NO.:** PL.11.40  
**SUBJECT:** Application for Site Plan Approval –  
St. Georges Anglican Church  
South Building Addition  
Lot 13 Plan 562, 166 Russell Street  
Town of The Blue Mountains  
Planning File No. P940  
**PREPARED BY:** Shawn Postma, Planner II

#### **A. Recommendations**

**THAT Council receive Planning Staff Report PL.11.40, “Application for Site Plan Approval – St. Georges Anglican Church, South Building Addition, Lot 13 Plan 562, 166 Russell Street, Town of The Blue Mountains, Planning File No. P940”;**

**THAT Council grant site plan approval pursuant to Section 41 of the *Planning Act* conditional upon the proponent obtaining “Accepted For Construction” Drawings from the Town’s Department of Engineering & Public Works and the execution of a Site Plan Agreement with the Town, and**

**THAT Council authorize the Mayor and Clerk to execute a Site Plan Agreement in a form approved by the Director, Planning & Building Services and the Town’s solicitor.**

#### **B. Background**

Planning Services Division received an application for Site Plan Approval in March 2011 that proposes a new 200 square metre addition to the south side of the existing St. Georges Anglican Church. Along with the proposed building addition, additional improvements to the property are proposed including a new sanitary sewer line to service the Church and Rectory and the provision of additional parking spaces.

The existing church is approximately 450 square metres in size. The 200 square metre addition is proposed to accommodate new accessible parish hall / community space serviced by a new elevator along with washrooms and entrance/exit points.

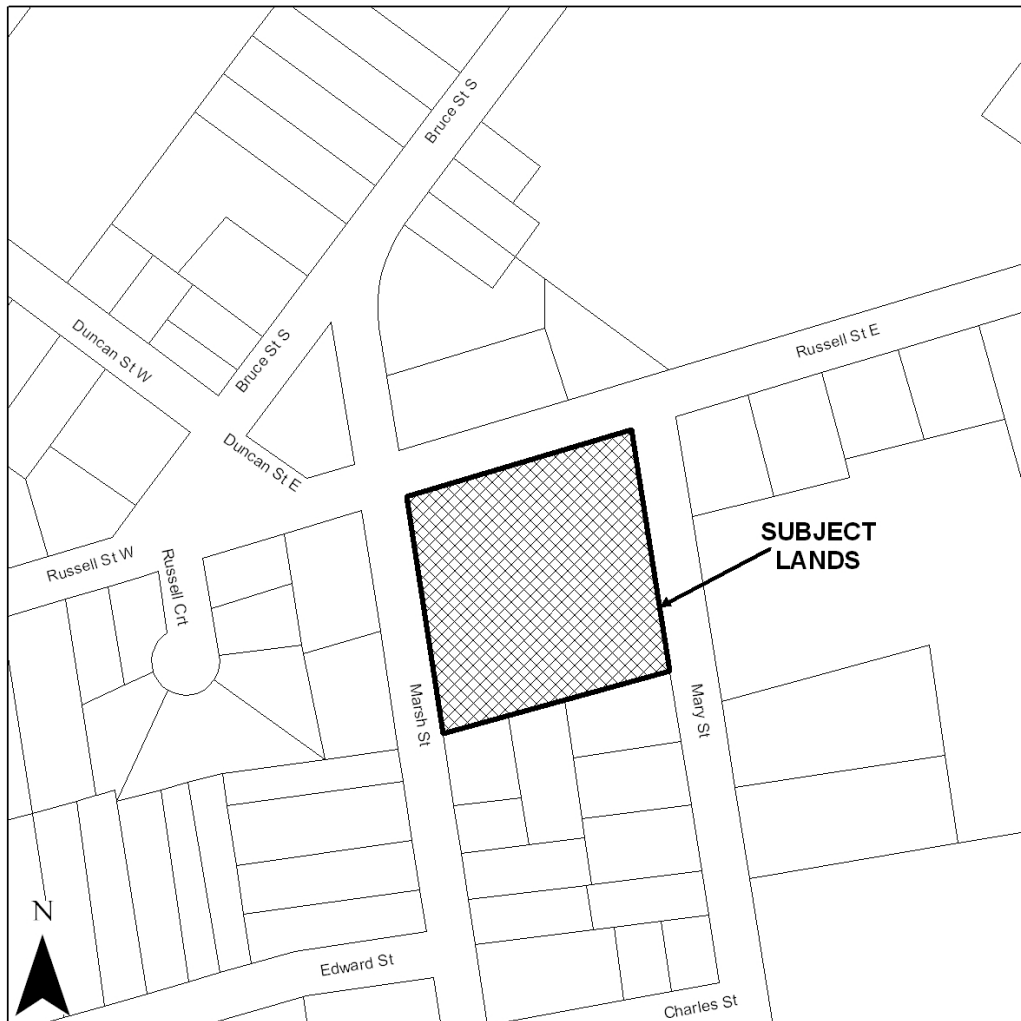
The property is located on Lot 13 Plan 562 (166 Russell Street) at the south-east corner of Marsh Street and Russell Street. The property includes the existing Church, Rectory and two sheds. The Church and Rectory are both serviced by individual Municipal

water connections off of Russell Street, and by individual septic systems for each building.

There is no existing Site Plan Approval or Site Plan Agreement in place for the lands.

In support of these applications are a Planning Justification Letter, a Stormwater Management and Grading Report plus a Site Plan / Grading and Drainage Plan.

### Location



### Provincial Policy Statement

The Provincial Policy Statement (PPS) provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment. The PPS supports improved land use planning and management, which contributes to a more effective and efficient land use planning system. The proposed development is located within the existing serviced urban area of Thornbury and the PPS identifies that settlement areas shall be the focus of growth and their vitality and regeneration should be promoted. Land shall be efficiently used,

with consideration for intensification, redevelopment, mix of uses and densities that ensure appropriate development will take place. It would appear that the proposed redevelopment is consistent with the Provincial Policy Statement.

### **County of Grey Official Plan**

The subject lands are designated Urban in the County of Grey Official Plan. The Goals and Objectives of the County Plan seek to enhance economic opportunities and to strengthen the role of the County as a desirable place to work, live and visit. Section 2.6.3(2) of the County Plan states that land use policies and development standards in areas designated Urban will be in accordance with local Official Plans and/or Secondary Plans. It is our opinion that the applications will comply with the County of Grey Official Plan. Grey County Planning and Development Department comments are provided later in this report.

### **Town of The Blue Mountains Official Plan**

The subject lands are designated Village Residential within the Town of The Blue Mountains Official Plan. The purpose of the Village Residential designation is to identify those lands in the Village of Clarksburg intended to be used primarily for low density residential purposes. Permitted uses include single detached dwellings, parks / other recreational uses, and institutional uses.

The proposed addition is subject to Site Plan Control to ensure development proceeds in accordance with the provisions of the Plan.

It would appear that the proposed building addition will meet the required Site Plan criteria outlined in the Plan. A Site Plan Agreement should be registered on the property to ensure that the development and use of this land is in accordance with the approved plans and reports.

It is our opinion that the proposed addition to the Church complies with the intent and direction of the Official Plan.

### **Township of Collingwood By-law 83-40**

The lands are zoned Institutional 'I' within the Township of Collingwood Zoning By-law 83-40. The Institutional 'I' zone permits a wide range of institutional uses including Churches and uses, buildings and structures accessory thereto. The proposed building addition would appear to meet all required Zoning regulations and therefore a Zoning By-law Amendment is not required.

Parking requirements for the Church and Rectory are calculated based on the floor area and on the use of that floor area within the building. It has been calculated that a total of 55 parking spaces are required, with 56 spaces being provided on the Site Plan.

It is our opinion that the existing Institutional 'I' zone is appropriate for the subject lands and that no further amendments to the By-law are required.

### **Additional Comments**

A Public Meeting did not occur and Planning Services Staff note that one is not required under the *Planning Act*.

Outside Agencies were involved in developing the proposed site plan, including the Grey Sauble Conservation Authority (GSCA). GSCA have reviewed the watercourse that flows along the south portion of the property and are satisfied with the setback from the watercourse. They have also noted that a permit from their office will be required prior to any construction or site alteration.

The proposed building addition was been reviewed by Town Staff through the Development Review Committee on March 21, 2011. A number of questions and recommended changes were sent to the proponent for consideration, with a response to these provided by way of correspondence dated April 7, 2011 (copy attached) and revised drawings.

With respect to the matter of municipal services, specifically sanitary, it is noted that same extends along the first 20 metres of Russell Street. The Town's Engineering & Public Works Department have advised that the Town's Engineering Standards requires that municipal services be extended along the entire frontage of the property. The proposal reflects a sanitary connection to the sanitary stub and does not proposed the requisite extension. Correspondence from St. George's dated April 7, 2011 (copy attached) speaks to this issue and same is currently under review by Engineering Staff.

A further concern was identified with respect to the existing rose bush garden encroaching onto the municipal sidewalk. In this regard, the Church has advised that they have a monthly maintenance arrangement in place during the summer months to ensure that the roses are properly pruned back.

The Chief Building Official has advised that a permit pursuant to the *Building Code Act* is required and that the On-site Sewage System is to be decommissioned in accordance with accepted practice.

No other major concerns have been identified by Town Staff as they relate to the proposed addition.

Development Charges do not apply as Churches is an exempted form of development under the Development Charges Act and the Town Development Charges By-law.

Site Plan Approval is required for this development. Provided the matter of the sanitary sewer extension is resolved, a final Site Plan and Site Plan Agreement can be completed with same subsequently being registered on title.

Based on the foregoing, it is the opinion of Planning Staff that the proposed building addition to the existing Church conforms to the intent and direction of the Town of The Blue Mountains Official Plan, Zoning By-law and represents good planning. Therefore Planning Staff support this application for Site Plan Approval subject to the comments and conditions noted in this report.

### **C. The Blue Mountains' Strategic Plan**

These changes continue to be consistent with Strategic Plan goal #1:

*"Managing growth to ensure the ongoing health and prosperity of the community."*

### **D. Budget Impact**

NIL

### **E. Attached**

1. Site Plan
2. St. George's April 7<sup>th</sup> Letter

Respectfully submitted,

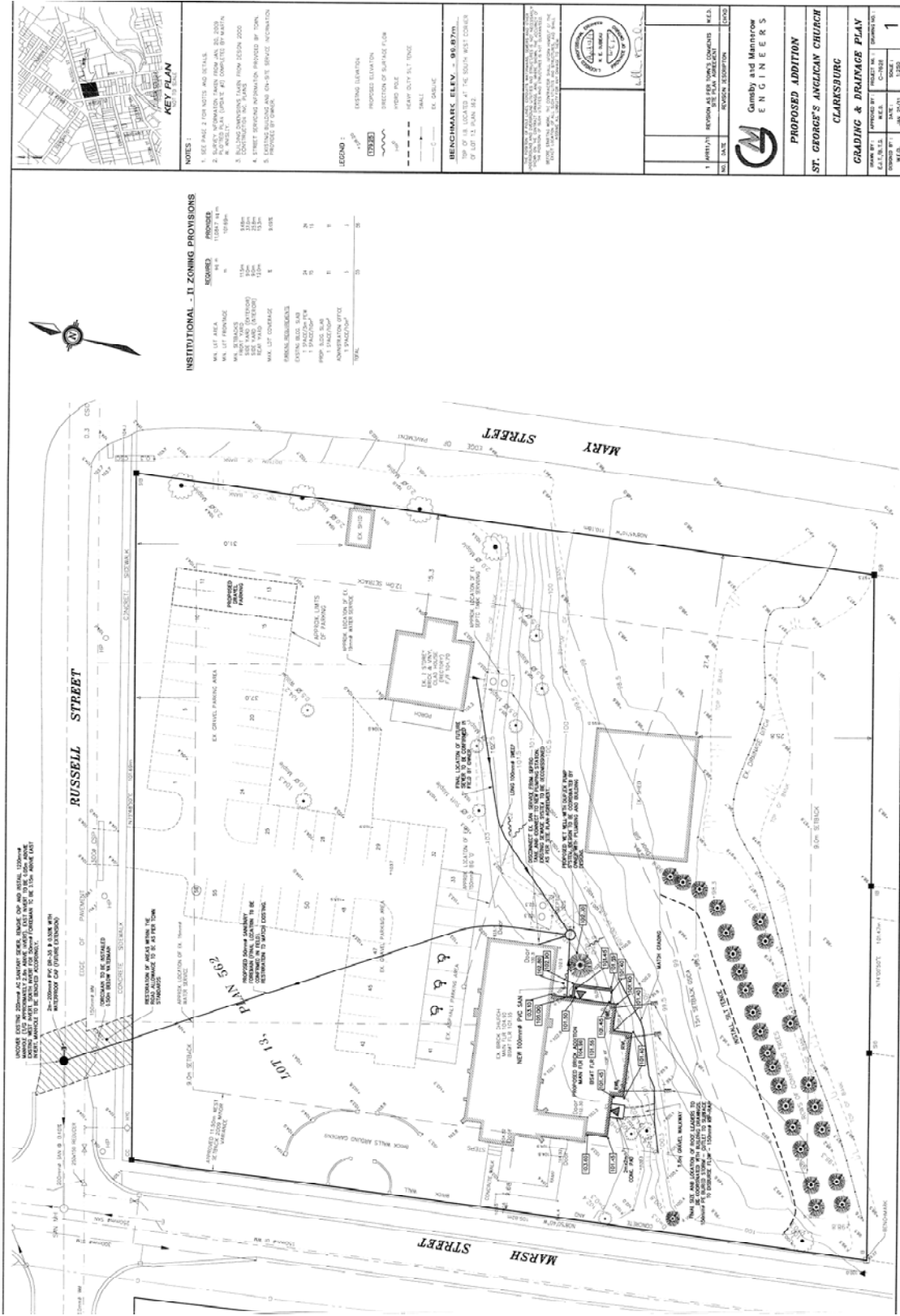
---

Shawn Postma, Planner II  
26 Bridge Street – Box 310  
Thornbury, ON NOH 2PO  
519-599-3131 ext.248  
1-888-258-6867  
F: 519-599-3018  
[spostma@thebluemountains.ca](mailto:spostma@thebluemountains.ca)

---

David Finbow, Director, Planning & Building Services  
26 Bridge Street – Box 310  
Thornbury, ON NOH 2PO  
519-599-3131 ext.246  
1-888-258-6867  
F: 519-599-3018  
[dfinbow@thebluemountains.ca](mailto:dfinbow@thebluemountains.ca)

# Site Plan:





## St. George's Anglican Church

Clarksburg, serving The Blue Mountains

The Venerable Stephen M. Haig  
Archdeacon of the Saugeens

166 Russell Street  
Box 9, Clarksburg, ON  
N0H 1J0

e-mail: [stgeorge@bmts.com](mailto:stgeorge@bmts.com)  
Tel: 519-599-3047  
Fax: 519-599-2874

Mr. Shawn Postma  
Planner II  
Town of the Blue Mountains  
26 Bridge Street  
Thornbury  
ON N0H 2P0

April 7, 2011

Shawn:

**Site Plan Application –Building Addition. St. George's Anglican Church, 166 Russell Street.  
File P940**

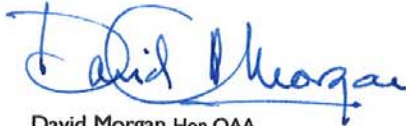
Further to your letter of April 1, 2011 our subsequent telephone conversation and meeting on Tuesday 5<sup>th</sup> April. The following are our responses to the comments raised in the letter and at the meeting:

1. The Scattering garden is in no way impacted by the proposed building extension or the installation of necessary services. It is located to the north west of the church building in the area noted on the site plan as "brick walls around gardens".
2. We do not understand the necessity of the requirement for the extension of the sewer line along Russell Street for the full extent of the church's side yard property. There is a sufficient length of sewer on Russell existing for a connection. Imposition of such a requirement would increase the cost our project to an unaffordable level. If this requirement is part of the servicing of all properties along Russell then such costs are normally recovered as a local improvement for all properties or such other shared cost recovery. We are not aware that the neighbouring church paid for extension along Russell in their provision of an addition to the church a number of years ago. Perhaps this issue could be resolved by an undertaking in an agreement with the Town to pay for such an extension in the future as part of the overall servicing of all properties along Russell Street As you are aware we are providing a pump station on our lands. The only alternative for us is to seek a permit to enlarge our septic system, failing that then we are unable to proceed with this addition to the Church.
3. We have requested our engineers Gamsby and Mannerow to review the Towns engineering standards to ensure that their drawings comply with the required engineering standards. However our review of those standards indicates that the drawings are in compliance with those standards. Also that they note on the drawings that they are "Accepted for Construction and Site Plan Agreement Purposes".
4. The water service to the rectory is off of Russell Street, the house has its own septic tank system. We will have these plotted on the submitted drawings. It is our intention to connect the drainage from the rectory to the pumping station from the church within the next year and therefore the septic tank at the Rectory will be decommissioned at that time. You noted a concern that the Rectory should have its own sewer connection. As the Rectory and Church are under one ownership we feel that this is unnecessary. We are however willing to agree that should the Rectory ever be severed and sold then a condition could be imposed at that time to make a separate sewer connection.

5. We have asked Gamsbey and Mannerow to address the question of sealing the Storm water management report.
6. The existing septic tank serving the church will be decommissioned in due course, following completion of the new sewer connection and pumping station installation.
7. An Architects seal will be applied to the drawings submitted for OBC.
8. The existing gardens are entirely on church property and do not encroach on the sidewalk. A monthly maintenance arrangement is in place during the summer months to ensure that the roses are pruned.
9. 56 parking spaces will be provided. Parking for the Rectory is on the driveway to that building and provides two spaces.

Directly the drawings have been revised we will resubmit them. Thank you for your assistance with this application.

Yours truly

A handwritten signature in blue ink that reads "David Morgan". The signature is fluid and cursive, with a long horizontal stroke at the end.

David Morgan Hon OAA  
Project Manager  
for and behalf of St. George's Anglican Church.

c.c: Gary Huber Rectors Warden, St George's Church  
Sarah Bedard Peoples Warden St. George's Church  
Wm. E. Dubeau. Gamsby and Mannerow.  
File

**STAFF REPORT:**

**Planning & Building Services Department**



**REPORT TO:** Planning & Building Committee  
**MEETING DATE:** April 20, 2011  
**REPORT NO.:** PL.11.39  
**SUBJECT:** Official Plan Review –  
Background Report  
**PREPARED BY:** Cindy Welsh, MCIP, RPP  
Senior Policy Planner

**A. Recommendations**

**THAT Council receive staff report PL.11.39 Official Plan Review – Background Report for information purposes.**

**B. Background**

At the April 4, 2011, the Planning and Building Committee considered Staff Report PL.11.35, Official Plan Review – Updated Work Plan. This Report provided an update with respect to the Review and also provided an updated work plan. Further, the Committee requested that a Special Meeting of the Committee take place whereat the Committee, and the public, would have an opportunity to meet the selected Consultant, Meridian Planning Consultants; receive additional information with respect to the Review and the related process; provide further input to supplement the previously approved Terms of Reference and Request for Proposals Document; and, to provide further guidance so as to supplement the role of the Council approved Steering Committee.

In preparation of the Special Meeting, the Consultant has prepared a memorandum (Addendum A) which outlines the following:

- Role of the Official Plan;
- Purpose of an Official Plan Review;
- Study Components; and
- Public Consultation

Phase 1 of the Official Plan Review will be completed between April 2011 and September 2011. Phase 1 activities include background research, issues identification and review of the existing plan. Phase 2 will begin in September 2011 and will run until March 2011 with activities to include plan preparation.

**C. The Blue Mountains' Strategic Plan**

*Managing growth to ensure the ongoing health and prosperity of the community.*

**D. Environmental Impacts**

Not applicable.

## **E. Financial Impact**

The Official Plan Review process was approved as an Operating Project in the 2010 Budget with \$140,000 budgeted for consulting services and \$84,000 for legal services. Meridian Planning Consultants Inc. have been retained at a cost of \$134,387.11 to undertake the Town of The Blue Mountains Official Plan Five-year Review.

## **F. Attachments**

A. Meridian Planning Consultants Ltd. Memo dated April 14, 2011.

Respectfully submitted by:

---

Cindy Welsh, MCIP, RPP  
Senior Policy Planner  
The Blue Mountains  
26 Bridge Street E., Box 310  
Thornbury, ON N0H 2P0  
Tel: (519) 599-3131, ext. 262  
Toll Free: 1-888-258-6867  
Fax: (519) 599-3018  
E-mail: [cwelsch@thebluemountains.ca](mailto:cwelsch@thebluemountains.ca)

---

David Finbow  
Director, Planning & Building Services  
The Blue Mountains  
26 Bridge Street E., Box 310  
Thornbury, ON N0H 2P0  
Tel: (519) 599-3131, ext. 246  
Toll Free: 1-888-258-6867  
Fax: (519) 599-3018  
E-mail: [dfinbow@thebluemountains.ca](mailto:dfinbow@thebluemountains.ca)



## **MEMORANDUM**

**To:** Town of The Blue Mountains Planning & Building Committee  
**From:** Mark Stone, Senior Planner  
**Date:** April 15, 2011  
**Re:** Town of The Blue Mountains – Official Plan Review  
Our File No: 4074

---

## **INTRODUCTION**

The purpose of this memorandum is to provide a brief overview of the Official Plan Review, discuss the role of an Official Plan and identify some of the key components of the workplan. The Town is undertaking this Review in accordance with the Planning Act to ensure that the Official Plan conforms to Provincial and County policy. However, this review is also an opportunity for the Town to ensure that the Official Plan reflects the needs and aspirations of the community.

## **ROLE OF THE OFFICIAL PLAN**

At a high level, an Official Plan contains goals, objectives and policies to manage and direct physical change and the effects of that change on the social, economic and natural environment of a municipality. An Official Plan also establishes the basic framework for how the community will evolve over time.

## **PURPOSE OF AN OFFICIAL PLAN REVIEW**

The Planning Act requires that an Official Plan be reviewed at least every five years to ensure conformity with legislation and provincial policy. The main Provincial policy document to be considered in reviewing the Official Plan is the Provincial Policy Statement (PPS). The PPS provides policy direction on matters of provincial interest related to land use planning and development. The PPS states that:

*“Long-term prosperity and social well-being of Ontarians depend on maintaining strong communities, a clean and healthy environment and a strong economy. Efficient land use and development patterns support strong, livable and healthy communities, protect the environment and public health and safety, and facilitate economic growth.”*

The Review will also involve implementing the County Official Plan and various Town studies that have been completed. This Review is also an opportunity for the Town to

consider current and emerging issues and trends, and to ensure that the Official Plan responds to local priorities, aspirations and changing community needs. This Official Plan Review is not intended to fundamentally change the current policy approach or substantially redesignate properties within the municipality.

The review of the Official Plan is an opportunity for the Town to ensure the policy framework on which the Official Plan is based, in context of the needs and aspirations of the local community, is current, relevant and appropriate. It is also an opportunity to address and support strategies and programs of the Town through land use planning mechanisms.

### **STUDY COMPONENTS**

To ensure that the Official Plan Review takes into account all considerations and issues, and involves the community throughout the process, a two-phase comprehensive workplan has been established.

**Phase 1, Background Issues and Review**, will focus on understanding:

- the vision, aspirations and concerns of Council and the community
- the current Official Plan
- all relevant studies prepared to date
- relevant Provincial and County policy, and the types of choices and decisions the Town must make
- relevant background information and policy relating to a range of study or theme areas including natural heritage, agriculture, cultural heritage, design and employment

**Phase 2, Plan Preparation** will focus on preparing policy for the Official Plan.

### **PUBLIC CONSULTATION**

Consultation with the community is an important component of this project and thus is integrated throughout both phases of the workplan. The consultation workplan involves a variety of methods to outreach to the community including:

- a series of visioning workshops with the community to explore themes, issues and policy areas
- ensuring a transparent and open process
- providing web content that provides a range of information respecting the review, and that is constantly updated
- release of a newsletter in the near future to introduce the project to the community
- exploring opportunities for youth input

The following chart summarizes the Town's consultation workplan.

<b>PHASE 1</b>	
Steering Committee Meeting #1	April 21
Workshops with Town Senior Management and Planning Department	May
Council Workshop	May
Agencies, Boards and Commissions Meeting #1	June
Visioning Workshops (One day) - Public Sessions #1-6	June
Steering Committee Meeting #2	June
Public Meeting #1 - Policy Options and Recommendations - Public Session #7	September
Steering Committee Meeting #3 - Policy Options Presentation	September
<b>PHASE 2</b>	
Vision Preparation and Public Discussion - Public Session #8	September
Steering Committee Meeting #4 - First Draft Review	November
Public Workshops - Public Sessions #9-14	November
Agencies, Boards and Commissions Meeting #2	November
Steering Committee Meeting #5 - Second Draft Review	December
Public Open House and Workshop #3	January 2012
Planning and Building Committee Presentation of Second Draft of Official Plan	January 2012
Meeting with Council	February 2012
Statutory Public Meeting	March 2012

## **CONCLUSION**

We are excited to work with you on this important document for the future of the Town. We also look forward to engaging in dialogue with the Town at this early stage to get a clearer understanding of some of the preliminary goals, objectives and issues that should be considered as we move forward.

Sincerely,



Mark Stone, BES, MCIP, RPP  
Senior Planner

**CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS  
NOTICE OF PUBLIC MEETING**

***REVISED DATE ONLY***

**PROPOSED CHANGES IN FEES & REVISIONS TO THE FEE  
SCHEDULES FOR PLANNING, BUILDING & ENGINEERING SERVICES**

The Council of the Corporation of the Town Of The Blue Mountains is holding a Public Meeting in order to receive comments from the public with respect to proposed changes in fees and revisions to the schedule of fee for Planning, Building & Engineering Services. This Public Meeting will be held at the **L. E. SHORE MEMORIAL LIBRARY, 173 BRUCE STREET SOUTH, THORNBURY, ONTARIO, COMMENCING AT 7:00 P.M. ON THE 4<sup>th</sup> DAY OF MAY 2011.**

These proposed changes are summarized as follows:

**Planning Fees**

The proposed changes are to increase Planning fees by approximately 2.2% and to make minor amendments to the Fee Schedule so as to clarify the application of fees.

**Building Permit Fees**

The proposed change is to increase Building Permit fees by approximately 8% per annum over the next three years so as to address deficiencies between revenues and operating costs.

**Engineering Fees**

The proposed changes are to increase Engineering Fees from 3% of the cost of the proposed works to 3.5% and to provide for a pre-servicing fee of 0.5% (which is in addition to the proposed 3.5% fee).

Any person or agency may attend the Public Meeting and/or make written or verbal representation.

Should you be unable to attend the Public Meeting and have questions or wish to provide written comments, please contact:

David Finbow  
Director, Planning & Building Services  
26 Bridge Street E., Box 310  
THORNBURY, ON N0H 2P0  
[dfinbow@thebluemountains.ca](mailto:dfinbow@thebluemountains.ca)  
519-599-3131 Ext. 246  
1-888-258-6867

Reg Russwurm  
Director, Engineering & Public Works  
26 Bridge Street E., Box 310  
THORNBURY, ON N0H 2P0  
[rrusswurm@thebluemountains.ca](mailto:rrusswurm@thebluemountains.ca)  
519-599-3131, Ext. 260  
1-888-258-6867

Additional information relating to the proposed changes are available on the Town's website at [www.thebluemountains.ca](http://www.thebluemountains.ca), for inspection during regular office hours in the Planning Services Division at the Municipal Office, Thornbury, or contact the Planning Services Division directly at (519) 599-3131, Ext. 283.

DATED at Town of The Blue Mountains this 30<sup>th</sup> day of March, 2011.

Corrina Giles, Town Clerk  
Corporation of the Town of The Blue Mountains  
26 Bridge Street East, Box 310  
Thornbury, ON N0H 2P0  
[cgiles@thebluemountains.ca](mailto:cgiles@thebluemountains.ca)  
(Ph.) 519-599-3131, Ext. 232  
(Toll Free) 1-888-258-6867