



# AGENDA

ASSET MANAGEMENT COMMITTEE MEETING  
Wednesday, June 30, 2021 9:00 a.m.

**ZOOM MEETING**

**You Tube Channel: South Algonquin Council**

Open Meeting/Call to order

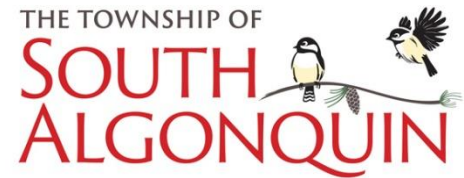
1. Additions / Amendments to the Agenda
2. Adoption of the Agenda
3. Disclosure of Pecuniary Interest
4. Unfinished Business
  - Recreational Vehicles/Travel Trailers-Staff Report
  - Driveway Restoration - Maple Drive
  - Capital Projects Status Update
5. New Business
  - Pedestrian Walkway - Aylene Lake Road Dam

Adjournment

Submissions received from the public, either orally or in writing, may become part of the public record.

# STAFF REPORT

Meeting Date: June 30, 2021



Agency: Township of South Algonquin

Staff Contact: Michael Anderson, CBO/By-Law Enforcement Officer & Tracy Cannon, Planning & Building Administrator

Agenda Title: Recreational Vehicles & Travel Trailers used for human habitation

Agenda Action: Staff Direction

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## **Recommendation**

Council provide staff with direction on how they wish to proceed with recreational vehicles (RVs) and travel trailers that are being used for human habitation on vacant land and on lands that have primary dwelling units or other accessory structures.

## **Background**

At the meeting of June 2<sup>nd</sup> Council requested further information on the use of travel trailers and policies around the use of travel trailers.

Since June 2<sup>nd</sup> there has been an increase in travel trailers and RVs being used for human habitation on vacant land and also being used for human habitation on lands that have existing dwelling units or other accessory structures; family and friends or renting.

There is also an increase in occurrences of multiple trailers being placed on one property; creating a family/friend trailer park.

Concerns are;

- compliance with the Comprehensive Zoning By-Law; land use conflict;
- sewage and grey water disposal; environmental impact;
- trailers/RV not assessed as structures; therefore, lands are assessed as vacant- Loss of taxation revenue;
- fairness to other property owners who are being assessed.

## **Analysis**

The Comprehensive Zoning By-Law and the Official Plan have provisions pertaining to the use of travel trailers and RVs for human habitation as indicated below.

## **Zoning By-Law Provisions**

Definitions:

**Recreational Vehicle** means a vehicle that provides short term occupancy intended and used exclusively for travel, recreation and vacationing, designed to be self-propelled, and includes such vehicles commonly known as recreational vehicles (“RVs”), motor homes or other similar

vehicles but does not include a mobile home.

***Tent Trailer/Travel Trailer*** means any trailer which is designed to be temporarily utilized for living, shelter and sleeping accommodation, with or without cooking facilities and which has running gear and towing equipment permanently attached and a current license and is not permanently affixed to the ground.

***Camping Establishment*** means a parcel of land used or maintained as an overnight tent and trailer park where people are accommodated temporarily in tents, recreational vehicles and trailers, or other similar facilities, whether or not a fee or charge is paid for the rental thereof, but does not include a mobile home park.

***Mobile Home*** means any dwelling that is designed to be mobile, and constructed or manufactured to provide a residence for one or more persons certified in accordance with C.S.A. Standard Z240 or 241, but does not include a travel trailer or tent trailer or trailer otherwise designed.

Section 4.24; the use of a recreational vehicle, mobile home or tent travel trailer for human habitation shall be prohibited within the area covered by this By-law, except in a Zone where such uses are specifically permitted.

Section 4.4; a travel trailer shall be permitted for accommodation while construction of a principal dwelling is underway.

The Comprehensive Zoning By-Law does allow for “**Camping Establishment**” in Tourist Commercial (C4) Zone and Camping Commercial (C5) Zone but not in “Residential/Rural Zones” per the below tables.

- C1 – Settlement Area Commercial
- C2 – Shoreline Commercial
- C3 – Highway Commercial
- C4 – Tourist Commercial
- C5 – Camping Commercial

6.2 PERMITTED USES TABLE

Table 6.1

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
USE	C1	C2	C3	C4	C5
Building Supply And Lumber			•		
Camping Establishment				•	•
Care Facility	•				
Clinic	•				
Commercial Outfitters Operation	•		•		
Community Institutional Use	•				
Convenience Store	•		•		
Day Nursery	•				
Drive-Through Restaurant			•		
Dry Cleaning Or Laundry Outlet	•		•		
A Maximum Of 2 Accessory Dwelling Units, Located On The Second Storey	•		•		
Dwelling, Accessory	•(1)	•(1)	•(1)	•(1)	•(1)

Dwelling Unit, Accessory	•(1)	•(1)	•(1)	•(1)	•(1)
Equipment Rental Establishment	•		•		
Food Truck / Food Outlet			•	•	
Fruit And Vegetable Stand	•		•		
Grocery Store	•				
Hotel, Motel	•		•	•	
Marina		•			
Marine Vessel Sales And Service Establishment		•	•		
Motor Vehicle Repair Facility			•		
Motor Vehicle Sales			•		
Motor Vehicle Service Centre			•		
Nursing Home	•				
Office	•				
Office, Accessory	•	•	•	•	
Open Storage Area, Accessory			•		
Personal Service Shop	•				
Place Of Assembly	•		•	•	
Private Club	•				
Real Estate Sales Office	•				
Recreational Vehicle Sales And Service Operation			•		
Restaurant/Tavern	•	•	•	•	
Retail Store	•		•		
Retail Store, Accessory		•	•	•	•
Camp				•	
Tourist Camp				•	
Veterinary Clinic	•		•		
Workshop			•		

- R1 – Settlement Area Residential
- R2 – Settlement Area Shoreline Residential
- SR – Shoreline Residential
- LSR – Limited Service Shoreline Residential

**5.3 PERMITTED USES TABLE**

**Table 5.1**

Column 1	Column 2	Column 3	Column 4	Column 5
USE	R1	R2	SR	LSR
Cottage			•	•
Dwelling Unit, Secondary	•			
Detached Dwelling	•	•	•	•
Home Occupation	•	•	•	•
Bed and Breakfast Operations	•	•		

- CF – Community Facility
- RU – Rural
- CL – Crown Land
- EP – Environmental Protection
- LS – Lakeside

**8.2 PERMITTED USES TABLE**

**Table 8.1**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
USE	RU	CF	CL	EP	LS
Agriculture	•				
Bed and Breakfast Operations	•				
Commercial Greenhouse	•				
Conservation Use				•	
Contractor's Yard	•				
Dwelling Unit, Accessory	•				
Dwelling Unit, Secondary	•				
Dwelling, Detached	•				
Emergency Service Facility		•			
Public Works Yard		•			
Forestry	•				
Home Industry	•				
Home Occupation	•				
Recreational Camp	•				
Recreation Trails	•	•			
Community Institutional Use		•			
Sports Field	•	•			
Park	•	•	•	•	•
Library		•			
Museum		•			
School		•			
Place of Worship		•			

## **Official Plan Policy**

Section 2.16.1; In accordance with the general policies of this Plan, travel trailers are not acceptable substitutes for any of the dwelling types identified in section 2.8.3. This restriction does not apply to the placement of travel trailers on a property that has an existing allowable dwelling, whereby the trailer functions as an accessory building or is placed on a property for storage or for sale.

Section 2.16.2; the Township may allow the temporary use of a trailer on a property where a building permit may be issued for the construction of a permanent dwelling allowed under section 2.8.3. Such a trailer may be located on the subject property for the period required to construct the main dwelling, so long as the period does not exceed three years.

## **Alternatives**

1. Permit the use of RVs/travel trailers in Residential and Rural Zones and provide restrictions through the implementation of a Recreational Vehicle/Travel Trailer Licensing By-law.

RV/Travel Trailer Licensing By-law will;

- allow for short term use of travel trailers and RVs (current Zoning by-law does not allow any use of travel trailers or RVs for any length of time except in Tourist Commercial and Camping Commercial zones);
- allow flexibility within the bylaw to allow a certain number of travel trailers as they have become so commonly used in our municipality;
- protect our environment, water and land by ensuring that sewage is being properly disposed of and that proper setbacks are enforced;
- help settle any disputes between neighbours while attempting to strike a balance between those who oppose the use of travel trailers and those who wish to use travel trailers for short and long-term stays; and
- provide the Municipal By-Law Enforcement Officer with tools to aid in the enforcement of this by-law when voluntary compliance is not achieved.

Process: Official Plan Amendment and if approved by the Ministry pass a Zoning By-law Amendment per the requirements of the Planning Act. Pass a Recreational Vehicle/Travel Trailer Licensing By-law.

2. Permit the use of RVs/travel trailers without the implementation of Recreational Vehicle/Travel Trailer Licensing By-law.

Process: Official Plan Amendment and if approved by the Ministry pass a Zoning By-law Amendment which would permit the land-use of RVs/travel trailers in strict accordance with the provisions of the applicable zoning by-law.

3. Leave the Zoning By-Law as is and prohibit the use of RVs/travel trailers in the Residential and Rural Zones and if a property owner wishes to use RVs and/or travel trailer as human habitation then an OPA and ZBLA would be required at the expense of the applicant.

Process: Staff begin to enforce the use of RVs/travel trailers that are not in compliance with the current Zoning By-Law.

When considering the alternatives, Council should keep in mind that our current resources do not adequately provide enforcement for any of the alternatives. Therefore, budgetary provisions will need to be considered for any of the alternatives.

Also, OPA and ZBLA require public notice per the Planning Act and are both appealable to the Ontario Land Tribunal.

Updates to the OP and ZBL would establish where RVs/travel trailers are permitted and the criteria i.e, setbacks from property lines and waterbodies and septic requirements.

### **Fiscal Impact**

- Loss of taxation revenue
- Licensing By-Law should generate sufficient revenues to cover enforcement costs and staff time to review applications and issue licenses.

### **Consultations**

Patrick Townes, Planner MHBC Planning Consultant Inc.

Bryan Martin, CAO/Clerk Treasurer

## **Public Works Department Operations Update**

From: Dave Gatley, Public Works Superintendent

To: Mayor Dumas & Councillors

Date: June 29, 2021

### **Transportation Services:**

Dust Suppression – Application of liquid calcium began on June 16<sup>th</sup> and has since been completed in the Sabine and Whitney areas. Although dust suppression operations for the remaining eastern part of the township were on track for completion before the July 1<sup>st</sup> long weekend, operations have been temporarily suspended to allow for repair of extensive erosion damage from the heavy rains of June 26<sup>th</sup>.

Roadside Mowing – Operations are scheduled to begin in the third week of July.

Equipment – The Cat 430FIT rubber tire backhoe requires new rear tires sooner than anticipated. The tires have some remaining service life but have begun to develop blisters that can cause rapid failure. Replacement tires are estimated at approximately \$3,000 and will exceed the unit's budgetary allowance. This unplanned expense is not expected to significantly impact department's overall budgetary allowance and no reserve funds are anticipated to be required.

### **Environmental Services:**

MECP – The Annual Reports for both landfill sites have been submitted by Jp2g and acknowledged by the MECP. The MECP has confirmed that our response to their recent "desktop" Solid Non-Hazardous Waste Disposal Inspection Report conducted for the Madawaska site is satisfactory.

### **Recreation & Cultural Services:**

Whitney Beach – 7 loads of beach sand was hauled and placed at the beach and volleyball courts on June 24<sup>th</sup> & 25<sup>th</sup>.

### **2021 Summer Work Plan Schedule:**

McCauley Lake Road - Drainage & road improvement work is progressing toward completion.

Shields Road – Improvement work is tentatively scheduled to begin during the week of July 12<sup>th</sup>.

Aylen Lake Road – A successful quotation for the asphalt repairs has been accepted and is within budgetary allowances. The work is tentatively scheduled for the week of July 12<sup>th</sup>.

Airy Trestle - Six Tenders were received on June 24<sup>th</sup> however; the bids are significantly over budgetary allowances. The engineer is exploring re-design options and is working with bidders to determine a viable solution.

Hay Lake Road – A successful engineering proposal for the proposed reconstruction project has been accepted and is within budgetary allowances. Survey work is anticipated to begin shortly.

Roads Needs Study – Three proposals have been received and are being assessed. All proposals are within budgetary allowances.

Branding Plan Signs – Contractor is working on proofs of the regulatory signs and obtaining some outstanding permit information.

Dry Hydrants – Five potential sites have been identified and are being submitted to the MNRF for review.