

**June 20, 2023**

**HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS MEETING – MINUTES**

On Tuesday, June 20, 2023, the Human Resources, Administration & Public Relations Committee held an in-person meeting.

**Council Present:**

Mayor Ethel LaValley  
Councillor Sandra Collins, Chair  
Councillor Joe Florent  
Councillor Joan Kuiack  
Councillor Shawn Pigeon  
Councillor Bill Rodnick |  
Councillor Laurie Sydock

**Township Staff Present:**

Bryan Martin, CAO, Clerk-Treasurer  
Tracy Cannon, Planning & Building Administrator  
Forbes Symon, Senior Planner Jp2g Consultant Inc.

**OPEN MEETING/CALL MEETING TO ORDER:**

Councillor Collins called the meeting to order at 9:17 a.m.

**ADDITIONS/AMENDMENTS TO THE AGENDA: None**

**ADOPTION OF THE AGENDA**

**Moved by:** Mayor LaValley

**Seconded by:** Councillor Florent

To adopt the agenda as circulated.

**DISCLOSURE OF PECUNIARY INTEREST: Councillor Kuiack-Short Term Rental Policy**

**PRESENTATION/DELEGATIONS:**

**Draft Official Plan**

The committee reviewed various sections of Draft 2 of the Official Plan. Mr. Symon clarified sections and will update required sections.

Mr. Symon will also provide an updated draft with the revisions discussed today.

A resolution will be presented at the council meeting of July 5, 2023 authorizing staff to proceed with circulation to the Ministry of Municipal Housing and Affairs. Resolution will also authorize staff to proceed with a public meeting/open house for September.

**Draft Short Term Rental Policy and Zoning By-Law Amendment**

Discussion and review of the report provided by Mr. Symon regarding the implementation of a Short-Term Rental Policy and the requirement to recognize Short Term Rentals in the Zoning By-Law through an amendment.

Staff will arrange an open house for public input around the first week in October.

The committee to provide comments on the draft policy to T. Cannon by July 7<sup>th</sup>.

**UNFINISHED BUSINESS:**

**Draft Yards Standard By-Law**

Discussion regarding the draft Yards Standard By-Law. Committee to provide comments to T. Cannon by July 7<sup>th</sup>. Staff will modify the circulated draft. Staff will bring the revised draft back to committee for review. After such time council is satisfied with the draft, staff will schedule an open house for public comment on the draft.

**NEW BUSINESS:**

**Committee of Adjustment & AMO Training**

Staff will arrange Committee of Adjustment through OACA for members and investigate booking November 28<sup>th</sup> for council to attend the AMO New Councillor training.

**ADJOURNMENT:**

**Moved by:** Councillor Florent

**Seconded by:** Councillor Pigeon

To adjourn the Human Resources, Administration & Public Relations Meeting of June 20, 2023, at 11:42 a.m.

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Councillor S. Collins

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Tracy Cannon, Planning & Bldg. Admin.  
Recording Secretary