

September 13, 2023

HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS MEETING – MINUTES

On Wednesday, September 13, 2023, the Human Resources, Administration & Public Relations Committee held a hybrid meeting.

Council Present:

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

Township Staff Present:

Bryan Martin, CAO, Clerk-Treasurer
Tracy Cannon, Planning & Building Administrator
Jennifer Baragar, Deputy-Treasurer

OPEN MEETING/CALL MEETING TO ORDER:

Councillor Collins called the meeting to order at 9:05 a.m.

ADDITIONS/AMENDMENTS TO THE AGENDA:

New Business: Memorial Program

ADOPTION OF THE AGENDA

Moved by: Councillor Florent

Seconded by: Councillor Kuiack

To adopt the agenda of September 13, 2023 as circulated and amended.

DISCLOSURE OF PECUNIARY INTEREST: Councillor Kuiack and Councillor Pigeon-Draft Short Term Rental Zoning By- Law Amendment and Policy

UNFINISHED BUSINESS:

Draft Short Term Rental Zoning By-Law Amendment and Policy

Staff will revise the Draft Short Term Zoning By-Law Amendment:

- Include Shoreline Residential (SR) and Limited Shoreline Residential (LSR).
- Remove the requirement to permit only in primary dwelling units. Inclusion of seasonal dwellings i.e. cottages.
- Add permission to include secondary dwelling units on the bases there is an adequate sewage system. (Not include trailers or guest cabins/bunkies).
- Emergency contact person must be able to be on site within 30 minutes.

Once the draft by-law is complete staff will bring it back to a future meeting for council approval to proceed with public consultation.

The by-law will proceed first as revisions to the by-law will most likely cause changes to be made to the current draft Short-Term Rental Policy. A draft of the policy will also be taken to public consultation at the same time as the Zoning By-Law Amendment. This will provide staff and council public input on the policy prior to council consideration.

NEW BUSINESS:

Memorial Program - Councillor Kuiack requested a memorial program. B. Martin has drafted a Memorial Dedication Policy and will present it at an upcoming committee meeting.

Draft Routine Disclosure and Active Dissemination Policy- B. Martin presented the Draft Routine Disclosure and Active Dissemination Policy. The policy will be included in the October Regular Council Meeting

Draft Schedule of Fees-Staff will make revisions per committee and staff discussions and bring it back to a future meeting.

Staff will look into the creation of a use policy to determine what community groups will get the benefit of utilizing municipal facilities free of charge.

Budgetary Control Report – Review and discussion.

ADJOURNMENT:

Moved by: Councillor Siydock

Seconded by: Councillor Pigeon

To adjourn the Human Resources, Administration & Public Relations Meeting of September 13, 2023, at 12:01 p.m.

Councillor S. Collins

Tracy Cannon, Planning & Bldg. Admin.
Recording Secretary