



**MINUTES**

**Planning Advisory Committee Meeting  
Tuesday, March 8, 2016  
Council Chambers - 7:00 PM**

**COUNCIL PRESENT:** All Members of the Planning Advisory Committee were in attendance this evening.

**STAFF PRESENT:** Angela Young, Deputy Clerk  
Angela Lochtie, Treasurer  
Ryan Frew, Director of Public Works  
Mandy Cannon, Executive Assistant

**MEDIA PRESENT:** Nil.

- 1. Call to Order and Roll Call**
- 2. Disclosure of Pecuniary Interest and the General Nature Thereof**

No disclosures of pecuniary interest were declared at this time.

- 3. Adoption of the Agenda**

3.1 Dated March 8, 2016

**RECOMMENDATION - 21-2016**

Moved by Heather Lang, seconded by Mark MacKenzie

***THAT the agenda dated March 8, 2016 be adopted as information as submitted and circulated.***

**CARRIED.**

- 4. Delegations and Presentations**

Nil.

**5. Matters Arising out of Delegations Heard**

Nil.

**6. Adoption of Previous Planning Advisory Committee Minutes**

6.1 February 9, 2016

**RECOMMENDATION - 22-2016**

Moved by Scott Brum, seconded by Mark MacKenzie

*THAT the Planning Advisory Committee minutes of the February 9, 2016 Meeting be adopted as submitted and circulated.*

**CARRIED.**

**7. Planning & Development**

Nil.

**8. Reports of Committee of Planning & Other Boards, Committees and Commissions**

8.1 Building Department Report

**RECOMMENDATION - 23-2016**

Moved by Heather Lang, seconded by Scott Brum

*THAT the Building Department Report for the month of February 2016 be accepted as information as submitted and circulated.*

**CARRIED.**

**9. Information Items**

9.1 Notice of Public Meeting - Town of Arnprior

**RECOMMENDATION - 24-2016**

Moved by Heather Lang, seconded by Scott Brum

*THAT the Planning Advisory Committee accept the Notice of Public Meeting from the Town of Arnprior as information as submitted and circulated.*

**CARRIED.**

**10. Motions**

Nil.

**11. Applications for Consent/Minor Variance/Zoning & Official Plan Amendments**

Nil.

**12. Applications for Subdivision & Site Plan Control**

Nil.

**13. Unfinished Business**

Nil.

**14. New Business**

Nil.

**15. Notice of Motions**

Nil.

**16. Public Questions**

**17. Ten Year Plan**

17.1 Current Square Footage

**RECOMMENDATION - 25-2016**

Moved by Scott Brum, seconded by Heather Lang

***THAT** the Planning Advisory Committee accept the correspondence pertaining to the current square footage as information as submitted and circulated.*

**CARRIED.**

17.2 Township Office - Space Breakdown and Other Considerations

**RECOMMENDATION - 26-2016**

Moved by Scott Brum, seconded by Heather Lang

***THAT** the Planning Advisory Committee accept the report pertaining to Township Office - Space Breakdown and Other Considerations as information as submitted and circulated.*

**CARRIED.**

The Planning Advisory Committee directed staff to proceed with the preparation of an RFP document, to be brought back to council, for approval for the design of a new Township Office and Central Recreation Space with the following provisions to be included in the documents:  
 Scope of Work: The RFP document will provide direction as to the general requirements and the required phases of design in which input from the Township is obtained. Phase 1 of the project is to prepare a sketch plan and conceptual design for both the Township Office and Central Recreation Centre as well as providing an overall project budget for the Township Office and Central Recreation Centre. Following approval from Council the preferred option will proceed to the next phases of the design and preparation of the construction tender.

Size of Building: Projected size of building as follows: Township Office 8,000-9,000 square feet. Central Recreation Centre 5,800 square feet.

Budget Parameters: The Planning Advisory Committee directs the Treasurer to amend the building parameters to reflect 8,000-9,000 square feet.

The Treasurer was directed to bring a report pertaining to the design of the Braeside RA Centre forward to the next Planning Advisory Committee meeting.

The Planning Advisory Committee directed staff to proceed with the small option for the new Braeside RA Centre with the understanding that until a Central Recreation Centre is constructed, programming will be limited and some programming will no longer be available.

17.3 January 13, 2016 - Building Committee Minutes

**RECOMMENDATION - 27-2016**

Moved by Scott Brum, seconded by Heather Lang

***THAT** the Planning Advisory Committee accept the January 13, 2016 Building Committee Minutes as information as submitted and circulated.*

**CARRIED.**

17.4 February 2, 2016 - Building Committee Minutes

**RECOMMENDATION - 28-2016**

Moved by Scott Brum, seconded by Heather Lang

***THAT** the Planning Advisory Committee accept the February 2, 2016 Building Committee Minutes as information as submitted and circulated.*

**CARRIED.**

**18. Closed Meeting Session**

Nil.

**19. Adjournment**

The Planning Advisory Committee Meeting adjourned at 9:05 p.m.

**20. Next Meeting**

April 12, 2016

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DEPUTY MAYOR

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CAO/CLERK