



SITE ALTERATION COMMITTEE MEETING

Minutes of the Site Alteration Committee held on Thursday March 16, 2023, at 3:00 p.m., via Zoom meeting.

MEMBERS PRESENT: Councillor Clark Somerville (Chair)
Councillor Joseph Racinsky
Bill Allison
Steven Maltar

REGRETS: Ralph Padillo
David McKeown

OTHERS PRESENT: Mayor Ann Lawlor
Bill Andrews, Commissioner of Transportation & Public Works
Valerie Petryniak, Town Clerk & Director of Legislative Services
Jeff Jelsma, Director of Development Engineering
Maureen Van Ravens, Director of Transportation
Susie Spry, Manager of Enforcement Services
Orlando Donato, Municipal Law Enforcement Officer
Leon Chatoori, Municipal Law Enforcement Officer
Emilia Siwon, Municipal Law Enforcement Officer
Adam Madonik, Municipal Law Enforcement Officer
Kevin Fernando, Municipal Law Enforcement Officer
Crystal Warner, Enforcement Coordinator
Melissa Lawr, Deputy Clerk – Legislation
Reece D'souza, Development Engineering Coordinator
Nova Bonaldo (Recording Secretary)

1. CALL TO ORDER

2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

Nil.

3. MAYOR ANN LAWLOR - INTRODUCTION

Mayor Ann Lawlor thanked the Citizen Members and Councillors for their commitment to the Site Alteration Committee and for the positive impact they have on our community.

4. CODE OF CONDUCT (CLERKS)

Melissa Lawr discussed the Committee Members' requirement to review the Town of Halton Hills Code of Conduct and the Accessible Customer Service Policy and Guidelines. Once complete, Committee Members are to sign and submit the Local Boards and Committee Member Acknowledgement form.

5. SITE ALTERATION BY-LAW AND COMMITTEE PROCESS (JEFF JELSMA)

Jeff Jelsma provided an overview of the Town's website and indicated where information on the Site Alteration Committee, site alteration permit process, and agenda and minutes can be found. Reviewed the Site Alteration By-law and what type of site alteration is covered and not covered under the by-law.

Discussed the importance of quorum and the general process of a meeting; delegation presentation, discussions/questions, and recommendations (support, support with conditions, deny, or defer). If a site visit is required it will be conducted outside of, and prior to, the regularly scheduled Committee meeting date. Site Alteration Committee meetings are open to the public. Agenda and minutes are available on the website. Minutes are circulated to Committee Members for review and comment. Once approved, they are submitted to Council for information.

If an application is supported by the Committee with conditions, staff ensure that all conditions are met prior to approving the application. If an application is denied, Council is the appeal body.

Councillor Somerville mentioned that haul routes, school bus routes/times, and soil testing are the major items that are regularly discussed, considered, and recommended as conditions for applications.

The group discussed the future development of Halton Hills and that under the Planning Act earthworks for subdivisions are exempt from the Site Alteration By-law but are still subject to the Ontario Province's Excess Soil legislation.

6. INSPECTOR REPORTS (STEVE BURT)

Jeff Jelsma provided an example of an Inspector Report which is provided to the Committee prior to the meeting. The Inspector Report includes application information and staff recommendations.

7. BY-LAW ENFORCEMENT (SUSIE SPRY)

Susie Spry explained that the Town's Enforcement Services section will be taking on site alteration enforcement going forward, when the office relates to truck terminals or illegal use of the property. Site Alteration Orders will be generated in Amanda by Municipal Law Enforcement Officers, and they will continue to consult with Development Engineering staff. It has been suggested that the Town apply to the Attorney General for set fines.

This process is new for Enforcement Services staff, and they would appreciate any feedback as they continue to improve the process. The process is: an Order

is issued to the owner and the owner has 30 days to comply; Municipal Law Enforcement Officer will schedule a follow-up inspection; if compliance has not been met, the Municipal Law Enforcement Officer will prepare a court brief which is submitted electronically to the Courts where a Judge reviews and makes a ruling. The Court process is currently very slow. The court brief needs to be submitted within six months of the initial Order. Orders inform the owner to either comply with the Site Alteration By-law or to restore the property.

8. TERMS OF REFERENCE

8.a REVIEW

Staff and the Committee reviewed the changes to the Terms of Reference.

8.b VOTE

The revisions to the Terms of Reference were accepted and moved by Councillor Racinsky and seconded by Bill Allison.

CARRIED

9. DELEGATIONS – NO DELEGATION FOR THIS MEETING

Staff indicated there is a delegation, Conestoga Cold Storage, for the next meeting and asked that the meeting be rescheduled to the week of April 10, 2023 to assist the applicant with an earlier start date for the project.

Action Item: Meeting date to be determined for the week of April 10, 2023.

10. ITEMS TO BE SCHEDULED FOR NEXT MEETING

N/A

11. ADJOURNMENT

The meeting adjourned at 3:55 p.m.