

**PLANNING ADVISORY COMMITTEE
REGULAR MEETING
JANUARY 10, 2017 - 7:00 P.M.**

MINUTES

Present: Councillor Heather Kelly
Councillor Susan MacLeod
Councillor Raymond Fiske
Anne Conrad
Paul Connolly
Robert Ross
Don Kimball
Julie Petrella
Mary White
Mike MacLeod, Planner - Chair

Regrets: Melanie Newell

1. CALL TO ORDER -

The meeting was called to order at 7:00 p.m.

Mike MacLeod welcomed newly appointed members to the Planning Advisory Committee. Introductions were made. Mike noted that the response from the public to serve on the Committee was great this time around, which he was pleased to see.

2. APPROVAL OF AGENDA -

Additions: 8.1 – Zoning in Caledonia (Don)

It was **MOVED** by **Heather Kelly** and **SECONDED** by **Robert Ross** that the Agenda be approved as amended.

Motion Carried Unanimously.

3. APPROVAL OF MINUTES - JUNE 6, 2016

The Committee reviewed the Minutes of June 6, 2016. Robert Ross requested a follow up on the item 5.2 – Signage Pulloff – Port Mouton and whether a meeting of business owners in the area had been held. Mike MacLeod advised that a meeting had been held at White Point last spring and all business owners from Hunts Point to Port Joli were invited. Mike noted that the meeting was not overly well attended. To his understanding there was no consensus among the businesses as to commercial signage off Highway 103. Robert Ross also enquired as the request for Committee site visits for planning amendment and development agreement applications. Mike MacLeod advised the Committee that it was his intention to incorporate site visits as part of the planning application site process. Susan MacLeod noted that this will better enable Committee members to evaluate

applications and make recommendations to Council by having this first hand knowledge of particular properties.

Julie Petrella commented on the Residential Uses in Commercial Zones item and that care needs to be taken when applying zoning to particular properties, as this can affect an owners ability to finance a property. Lenders will look at how a property is zoned as opposed to the actual use of the property in determining a financing rate.

Paul Connolly noted that he did not agree with the results of the rezoning application in Labelle as he does not feel that we were in a position to be turning down development. Robert Ross noted that the Committees responsibility is to make recommendations to Council, but ultimately, it is up to Council to make the final decision.

It was MOVED by **Susan MacLeod** and SECONDED by **Don Kimball** that the Minutes of June 6, 2016 be approved as circulated.

Motion Carried Unanimously.

4. PLANNING ADVISORY COMMITTEE CONTACT INFORMATION

Mike MacLeod review a contact sheet for Committee members and requested any necessary changes. Several corrections were noted. Mike advised that he would make changes and get a revised copy out to Committee.

5. PLANNING ADVISORY COMMITTEE POLICY

Mike MacLeod reviewed a copy of *Policy 60 – Planning Advisory Committee* with members of the Committee, outlining:

- How the Committee membership is broken down;
- Term;
- Meetings; and
- Primary responsibilities.

Mike noted that the primary responsibility of the Committee is in an advisory capacity to Council. The bulk of Committee work centres around reviewing applications for planning amendments and development agreements and making recommendations to Council. Robert Ross noted that it had been quite some time since the Committee last met and he felt that just because there were no formal applications to be dealt with, we should not be cancelling meetings. There should always be items to discuss. Robert suggested creating a list for things we could work on – ongoing planning items – that we could pick away at in the absence of other immediate matters.

Mary White enquired as to the role of the Committee in relation to business attraction on economic growth within the Region. Mike MacLeod advised that the Committee has a role with respect to recommending policy in the Municipal Planning Strategy and regulations in the Land Use Bylaw that encourage new development. Mike noted; however, that the Region has a Department of Economic Development, whose job it is to try to attract new business and development to the area.

Julie Petrella felt that the establishment of a long term vision was necessary to promote growth.

Mary White enquired if the Economic Development Department also had an advisory committee. Heather Kelly noted that Council does not have a committee for this department and that staff make recommendations directly to Council.

Robert Ross felt that perhaps this is something that Council ought to be looking at.

It was **MOVED** by **Robert Ross** and **SECONDED** by **Julie Petrella**

THAT the Council of the Region of Queens Municipality, in conjunction with the review of the Municipal Planning Strategy and Land Use Bylaw, establish an advisory committee on economic development to advise Council on matters of economic development;

AND THAT this economic development committee be made up of members of Council, the South Queens Chamber of Commerce, North Queens Board of Trade, the public and municipal staff.

Motion Carried Unanimously

6. CODE OF CONDUCT

Mike MacLeod reviewed the Region's policy respecting *Code of Conduct for Members of Council and Public Committee Members*. Mike advised that as the Planning Advisory Committee is a standing committee of Council, the members appointed to this committee are expected to conduct themselves in a reasonable and responsible manner. Committee members were given time to review policy and pose any questions they may have.

7. UPCOMING BUSINESS

Mike MacLeod advised the Committee that one of the most significant roles the Committee will have over the next year or so will be its involvement in the review of the Region's Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB). As set out in the Municipal Government Act, municipalities who adopt an MPS and LUB are required to establish a time frame upon which the documents go through a formal review. Council has established this to be at least every eight years. As the regional documents were first approved in 2009, we are required to initiate a review process in 2017. Over the next couple of months, the Committee will be scoping out a framework of how the review will roll out over the next year to year and a half.

8. OTHER

8.1 ZONING IN CALEDONIA

Don Kimball advised that he has had a number of discussions with the owner of a property at Caledonia corner; the former Credit Union building; and the current zoning of this area is problematic for him. Under the Land Use Bylaw, the property is zoned as General Residential (R2) and the property owner is looking at a number of potential commercial options for the building. There also may be some issues around parking on the property. Mike MacLeod advised that he was aware of the situation and has also had several discussions with the property owner respecting development on the site. Mike noted that the zoning for this area is something that needs to be looked at in the upcoming planning document review.

9. MEETING SCHEDULE -

Mike MacLeod advised that the previous Committee had set their meeting schedule for the first Monday of the month. Mike enquired if this schedule was still good or if there was another time that would be more suitable for the group. The Committee felt that the first Monday of the month was satisfactory and to stick with that time.

The next meeting is scheduled for February 6, 2017.

Robert Ross noted that he was going to be away for the next two meetings.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:55 p.m.

Date