

**PLANNING ADVISORY COMMITTEE  
REGULAR MEETING  
DECEMBER 17, 2018 - 7:00 P.M.**

**MINUTES**

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**Present:** Councillor Heather Kelly, Chair  
Councillor Raymond Fiske  
Robert Ross  
Paul Connolly  
Julie Petrella  
Mary White  
Mike MacLeod, Planner

**Regrets:** Councillor Susan MacLeod  
Don Kimball  
Wendy Connors, Development Officer

**1. CALL TO ORDER -**

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

**2. APPROVAL OF AGENDA –**

It was **MOVED** by **Mary White** and **SECONDED** by **Paul Connolly** that the Agenda be approved as circulated.

**Motion Carried Unanimously.**

**3. APPROVAL OF MINUTES – NOVEMBER 5, 2018**

It was **MOVED** by **Robert Ross** and **SECONDED** by **Raymond Fiske** that the Minutes of November 5<sup>th</sup>, 2018 be approved as circulated.

**Motion Carried Unanimously.**

**4. ACTION ITEMS AND UPDATES -**

Mike MacLeod updated the Committee on the status of the Eastlink development agreement application. Mike advised that due to an administrative error in the notification process for the public hearing, a new hearing was required to be scheduled to deal with this matter. As per the Region's Land Use Bylaw, notification of the public hearing is to be sent to all property owners within 200 feet of the property subject to the development agreement. This notification did not happen, so in the interest of fairness and to be in compliance with the Land Use Bylaw, a new hearing has been scheduled for January 22, 2019.

## 5. MUNICIPAL PLANNING REVIEW –

The Committee reviewed a list of key items which it had identified earlier as requiring particular attention in the MPS / LUB review process, as well as an internal philosophy document that UPLAND had prepared as a general framework for the review.

Robert Ross suggested that we take a step back and identify what exactly we are trying to achieve. Robert felt that UPLAND's philosophy seemed a little too broad and scattered. Need to identify plan objectives and break project down into a number of categories or headings, ie. land and building development, environment, social/culture. These overarching categories would then be broken down into sub categories reflecting the key issues the planning documents are intended to incorporate. From that, separate policy statements would be developed to address each.

Robert noted that the background reports are critical to the process and need to include policy recommendations to cover all the thing we deem as important that will eventually go into the draft planning documents. Mike concurred, noting that policy is intended to be developed from the background discussion papers. Mike advised that the discussions papers will start to come out shortly, at which time, the Committee will have the opportunity gauge the direction of the project in meeting Committees expectations.

Heather Kelley suggested that if there were concerns with the direction that the project was taking, that this needed to be addressed sooner than later. We want to be sure that the project is going down the road that we want it to. Paul Connolly advised that the Committee has yet to receive the background papers and we need to assume that the documents will contain the information that we expect. If they don't, then we have a discussion with UPLAND to clarify expectations.

The Committee reviewed the November Progress Report submitted by UPLAND. Julie Petrella suggested that the monthly progress reports should incorporate dates or timeframes so that the Committee can easily see progression of the various aspects of the project. Mike will discuss this with UPLAND and have them look at reformatting the report. Robert Ross enquired as to the timeframe of submission of discussion papers for Committee review. It appeared from the progress report that they will be submitted all at once. Mike advised that he discussed this with UPLAND and the submission of the documents would be staggered.

Heather Kelley suggested that the website should include copies of the supplementary reports provided to UPLAND at the beginning of the project to provide a little additional background for the public. Mike advised that he would make this request.

Discussion ensued regarding previous development proposals which had come before the Committee. It was felt there was a need for greater control over particular types of development in particular locations to ensure that the necessary services are available of would be provided for. Robert Ross advised that there are a number of tools available for incorporation in the land use bylaw such as siting criteria, design guidelines, servicing criteria.

Mike MacLeod reminded the Committee of the meeting with UPLAND on January 7<sup>th</sup>, to discuss the status of the project. Committee suggested that perhaps it would be better for UPLAND to have the workshop during the daytime, instead of the evening. Mike will check with UPLAND to see what time works best for them.

**6. OTHER - /**

Robert Ross noted that he was going to be away for a couple of meetings, but requested that agenda packages be sent to him so that he could review and prepare comments for Committee consideration.

**7. NEXT MEETING**

The next meeting is scheduled for January 7<sup>th</sup>, 2019. Mike advised that he would consult with UPLAND to determine what time of day would be best for them to meet and would advise Committee accordingly.

**8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:10 p.m.

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Date