Planning Advisory Committee

April 21, 2020

A special meeting of the Planning Advisory Committee was held virtually via webex.

Present
Alex Weaver Crawford, Chair
Rick Stephen, First Vice-Chair
Councillor Gary Sullivan
Derrick Mitchell
Lourdes Clancy
Kris McIntyre
Susan Baxter

Kenneth Melanson, Community Planning Manager
Mark Reade, Senior Planner
Aimee Burgess, Recording Secretary

Absent
Jason Dewar
Item 1: Adoption of Agenda

It was moved and seconded to adopt the Agenda.

   Carried    RS/GS

Item 2: Rules of Procedure Update

Kenneth Melanson gave a verbal update to the committee members for the approval of some modifications to the Committees rules of procedure. He went through the changes being mostly around the meetings being virtual and the option to move the meeting locations.

The Committee discussed that the Committee members have not had their review for 2020 yet.

As questioned by the Committee, Staff responded that there are ways for the public to participate in the virtual meeting by getting in touch with the One Stop Development Shop and they can participate by phone or attend the virtual meeting. Staff clarified that the public can register to attend the meeting up until noon on the day of the meeting.

The Committee decided to ratify the changes to the rules of procedure at the May Committee meeting. The Committee wanted to amend section B subsection 2 to include present members.

It was Moved and Seconded to adopt the amended staff recommendation of the rules of procedures.

   Carried    AMcS/SB

Item 3: Virtual Meeting Protocol

Kenneth Melanson gave a verbal update of the protocols of PAC members, applicants, and members of the public. Mr. Melanson stated that the documents sent previously to the members are working documents and will be updated based on needs and lessons learned.
The Chair encouraged all the Committee members to watch the Council Virtual meetings before the next Planning Advisory Committee meeting to get a better understanding of how the public meeting in May will flow.

Mr. Stephen noted that a member of the public or an applicant can choose to bring forth new information.

It was moved and seconded to adopt the virtual meeting protocols that were included in the package previously delivered to the Committee members.

Carried    JB/RS

Item 3: Discussion

Kenneth Melanson stated that there will be eight (8) applications for the May 20th, 2020 meeting and he recommends starting the public meeting at 5:00pm.

As questioned by the Committee, Staff responded that there are four (4) applications that are going to Public Hearings.

The Committee discussed the length of the May meeting and the proposed new start time and decided to wait for more information from City Staff.

Item 4: Other Business

The chair stated that herself, Rick Stephen and Anne McShane, will compose of the Rules of Procedure Review sub-committee and will be meeting in May to discuss the updated rules of procedure.

It was moved and seconded to adjourn the meeting 5:58 pm.

Carried    RS/PP

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Alex Weaver Crawford       Aimee Burgess
Chair                   Recording Secretary