



CITY OF PRINCE ALBERT

PLANNING ADVISORY COMMITTEE REGULAR MEETING

AGENDA

**TUESDAY, FEBRUARY 8, 2022, 4:00 PM
CONFERENCE ROOM, 3RD FLOOR, CITY HALL**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. APPROVAL OF MINUTES

- 4.1 October 26, 2021 Planning Advisory Committee Meeting Minutes for Approval (MIN 21-102)

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

- 6.1 2022 Planning Advisory Committee Proposed Meeting Schedule (RPT 22-44)
- 6.2 PAC Work Plan 2022 (RPT 22-45)

Verbal Presentation: Kristina Karpluk, Planning Manager and Craig Guidinger, Director of Planning and Development Services

7. UNFINISHED BUSINESS

8. ADJOURNMENT



City of
Prince Albert

MIN 21-102

MOTION:

That the Minutes for the Planning Advisory Committee Meeting held October 26, 2021, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

PLANNING ADVISORY COMMITTEE REGULAR MEETING

MINUTES

**TUESDAY, OCTOBER 26 2021, 4:00 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Councillor Terra Lennox-Zepp (Attended via teleconferencing)
Councillor Dawn Kilmer
Hannah Buckie
Clayton Clark
Carmen Plaunt
Kim Scruby
Kyle Smith-Windsor

Terri Mercier, Acting City Clerk
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Councillor D. Kilmer, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0024. **Moved by:** K. Scruby

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair.

(Jordan Biggins and Victor Hernandez were absent for the vote.)

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0025. **Moved by:** H. Buckie

That the Minutes for the Planning Advisory Committee Regular Meeting held September 28, 2021, be taken as read and adopted.

(Jordan Biggins and Victor Hernandez were absent for the vote.)

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 PAC – Housing Reserve Program Follow Up (RPT 21-469)

Verbal Presentation was provided by Kristina Karpluk, Planning Manager.

0026. **Moved by:** C. Plaunt

That Administration continue to review and update the Affordable Housing Program, Down Payment Assistance Program, Secondary Suite Program and include comments shared by the Planning Advisory Committee in a future report for consideration at an upcoming City Council meeting.

(Jordan Biggins and Victor Hernandez were absent for the vote.)

CARRIED

6.2 PAC – Land Administration Policy, Land Development Policy and Land Management Policy (RPT 21-479)

Verbal Presentation was provided by Craig Guidinger, Director of Planning and Development Services.

0027. **Moved by:** K. Smith-Windsor

That the comments shared by the Planning Advisory Committee regarding the Land Development Policy and the Land Management Policy be included in a future report for consideration at an upcoming City Council meeting.

(Jordan Biggins and Victor Hernandez were absent for the vote.)

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 5:31 P.M.

0028. **Moved by:** C. Plaunt

That this Committee do now adjourn.

(Jordan Biggins and Victor Hernandez were absent for the vote.)

CARRIED

COUNCILLOR DAWN KILMER
CHAIRPERSON

TERRI MERCIER
SECRETARY

MINUTES ADOPTED THIS 8TH DAY OF FEBRUARY, A.D. 2022.



RPT 22-44

TITLE: 2022 Planning Advisory Committee Proposed Meeting Schedule

DATE: January 27, 2022

TO: Planning Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the 2022 Planning Advisory Committee Meeting Schedule, as attached, be approved.

TOPIC & PURPOSE:

To establish a schedule of regular meetings in 2022 for the Planning Advisory Committee.

BACKGROUND:

Subsection 78(8) of City Council's Procedure Bylaw No. 23 of 2021, states that at the first meeting, the Committee shall if required, decide the day and time for holding its regular meetings.

PROPOSED APPROACH AND RATIONALE:

In order to conduct business of the Planning Advisory Committee, it is necessary to establish a regular meeting schedule. The meetings will be held on the last Tuesday of each month, at 4:00 p.m., excluding July, August, November and December. Therefore, the Committee is being requested to review the six (6) dates and times outlined in the proposed Meeting Schedule, as attached, and make amendments, as deemed necessary.

Please note, however, that meals and/or snacks will not be available at the meetings, as there is no current budget allocation for these types of incidentals.

In addition, please note, as stated in Subsection 78(17-20) of City Council's Procedure Bylaw, the Committee Chair may cancel its regularly scheduled meeting if there's a lack of agenda items or change the date, time and place of a regularly scheduled meeting.

CONSULTATIONS:

The Secretary, Chair, Vice-Chair and Advisory Official of the Committee discussed the proposed meeting schedule on January 24, 2022 as well as established the first meeting in 2022 to be held on February 8, 2022.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The approved 2022 Committee Meeting Schedule will be included in the eAgenda website and posted on the Bulletin Board at City Hall.

As well, each Committee member, Advisory Official and member of Council will receive electronic meeting invitations from the City Clerk's Office.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, financial or privacy implications, official community plan implementation strategies or options to the recommendation.

STRATEGIC PLAN:

The information contained in the report directly aligns with The City's Strategic Goal of Corporate Sustainability:

"The City recognizes that a well-functioning organization needs to be clear on the roles and functions of Administration and Council, understand the core principles and behaviors of good governance, and commit to continued improvement in governance and organization."

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. 2022 Planning Advisory Committee Proposed Meeting Schedule

Written by: Terri Mercier, Corporate Legislative Manager

Approved by: City Clerk & City Manager



CITY OF PRINCE ALBERT MEETING NOTICE

In accordance with Section 98 of *The Cities Act*, Meeting Notice is hereby given of the following meeting(s) of City Council's Committee(s):

PLANNING ADVISORY COMMITTEE **2022 MEETING SCHEDULE**

MARCH

Tuesday, March 29, 2022

APRIL

Tuesday, April 26, 2022

MAY

Tuesday, May 31, 2022

JUNE

Tuesday, June 28, 2022

SEPTEMBER

Tuesday, September 27, 2022

OCTOBER

Tuesday, October 25, 2022

**All meetings will be held at 4:00 p.m., in the 2nd Floor Main Boardroom, City Hall,
unless otherwise posted.**

For more information please contact:

City Clerk
City of Prince Albert
1084 Central Avenue
Prince Albert, SK S6V 7P3
Ph: 306-953-4305

Dated at Prince Albert this 8th day of February, 2022.

TITLE: PAC Work Plan 2022

DATE: **January 25, 2022**

TO: Planning Advisory Committee

PUBLIC: X **INCAMERA:**

RECOMMENDATION:

That the 2022 Planning Advisory Committee Work Plan be forwarded to City Council for approval.

TOPIC & PURPOSE:

The purpose of this report is to outline the 2022 work plan initiatives for the Planning Advisory Committee. City Council approval is required following the Committee's approval of the work plan.

BACKGROUND:

Similar to previous years, Administration will provide a verbal presentation regarding the proposed work plan at the first PAC meeting of the year.

PROPOSED APPROACH AND RATIONALE:

The attached work plan provides an outline of the main areas of consideration for the Planning Advisory Committee, as follows:

- Housing program update,
- Proposed Zoning Bylaw Amendment: amendment to make care homes permitted uses vs. discretionary uses,
- Land Development Policy, and
 - o This topic will be the primary focus of the Planning Advisory Committee for the majority of the year
- Angus Merasty Subdivision

The work plan provides action, team lead and anticipated timeline information. Additional resources may be required from time to time, which may include input from key stakeholders, members of City Administration or the general public.

CONSULTATIONS:

In preparing this work plan, Administration consulted with members of Administration, the City Clerk's Office, and the Chair and Vice Chair of the Planning Advisory Committee.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Following approval by the Planning Advisory Committee, a recommendation will be provided to City Council for approval at the upcoming meeting.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy, policy, financial or other options to the recommendation to consider at this time.

STRATEGIC PLAN:

Fiscal Management and Accountability: The Planning Advisory Committee serves as a community based advisory group that considers the relevance and efficiency of proposed City actions and initiatives.

Corporate Sustainability: Administration and City Council depend on a resilient and robust reference groups to enhance decision-making.

Sustainable Growth: The Planning Advisory Committee assists in providing advice to support sustainable initiatives.

OFFICIAL COMMUNITY PLAN:

The City of Prince Albert Official Community plan cannot be implemented in isolation by Administration, it takes community support, consultation and advisory groups or committees like the PAC to help ensure City initiatives meet necessary and realistic goals.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION: Verbal, Planning Manager and Director of Planning and Development Services

ATTACHMENTS:

1. 2022 PAC Work Plan

Written by: Kristina Karpluk, Planning Manager

Approved by: Director of Planning and Development Services & City Manager

**City of Prince Albert
Planning Advisory Committee (PAC) 2022 Work Plan**

Deliverable (What)	Action (How)	Resources (Who)	Lead	Estimated Start/Completion Date (When)	Update on Status of Project/Tasks
Work Plan Approval (Feb)	<ol style="list-style-type: none"> Review and approve work plan Housing program update 	PDS (Planning)	PDS	Start Q1 Complete Q1	
Housing and Land Use Recommendation (March)	<ol style="list-style-type: none"> PDS to get feed back from PAC on proposed Zoning Bylaw amendment to make all care homes permitted uses vs. discretionary – Council. 	PDS (Planning)	PDS	Start Q1 Complete Q2	
Land Development Policy Consultation (April)	<ol style="list-style-type: none"> PDS to get PAC feedback on the policy language provided to date. Depending on how many statements are prepared for discussion, the intention will be to discuss one or two per meeting. 	PDS (Planning), PW, CS, Finance, Communications	PDS	Start Q2 Complete Q2	
Land Development Policy Consultation (May)	<ol style="list-style-type: none"> Continuation of the previous discussion on the Policy Statements prepared to date by Administration. 	PDS (Planning), PW, CS, Finance, Communications	PDS	Start Q2 Complete Q2	
Land Development Policy Consultation (June)	<ol style="list-style-type: none"> Continuation of the previous discussion on the Policy Statements prepared to date by Administration. Additionally, discussion on methods of public engagement on this topic. 	PDS (Planning), PW, CS, Finance, Communications	PDS	Start Q3 Complete Q3	
Land Development Policy (September)	<ol style="list-style-type: none"> Continuation of the previous discussion on the Policy Statements prepared to date by Administration and discussion on the results of the public engagement undertaken over the summer months. 	PDS (Planning), PW, CS, Finance, Communications	PDS	Start Q4 Complete Q4	
Angus Merasty Subdivision (October)	<ol style="list-style-type: none"> Review the proposed subdivision plan. Looking for feedback on the plan and discuss public engagement. 	PDS (Planning), PW and CS	PDS	Start Q4 Complete Q4	