



Minutes of a Meeting of the
COMMUNITY PLANNING AND HERITAGE ADVISORY COMMITTEE
Thursday January 6, 2011
At 6:15 PM in the Basement Boardroom, City Hall

PRESENT: Councillor Bill Twaddle, Vice Chair
Councillor Jim McManaman
Councillor Jan Chamberlain
Jim Wainwright
Ruthann Carson
Richard MacDonald

REGRETS/

ABSENT: Aly Boltman

STAFF: Pam Coulter, Director of Community Services
Amy Cann, Planning Assistant

1. **CALL TO ORDER** – 6:20 PM

2. **ADDITIONAL ITEMS**

a) Planning Calendar 2011

b) Jim Wainwright proposed to discuss Committee’s start time for 2011

c) Richard MacDonald presented Committee with a script from CBC’s Vinyl Cafe with Stuart McLean regarding Picton’s Downtown

d) Councillor Jan Chamberlain proposed to discuss inviting a visiting speaker from the University of Guelph to present her project on the Owen Sound Harbourfront

3. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF FOR MATTERS ARISING OUT OF MINUTES OR LISTED ON THE AGENDA**

None declared.

4. **CONFIRMATION OF MINUTES**

Committee noted a typographical error in the mover of item 7a).

Moved by Ruthann Carson;

“THAT the minutes of the Community Planning & Heritage Advisory Committee meeting held on November 4, 2010 be approved as amended.”

Carried Unanimously

5. **PUBLIC HEARING / DEPUTATIONS**

None scheduled.

6. **CORRESPONDENCE RECEIVED FOR WHICH DIRECTION OF COMMITTEE IS REQUIRED**

None declared.

7. **REPORTS AND MATTERS TABLED**

I) HERITAGE

- a) Report from the Heritage Coordinator dated December 23, 2010 regarding Heritage Permits Issued in November & December 2010

The Director outlined the details of the report, clarifying for Committee that updates on Heritage Permits would be brought forward to Committee as they are issued, as opposed to Facade & Structural Improvement Grant applications, which are brought forward quarterly.

Moved by Councillor Jim McManaman;

“THAT the Community Planning & Heritage Advisory Committee receive for information the ‘Heritage Permits Issued in November & December 2010’ report dated December 23, 2010 from the Heritage Planning Coordinator.”

Carried Unanimously

II) GENERAL PLANNING

- b) Report from the Planning Assistant dated December 22, 2010 regarding Corporate Services Policy C4 – Planning Admin. Procedures

The Planning Assistant introduced the nature of the report. The Director elaborated on this introduction, pointing out that the report addressed two separate items; 1/ amendment or repeal of the policy; and 2/ the courtesy notice. Ms. Coulter discussed alternatives to the courtesy notice practice, such as asking Council to deem whether or not a courtesy notice would be beneficial for an application when the technical report is brought forward to Council.

Committee agreed that the policy should be amended to state that the City will process all Planning Act applications in accordance with the *Planning Act* and the Official Plan.

Committee expressed concern with eliminating the courtesy notice because of increasingly limited circulation of the newspaper. Upon question, staff clarified for Committee that posting a notice online is not contemplated in the *Act* as a way to fulfil notice requirements. Committee discussed the merits of different combinations of providing notice to ensure that the effective notice is given in accordance with the *Act*. They also discussed the value of public input.

Committee agreed that they would like more information about the notice options (i.e., newspaper, mailing, posting) in terms of cost and process comparison.

Moved by Councillor Jim McManaman;

“THAT the Community Planning & Heritage Advisory Committee receive the report from the Planning Assistant dated December 22, 2010 regarding Corporate Services Policy C4 – Planning Administration Procedures; and further,

THAT the Community Planning & Heritage Advisory Committee recommends that City Council amend City Policy CrS-C4 – Planning Administration Procedures to state that the City will process all Planning Applications in accordance with the *Planning Act* and its O. Regs.; and further;

THAT the City will continue to distribute a courtesy notice; and further,

THAT the Community Planning & Heritage Advisory Committee recommend that staff investigate costs and benefits, and compare options for different notice options in accordance with the requirements of the *Planning Act*, including newspaper, mailing, posting, and bring a report back to Committee at a future date.”

Carried Unanimously

- c) Report from the Planning Assistant dated December 22, 2010 regarding the Recommended Updates to the Committee of Adjustment Forms and a New Committee of Adjustment Application Guide

The Planning Assistant outlined the need for updated applications for Committee of Adjustment, and that the proposed updates reflect the requirements of the *Planning Act*, and would be more helpful for the public.

Moved by Ruthann Carson;

“THAT the Community Planning & Heritage Advisory Committee receive the report from the Planning Assistant dated December 22, 2010 outlining the recommended updates to the Committee of Adjustment application forms and adoption of a new Committee of Adjustment application guide, and;

THAT the Community Planning & Heritage Advisory Committee endorse the use of the updated Committee of Adjustment application forms and the new Committee of Adjustment Application Guide, and that the updated forms and guidelines be made available at City Hall and on the City’s Website for use.”

Carried Unanimously

8. **CORRESPONDENCE RECEIVED FOR INFORMATION ONLY**

- a) October Building Statistics
b) November Building Statistics
c) Letter from Mike Moore to the Acting City Clerk dated November 23, 2010 regarding his resignation from the Community Planning & Heritage Advisory Committee
d) Letter from the Ministry of Tourism & Culture dated November 1, 2010 regarding the Standards and Guidelines for Consultant Archaeologists Implementation
e) Report to Council from the Heritage Planning Coordinator dated December 14, 2010 regarding Heritage Property Tax Relief – Agreements with Owners
f) Notice of Public Meeting for a proposed Housekeeping Amendment (#2) to the Comprehensive Zoning By-law 2010-078, as amended

g) Memorandum of Understanding between the Owen Sound Art Banner Committee and the City of Owen Sound

h) Letter from the Friends of the Greenbelt dated October 4, 2010

Moved by Richard MacDonald;

“THAT the Community Planning & Heritage Advisory Committee receive items 8a) through 8h) for information.”

Carried Unanimously

9. **OTHER BUSINESS**

a) Planning Calendar 2011

The Planning Assistant noted that each meeting for 2011 was placed on the first Thursday of each month, without any initial conflict. Committee agreed that this was an acceptable draft, and that it could be amended/discussed if necessary, once the new Committee was confirmed.

Moved by Jim Wainwright;

“THAT the Community Planning & Heritage Advisory Committee receive the draft Planning Calendar for 2011.”

Carried Unanimously

b) Jim Wainwright proposed to discuss Committee’s start time for 2011

Committee agreed that this item would be discussed if necessary, once the new Committee was confirmed.

Moved by Jim Wainwright;

“THAT the Community Planning & Heritage Advisory Committee discuss the Committee start time for 2011.”

Carried Unanimously

c) Councillor Jan Chamberlain proposed to discuss inviting a visiting speaker from the University of Guelph to present her project on the Owen Sound Harbourfront

Councillor Chamberlain informed Committee that she had recently viewed a video completed by Valentina Cestra, a University of Guelph Planning Student, regarding possibilities for enhancement to the City’s Downtown and Harbourfront. The Committee agreed that the student should be invited to February’s CPHAC meeting to present her research and video project.

Moved by Councillor Jan Chamberlain;

“That the Community Planning & Heritage Advisory Committee invite Ms. Valentina Cestra, a student from the University of Guelph to the next meeting of CPHAC to make a presentation on her research and video project regarding the City’s downtown and harbourfront.”

Carried Unanimously

d) Richard MacDonald presented Committee with a script from CBC’s Vinyl Cafe with Stuart McLean regarding Picton’s Downtown

Richard McDonald presented an excerpt from a script from CBC’s Vinyl Cafe regarding downtowns and Picton, noting that there are many similarities to Owen Sound. He also noted that where development is happening on the

"fringe" in Holland, developers are required to build a satellite store in the City's downtown. Committee agreed that this correspondence could be useful in the City's Official Plan 5-Year Review. Committee commented on the vibrancy of our downtown.

10. **ADJOURNMENT**

Committee meeting adjourned at 7:10 p.m.