

PRESENT: Deputy Mayor Laurie Murley, Chair
Mayor Paul Beazley
Councillor Liz Galbraith
Councillor Dave Seeley
Ms. Shelley Bibby
Mr. Graham Murphy

STAFF: Lynn Davis, Director of Planning
Jeanne Bourque, Planner
Velma Macumber, Administrative Assistant

REGRETS: Councillor John Bregante
Mrs. Laura Myers

Chair Murley called the meeting to order at 7:30 p.m.

APPROVAL OF MINUTES OF JUNE 10, 2009

Moved By: Mayor Beazley
Seconded By: Ms. Bibby

**THAT THE MINUTES OF JUNE 10, 2009 BE APPROVED AS CIRCULATED NOTING ANY
ERRORS OR OMISSIONS.**

Question on motion

MOTION CARRIED.

BUSINESS ARISING FROM MINUTES

Infrastructure Charges

No new information.

Town Centre Designation

No new information.

Affordable Housing

Ms. Bourque provided the Committee with a report and update on the Affordable Housing Forum held on October 21, 2009, noting that the forum was not well attended by the public.

Ms. Bourque circulated a notice she received about a CMHC Affordable Housing Web Forum session scheduled for November 30, 2009. She suggested to Committee members, if they were interested, to call and register.

**WINDSOR PLANNING ADVISORY
COMMITTEE MEETING MINUTES
November 25, 2009**

Discussion was held about the possibility of forming a Mayor's task force to deal with the affordable housing issue, but the Committee was unsure about how to attract people to serve on it. Councillor Galbraith expressed interest in sitting on a committee. Suggestion was made that a letter be sent to the stakeholders asking for interest then followed by a phone call.

The following motion was made:

Moved By: Councillor Galbraith

Seconded By: Ms. Bibby

TO RECOMMEND TO COUNCIL THAT A MAYOR'S TASK FORCE BE SET UP TO DEAL WITH THE ISSUE OF AFFORDABLE HOUSING.

Question on motion

MOTION CARRIED.

Derelict Buildings/Minimum Standards

No new information.

Payzant/Burgess/Underwood Traffic flows

Mayor Beazley advised that he received some complaints from the public about the Wentworth Road construction and not having another access from Payzant Drive. He said he had asked Mr. Coutinho to look into getting the Joint Planning Advisory Committee together to discuss this issue as well as the boundary issues.

Eco-friendly development

No new information.

Wentworth Road Gateway District amendments

The amendments have now been completed.

Development Agreement - Asset Management Ltd

The development agreement has been signed and soon will be registered at the Registry of Deeds.

**WINDSOR PLANNING ADVISORY
COMMITTEE MEETING MINUTES
November 25, 2009**

MPS & LUB amendments - Brison Developments Ltd.

The amendments have now been completed.

BUILDING INSPECTOR AND DEVELOPMENT OFFICER REPORTS

Monthly Reports of June, July, August, September, October 2009

Moved By: Councillor Galbraith

Seconded By: Mr. Murphy

**THAT THE REPORTS OF THE BUILDING INSPECTOR AND DEVELOPMENT OFFICER
FOR THE MONTHS OF JUNE, JULY, AUGUST, SEPTEMBER, AND OCTOBER 2009 BE
RECEIVED AND PLACED ON FILE.**

Question on motion

MOTION CARRIED.

Mr. Murphy suggested streamlining the building permit application process by making it possible to do everything online, including making payments. The Committee agreed this would be of benefit. Staff will look into it further.

NEW BUSINESS

Subdivision By-law - Review

Ms. Davis reviewed the draft Subdivision By-law with the Committee. She explained that the current by-law was outdated and amendments were needed to bring it in-line with today's regulations. Ms. Davis highlighted the main changes in the draft by-law. She explained subdivision and the approval process for preliminary, tentative, final, and concept plans.

The draft includes new requirements in Sections 30 and 34 for a subdivider to provide a certificate from a professional engineer showing that streets and services are in compliance with the Municipal Specifications. Provisions were added to Sections 28 and 29 to ensure that logical street connections can occur in the future and parcels do not become landlocked or undevelopable due to subdivision of adjacent land. A provision was included for a Future Street Connections Map to show these connections. Ms. Davis advised that this map is not included with the draft and would have to be developed. The draft sets out requirements for performance surety, service agreements and acceptance in Parts 8, 9, and 10. Concept plans were added as a requirement in Part 12 where new streets are proposed or land is being developed in phases. Ms. Davis explained the rationale for concept plans. Another new requirement added was that a subdivider's solicitor must provide a certificate of title for any lands conveyed to the Town and the subdivider is responsible for document registration costs.

**WINDSOR PLANNING ADVISORY
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The Committee discussed parkland dedication and options for developers to pay cash-in-lieu or convey land. Ms. Davis advised that the MGA allows a municipality to identify areas where parkland will not be accepted. Suggestion was made that the Recreation Director may help determine whether there are areas which already have sufficient parkland. It was also suggested that the Recreation Director advise on the minimum lot area to be accepted as parkland.

Ms. Davis referred to Part 16 Infrastructure Charges. She said this was added to the by-law to provide a basic framework for infrastructure charges should Council decide to proceed with them in the future. Ms. Davis suggested the charge calculations and charge area maps could be added as appendices at a future date. She advised that amendments would also be needed to the MPS to provide enabling policy.

The Committee briefly discussed the fee schedule. Mayor Beazley asked for clarification on how a cul-de-sac was defined and measured. Ms. Davis suggested the Municipal Specifications may provide guidance.

Discussion on the draft Subdivision By-law will continue at the next meeting.

MISCELLANEOUS

No miscellaneous business was heard.

ADJOURNMENT

Moved By: Councillor Galbraith
Seconded By: Ms. Bibby

THAT THE MEETING ADJOURN.

Question on motion

MOTION CARRIED.

The meeting adjourned at 9:50 p.m.

Chair