

**DRAFT**

**WINDSOR PLANNING ADVISORY  
COMMITTEE MEETING MINUTES  
October 13, 2010**

---

**PRESENT:** Deputy Mayor Laurie Murley  
Mayor Paul Beazley  
Councillor John Bregante  
Councillor Dave Seeley  
Ms. Shelley Bibby (7:03 p.m.)  
Mrs. Laura Myers (7:03 p.m.)  
Mr. Graham Murphy

**STAFF:** Jeanne Bourque, Planner  
Louis Coutinho, CAO  
Velma Macumber, Administrative Assistant

**REGRETS:** Councillor Liz Galbraith

Ms. Bourque called the meeting to order at 7:00 p.m.

**ELECTION OF CHAIR AND VICE CHAIR**

Ms. Bourque called for nominations for the position of Chair.

Moved By: Councillor Seeley  
Seconded By: Mr. Murphy

**TO NOMINATE DEPUTY MAYOR MURLEY FOR THE POSITION OF CHAIR OF THE  
WINDSOR PLANNING ADVISORY COMMITTEE.**

Ms. Bourque called for further nominations.

Moved By: Councillor Bregante  
Seconded By: Mayor Beazley

**THAT NOMINATIONS CEASE.**

**Question on Motion**

**MOTION CARRIED.**

Ms. Bourque declared Deputy Mayor Murley as Chair.

Chair Murley called for nominations for the position of Vice Chair.

**WINDSOR PLANNING ADVISORY  
COMMITTEE MEETING MINUTES  
October 13, 2010**

---

---

Moved By: Mayor Beazley  
Seconded By: Councillor Bregante

**TO NOMINATE MRS. MYERS FOR THE POSITION OF VICE CHAIR OF THE WINDSOR  
PLANNING ADVISORY COMMITTEE.**

**Question on Motion**

**MOTION CARRIED.**

Chair Murley called for further nominations.

Moved By: Councillor Bregante  
Seconded By: Mayor Beazley

**THAT NOMINATIONS CEASE.**

**Question on Motion**

**MOTION CARRIED.**

Chair Murley declared Mrs. Myers as Vice Chair.

**APPROVAL OF MINUTES OF MAY 12, 2010**

Moved By: Councillor Bregante  
Seconded By: Mrs. Myers

**THAT THE MINUTES OF MAY 12, 2010 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.

**WINDSOR PLANNING ADVISORY  
COMMITTEE MEETING MINUTES  
October 13, 2010**

---

**Affordable Housing**

Ms. Bourque advised that a Task Force was struck at the August 28<sup>th</sup> Council meeting. Eight members were chosen and they will hold an inaugural meeting on October 14<sup>th</sup> at the community centre. A report will be send to Council after the meeting.

**Derelict Buildings/Minimum Standards**

No new information.

**Subdivision By-law - Review**

No new information.

**Joint Planning for Border Areas**

No new information.

**LUB amendment - Sunrose Consulting**

Ms. Bourque advised that this item has been completed and now can be removed from the agenda.

**BUILDING INSPECTOR AND DEVELOPMENT OFFICER REPORTS**

**Monthly Reports of May, June, July, August and September 2010**

Moved By: Councillor Bregante  
Seconded By: Councillor Seeley

**THAT THE REPORTS OF THE BUILDING INSPECTOR AND DEVELOPMENT OFFICER  
FOR THE MONTHS OF MAY, JUNE, JULY, AUGUST AND SEPTEMBER 2010 BE  
RECEIVED AND PLACED ON FILE.**

**Question on motion**

**MOTION CARRIED.**

Mayor Beazley asked about the new residential construction on College Road. Ms. Bourque advised that she will look into this.

**WINDSOR PLANNING ADVISORY  
COMMITTEE MEETING MINUTES  
October 13, 2010**

---

**NEW BUSINESS**

**GIS Upgrade**

Ms. Bourque advised that the new GIS program has been loaded and the Planning Technician is being trained on it. The new GIS should be operational by the end of November and one of the first projects will be to produce an inventory of municipally owned land.

Ms. Bourque advised that interviews for the GIS Technician position are scheduled for October 20<sup>th</sup>. The term position will start early November and end in March 2011.

Mr. Coutinho advised that the new system will be widely available as a resource tool. The GIS Technician will be helping with the conversion of old data into the new and it will be updated with current information.

**MISCELLANEOUS**

**Priority Items**

Ms. Bourque suggested that the Committee look at the items under "Business arising from the Minutes", and several other items not on the agenda and set some priorities. She noted that her position of Planner will come to end when the JPAC dissolves in March 2011. This would leave just a few months to complete the work, and it is unknown what will happen on April 1<sup>st</sup>.

Ms. Bourque stated that Affordable Housing is at the top of the priority list.

She advised that the Planning Department had received an application for a LUB amendment to allow for self storage units on a property behind the Petro-Can. The property is currently zoned Highway Commercial. The LUB does not identify this type of use. However, Planning Staff feel that self storage units should be a permitted use in other commercial areas such as HC. Staff will begin the process once the application fee has been paid.

Ms. Bourque advised that the development of the old pool site may become a priority, but an application has not been received to date for a development agreement. She advised that the Brison property on Payzant Drive may also become a priority if the developer chooses to go ahead and develop the back part of the property. This would be another development agreement.

Ms. Bourque advised that under Business arising, she suggested taking off the item relating to Infrastructure charges. Mayor Beazley agreed.

Ms. Bourque advised that the item Town Designation has been on the agenda since 2007, and the matter has not gone any further. She suggested taking this item off the agenda, but if the WBES or RDA should address this matter again, and if there is a need for planning input, she would attend those meetings. The Committee agreed to take this item off the agenda.

**WINDSOR PLANNING ADVISORY  
COMMITTEE MEETING MINUTES  
October 13, 2010**

---

Ms. Bourque advised she did not see that the item, Derelict Buildings/Minimum Standards, would be a priority. The Committee discussed how the matter came about and how it was added to the agenda. Mr. Coutinho recalled the problem was trying to merge too much into one by-law. Ms. Bourque will review the issue and report back to the next meeting. The Committee agreed that this item would be of low priority should a higher priority come in.

Ms. Bourque advised that the draft of Subdivision By-law brought to PAC in November was almost complete. She noted that PAC wanted to have more discussion on the issue of the future street connections map, and was uncomfortable with it. She also noted that there had been discussion about the fee schedule. If the By-law is adopted, the fee schedule could be revised by resolution of Council. Ms. Bourque asked the Committee, if they would be prepared to approve the draft if the items relating to future streets were removed from it. She noted that the current By-law is outdated by almost seventeen years. Ms. Bourque advised that the By-law is a living document and is usually revised from time to time.

Chair Murley stated she recalled that this was one reason the joint border committee was struck, PAC felt it did not make sense to try to do something on their own. She advised that there is still a need for the border committee to meet even if the Windsor-West Hants Joint Advisory Committee will be dissolving. Chair Murley questioned if it made sense to approve the draft knowing that it would have to be amended later. She surmised that the joint border committee would be dissolved as well.

Mayor Beazley stated from his recollection, why the Subdivision By-law review was stalled because much of it related to the proximity of other subdivisions outside Windsor, and that it made no sense to bring in a By-law that would be incompatible with another, when talking about connecting streets. Mayor Beazley agreed that a joint border committee was struck to talk about how it could be brought together. He stated that at that time, 90 percent of the By-law changes were fine, but trying to make it compatible for the By-law that was being reviewed by the Municipality was difficult. Mayor Beazley noted there were changes to the parkland dedication fee that brought it up to date. He questioned what the status would be for the joint border committee. Mayor Beazley advised that if the Municipality is willing to meet, then it may be time to bring that back, and start meeting. However, if there is no desire now for the Municipality to meet, and he does not know what the situation is, then maybe they should find out.

Chair Murley advised that a letter has not been received from the Municipality advising that they will not be meeting. She suggested maybe they should ask the Municipality if the joint border committee is still planning to meet. Mr. Coutinho suggested the request come from Windsor Council. Mayor Beazley stated that finding out was crucial or if this is something that they would deal with after the dissolution of the Joint Planning Advisory Committee. He stated he was willing to meet anytime, and the Windsor Council was as well.

Chair Murley asked if the Committee would want to look at this as two separate issues right now, moving forward with the draft By-law as it is a better document than what they have now.

Mayor Beazley stated he did not have an issue with this.

**WINDSOR PLANNING ADVISORY  
COMMITTEE MEETING MINUTES  
October 13, 2010**

---

Councillor Bregante advised that he would like the draft By-law come back to the Committee at the next meeting. Mrs. Myers, Ms. Bibby and Mr. Murphy agreed.

Ms. Bourque will redistribute the draft to the Committee highlighting the changes. The Committee agreed.

Chair Murley advised that the agenda item, Joint Planning for Border areas, a request will come from Council. She asked about the LUB amendment for Sunrose Consulting. Ms. Bourque advised that this item has been completed and can now be removed from the agenda.

A brief discussion was held about the dissolution of the JPAC.

Ms. Bibby expressed concern about not being aware of what is going on with development in the Town. She stated as a PAC citizen member, it would be beneficial to be aware of these things.

Ms. Bourque suggested that the draft Council meeting minutes be circulated to the citizen members. Ms. Bibby agreed with this suggestion.

Councillor Bregante agreed that the citizen members should be kept up to date to have full knowledge of what is being talked about in an in-camera meeting. He commented that what's talked about in-camera stays in-camera.

The Committee discussed a proposal dealing with the development of the old pool site.

**ADJOURNMENT**

Moved By: Councillor Bregante  
Seconded By: Councillor Seeley

**THAT THE MEETING ADJOURN.**

**Question on motion**

**MOTION CARRIED.**

The meeting adjourned at 7:55 p.m.

---

Chair