



MINUTES

PLANNING ADVISORY COMMITTEE MEETING

**TUESDAY APRIL 16TH, 2019 AT 7:00 P.M.
CORPORATION OF THE TOWN OF KINGSVILLE
2021 DIVISION RD N, KINGSVILLE, ONTARIO**

A. CALL TO ORDER

Manager of Planning Services Robert Brown called the meeting to order at 7:00 p.m. with the following Committee members in attendance:

Members of Planning Advisory Committee	Members of Administration
<ul style="list-style-type: none"> • Deputy Mayor Gord Queen • John Lein • Lorrie Mensch • Wayne Latam 	<ul style="list-style-type: none"> • Manager of Planning & Development Services – Robert Brown • Town Planner – George Robinson • Administration – Stephanie Coussens
<p>ABSENT – Councilor Laura Lucier</p>	

Manager of Planning Services Robert Brown, welcomed the committee members and explained the procedure of Nominations and Elections of Chairperson and Vice-Chairperson for the Planning Advisory Committee.

Robert Brown, Manager of Planning, called for Chairperson Nominations for the 2019-2022 Committee

PAC – 01 – 2019

Moved by Gord Queen, seconded by Wayne Latam that John Lein be appointed Chairperson for the 2019-2022 Planning Advisory Committee.

CARRIED

Robert Brown, Manager of Planning, called for Vice-Chairperson Nominations for the 2019-2022 Committee

PAC – 02 – 2019

Moved by John Lein, seconded by Lorrie Mensch that Wayne Latam be appointed Vice-Chairperson for the 2019-2022 Planning Advisory Committee.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Manager of Planning Services Robert Brown explained the procedure of disclosing pecuniary interest. Committee members are to disclose any interest they may have prior to each agenda item being discussed.

C. ADOPTION OF PLANNING ADVISORY COMMITTEE MEETING MINUTES DATED OCTOBER 23RD, 2018

PAC – 03 – 2019

Moved by Gord Queen, seconded by Lorrie Mensch that the Planning Advisory Committee Meeting Minutes dated October 23rd, 2018 be adopted.

CARRIED

G. OTHER BUSINESS

Code of Conduct was presented to the committee members upon their confirmation of membership of the committee.

Online Committee orientation, is always available for reference.

Planning Advisory Committee Terms of Reference and the purpose of the Planning Advisory Committee where explained and reviewed.

Question & Answers from the Committee Members;

Committee Member John Lein asked how often the committee can expect to meet, seeing as this is now April and the last minutes were from October 2018. Is this typical of a small municipality? Manager of Planning Services, Robert Brown explained past years of meetings and summarized a few different types of applications that have been brought forward.

Mr. J Lein asked what triggers a Planning Advisory Committee meeting. Is it a request from the developer? Mr. R. Brown explained it is something that is application specific.

Committee Member Lorrie Mensch asked for explanation / information regarding the public input of the Prince Albert St N application that was provided as reference.

Committee Member Wayne Latam asked how this committee be kept in the loop of current reviews, committees, etc. Manager of Planning Services Robert Brown, explained that the website is the key communication tool. The Planning department will share information with the committee that is public information. Mr. W. Latam is used to working with larger municipalities. Eng, Env, etc. Yes R. Brown is the gatherer of information.

Mr. W. Latam requested a hard copy of the Kingsville Official Plan and Zoning By-law. Mr. R. Brown confirmed that a jump drive / memory stick will be distributed / provided to the committee and will include Kingsville's Official Plan and Zoning By-Law. The Declaration of Pecuniary Interest will also be included on the memory stick.

H. ADJOURNMENT

PAC – 04 – 2019

Moved by Gord Queen seconded by John Lein that there being no further items of discussion, the meeting adjourn at 7:46 p.m.

CARRIED

CHAIRPERSON, John Lein

RECORDING SECRETARY, Robert Brown