



CITY OF PRINCE ALBERT

PLANNING ADVISORY COMMITTEE REGULAR MEETING

AGENDA

**MONDAY, FEBRUARY 6, 2023, 4:00 PM
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. APPROVAL OF MINUTES

- 4.1 October 25, 2022 Planning Advisory Committee Meeting Minutes for Approval (MIN 22-92)

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

- 6.1 2023 Planning Advisory Committee Proposed Meeting Schedule (RPT 23-26)

- 6.2 Planning Advisory Committee 2023 Work Plan (RPT 23-25)

Verbal Presentation: Jody Boulet, Director of Community Services

7. UNFINISHED BUSINESS

8. ADJOURNMENT



City of
Prince Albert

MIN 22-92

MOTION:

That the Minutes for the Planning Advisory Committee Meeting held October 25, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

PLANNING ADVISORY COMMITTEE REGULAR MEETING

MINUTES

**TUESDAY, OCTOBER 25, 2022, 4:03 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Councillor Dawn Kilmer
Hannah Buckie
Clayton Clark
Kim Scruby
Kyle Smith-Windsor

Savannah Price, Secretary
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Councillor Kilmer, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0017. **Moved by:** Buckie

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.

Absent: Councillor Lennox-Zepp, Victor Hernandez, Carmen Plaunt and Matthew Roberts

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0018. **Moved by:** Clayton

That the Minutes for the Planning Advisory Committee Regular Meeting held June 28, 2022, be taken as read and adopted.

Absent: Councillor Lennox-Zepp, Victor Hernandez, Carmen Plaunt and Matthew Roberts

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Residential Repair Program (RPT 22-365)

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

0019. **Moved by:** Clayton

That Administration explore alternative Affordable Housing Programs to be presented at an upcoming Planning Advisory Committee meeting.

Absent: Councillor Lennox-Zepp, Victor Hernandez, Carmen Plaunt and Matthew Roberts

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 5:01 P.M.

0020. **Moved by:** Clayton

That this Committee do now adjourn.

Absent: Councillor Lennox-Zepp, Victor Hernandez, Carmen Plaunt and Matthew Roberts

CARRIED

COUNCILLOR TERRA LENNOX-ZEPP
CHAIRPERSON

SAVANNAH PRICE
SECRETARY

MINUTES ADOPTED THIS DAY OF , A.D. 2023.



RPT 23-26

TITLE: 2023 Planning Advisory Committee Proposed Meeting Schedule

DATE: **January 26, 2023**

TO: Planning Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the 2023 Planning Advisory Committee Meeting Schedule, as attached, be approved.

TOPIC & PURPOSE:

To establish a schedule of regular meetings in 2023 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 a Tuesday of each month, at 4:00 p.m. excluding July, August and December. Therefore, the Committee is required to review the seven (7) 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, 2023 as well as established the first meeting in 2023 to be held on February 6, 2023.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The approved 2023 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 or options to the recommendation.

STRATEGIC PLAN:

The information contained in the report directly aligns with The City's Strategic Priority of Delivering Professional Governance. The Area of Focus of Organizational Effectiveness with the Council Direction that all Council committees assist in achieving our corporate goals.

PUBLIC NOTICE:

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

ATTACHMENTS:

1. 2023 Planning Adviosry Committee Proposed Meeting Schedule

Written by: Terri Mercier, City Clerk

Approved by: 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 **2023 MEETING SCHEDULE**

MARCH

Tuesday, March 28, 2023

APRIL

Tuesday, April 25, 2023

MAY

Wednesday, May 24, 2023

JUNE

Tuesday, June 20, 2023

SEPTEMBER

Tuesday, September 26, 2023

OCTOBER

Tuesday, October 24, 2023

NOVEMBER

Tuesday, November 28, 2023

**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 6th day of February, 2023.



RPT 23-25

TITLE: Planning Advisory Committee 2023 Work Plan

DATE: January 25, 2023

TO: Planning Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the 2023 Planning Advisory Committee Work Plan be approved and forwarded to City Council for final consideration

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:

- Development of a user friendly GIS Snow Clearing Application – You will be asked to provide input on the development of a public program that can be used to track snow clearing throughout the City. The development of this application will create efficiencies throughout the organization.
- Amendments to the City Property Amenities Bylaw regarding Boarded Buildings and Human Habitation – Our Property Amenities Bylaw is regularly used by our Bylaw Enforcement Unit

to ensure cleanliness of yards, manage nuisance properties, etc. This Bylaw will be reviewed specifically in regards to Human Habitation in tents/trailers, and Boarded Buildings.

- Introduction to Planning – The Director of Planning and Development will provide an information report which outlines some standard planning processes related to Subdivision design, Land use, and Zoning

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 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:

The Strategic Plan 2023 – 2025 identifies "Delivery of Professional Governance" as a Strategic Priority.

An Engaged Government is also identified as an area of focus where we can create an environment where residents and other stakeholders can engage with the City and know their voices are being heard.

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 Presentation by the Director of Planning and Development Services

ATTACHMENTS:

1. PAC 2023 Work Plan

Written by: Director of Planning and Development Services

Approved by: City Manager

**City of Prince Albert
Planning Advisory Committee (PAC) 2023 Work Plan**

Deliverable (What)	Action (How)	Resources (Who)	Lead	Estimated Start/Completion Date (When)	Update on Status of Project/Tasks
Work Plan Approval (meeting 1)	<ol style="list-style-type: none"> 1. Review and approve work plan 	PDS PW	PDS	Start Q1 Complete Q1	
Snow Clearing GIS Application (meeting 2)	<ol style="list-style-type: none"> 1. PDS (GIS) to present concept of a new GIS Application that is intended to notify people of Road Closures and snow clearing. 2. Public Works will also attend to discuss current procedure and work flow. 3. PAC will provide feedback on current procedures and make suggestions on what they would like to see in the App. 	PDS (GIS) PW	PDS PW	Start Q1 Complete Q1	
Property Amenities Bylaw Boarded Buildings (meeting 3)	<ol style="list-style-type: none"> 1. PDS (Bylaw) will present on current state of Bylaw enforcement, specifically related to property amenities and Boarded Buildings. Bylaw will review pictures, examples etc. 2. PAC will provide feedback on what they think needs to change in the Bylaw, areas that need to be clarified, etc. 	PDS (Bylaw)	PDS	Start Q2 Complete Q2	
Property Amenities Bylaw Human Habitation (meeting 4)	<ol style="list-style-type: none"> 1. PDS (Bylaw) will present on current state of Bylaw enforcement, specifically related to the habitation of tents, campers, cars, etc. on private property. 2. PAC will provide feedback on what they think needs to change in the Bylaw, areas that need to be clarified, etc. 	PDS (Bylaw)	PDS	Start Q2 Complete Q2	

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**City of Prince Albert
Planning Advisory Committee (PAC) 2023 Work Plan**

<p>Snow Clearing GIS Application (meeting 5)</p>	<ol style="list-style-type: none"> 1. PDS (Bylaw) will present the first iteration of the Road Closure GIS Application 2. PAC will provide feedback on the Application to be incorporated into the final iteration 	<p>PDS (GIS) PW</p>	<p>PDS</p>	<p>Start Q3 Complete Q3</p>	
<p>Property Amenities Bylaw Boarded Buildings & Human Habitation (meeting 6)</p>	<ol style="list-style-type: none"> 1. DRAFT Amendments will be presented to PAC, based on discussions from meetings 3 and 4 2. Final feedback from PAC will be incorporated into final draft of Bylaw Amendments 	<p>PDS (Bylaw) PW</p>	<p>PDS</p>	<p>Start Q3 Complete Q3</p>	
<p>Introduction to Planning (Meeting 7)</p>	<ol style="list-style-type: none"> 1. This will be an informational meeting where the Director will walk through some standard planning processes such as Subdivision, Zoning, and Land Use 	<p>PDS (Planning)</p>	<p>PDS</p>	<p>Start Q4 Complete Q4</p>	

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**City of Prince Albert
Planning Advisory Committee (PAC) 2023 Work Plan**

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