

## **ADVISORY PLANNING COMMISSION**

**Tuesday, March 9, 2021 at 6:00 p.m.**

**Meeting held electronically under Ministerial Order No. M192/2020 and  
the current Order of the Public Health Officer – *Gatherings and Events...***

### **MINUTES**

#### **VOTING MEMBERS PRESENT:**

Ken Bourdeau	- Chair/Community Member
Anthea Darychuk	- Community Member
Margaret Fairweather	- Community Member
Andrew Feltham	- Community Member
Tasha Henderson	- Community Member
Kseniia Latek	- Community Member
Christopher Lumsden	- Community Member
Christa MacArthur	- Community Member
Angel Manguerra	- Community Member

#### **STAFF:**

Emilie Adin	- Director of Development Services
Rupinder Basi	- Supervisor of Development Planning
Jacque Killawee	- City Clerk
Heather Corbett	- Committee Clerk

The meeting was called to order at 6:00 p.m.

Heather Corbett, Committee Clerk welcomed Commission members to the meeting and briefly outlined how to use the online meeting functions.

#### **1.0 ADDITIONS TO AGENDA**

There were no additions.

#### **2.0 ADOPTION OF MINUTES**

##### **2.1 Adoption of the Minutes of Tuesday, June 16, 2020**

#### **MOVED and SECONDED**

*THAT the minutes of the June 16, 2020 Advisory Planning Commission meeting be adopted as circulated.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

### **3.0 INFORMATION PRESENTATIONS**

#### **3.1 Planning Policy Orientation**

Rupinder Basi, Supervisor of Development Planning, provided a Planning Policy Orientation for Commission members which included the following:

- Review of the role of the Advisory Planning Commission (APC) and the Bylaw by which it is established;
- The APC Scope of Review;
- The Development Review process, and the interim process during the COVID-19 pandemic;
- Meeting Format;
- Key City Policy Documents to Consider; and,
- Staff Roles

### **4.0 LAND USE APPLICATIONS**

There were no items.

### **5.0 NEW BUSINESS**

#### **5.1 Appointment of Chair and Alternate Chair**

##### **MOVED AND SECONDED**

*THAT Ken Bourdeau be appointed as the Chair for the 2021 Advisory Planning Commission term.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

##### **MOVED AND SECONDED**

*THAT Kseniia Latek be appointed as the Alternate Chair for the 2021 Advisory Planning Commission term.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

### **6.0 REPORTS AND INFORMATION**

#### **6.1 Advisory Planning Commission Meeting Procedures during COVID-19 Pandemic**

Heather Corbett, Committee Clerk, reviewed the March 9, 2021 staff report outlining the proposed procedures for future APC meetings during the COVID-19 Pandemic.

In response to questions from the Commission, Ms. Corbett and Jacque Killawee, City Clerk, provided the following information:

- The Council procedure bylaw been not been amended to allow for electronic quorum because Ministerial Order M192/2020 was put in place by the Provincial Government, which makes electronic quorum permissible for the time of the pandemic;
- At public hearings, the public is permitted to speak for five minutes;
- While the public is always invited to attend a City Committee meeting, no other City Committees have the ability for the public to make comments, like the APC does;
- The order of the Commission meetings would be as follows:
  - Staff presentation and questions to staff from Commission;
  - Applicant presentation and questions to applicant from Commission;
  - Public comments;
  - Commission takes turns making comments on the application;
- The agenda package will only be available electronically, and will be annotatable;
- Members of the Clerks office will be present at the meeting on March 16<sup>th</sup> in order to assist the Chair and will be calling the names and running the timer, and another staff member will be running technical support; and,
- The Commission would be supplied with the speakers list in advance of the meeting.

In discussion, the Commission commented that the procedures should only be in place during the duration of the pandemic, as it is important to have live participation from the public at APC meetings;

**MOVED and SECONDED**

*THAT the Advisory Planning Commission (APC) approve the following procedures as usual practice at APC Meetings until the end of the Provincial State of Emergency:*

- *That APC meetings are held electronically via Zoom webinar, which allows for the public to attend the meeting and have an opportunity to speak;*
- *That anyone who would like to speak to an item on the APC agenda must register with the Legislative Services Department in advance. Registration would be open from the time that Notice is given of the meeting until 5:00 p.m. of the night of the meeting;*
- *That when invited, all registered speakers may address the Commission for a maximum of two minutes in the order of signup; and,*
- *That the Commission will hear all registered speakers.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

**7.0 CORRESPONDENCE**

There were no items.

**8.0 NEXT MEETING**

Tuesday, March 16, 2021

**9.0 ADJOURNMENT**

**ON MOTION**, the meeting adjourned at 7:08 p.m.

Certified Correct,

**Original Signed**

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**Ken Bourdeau**  
**Chair**

**Original Signed**

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**Carilyn Cook**  
**Committee Clerk**