



Minutes of a Meeting of the  
**COMMUNITY PLANNING AND HERITAGE ADVISORY COMMITTEE**  
Thursday June 2, 2011  
At 6:00 PM in the Council Chamber, City Hall

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**PRESENT:** Councillor Bill Twaddle  
Councillor Jan Chamberlain  
Richard MacDonald  
Jim Wainwright  
Ruthann Carson  
Robert McKee

**STAFF:** Pam Coulter, Director of Community Services  
Amy Cann, Planning Assistant  
Lois O'Neill, Acting City Clerk

**REGRETS/**

**ABSENT:** Councillor Colleen Purdon  
Stephanie Barber  
Aly Boltman

1. **CALL TO ORDER** – 6:00 p.m.
2. **ADDITIONAL ITEMS**
  - a) The Director of Community Services requested to bring a request from Kathryn Braul, Former Christian Science Society (900 1<sup>st</sup> Ave. W.) for a Façade Grant extension
3. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF OR FOR MATTERS ARISING OUT OF MINUTES LISTED ON THE AGENDA**

None declared.
4. **CONFIRMATION OF MINUTES**

**Moved by Councillor Jan Chamberlain;**  
**“THAT the minutes of the Community Planning and Heritage Advisory Committee meeting held on Thursday May 5, 2011 be approved as printed.”**

**Carried Unanimously**
6. **CORRESPONDENCE RECEIVED FOR WHICH DIRECTION OF COMMITTEE IS REQUIRED**

None declared.

7. **REPORTS AND MATTERS TABLED**

**I)** HERITAGE

None

**II)** GENERAL PLANNING

- a) Report from the Planning Assistant dated May 20, 2011 regarding the City of Owen Sound Street Furniture & Sidewalk Patio Design Guidelines

The Planning Assistant reviewed the content of the report and draft guideline for Committee, clarifying the request to expand the maximum size for the furniture/signage display area at the building face in the existing By-law 2008-121.

**Moved by Ruthann Carson;**

**“THAT the Community Planning & Heritage Advisory Committee receive the report from the Planning Assistant dated May 20, 2011 regarding the City of Owen Sound Street Furniture & Sidewalk Patio Design Guidelines;**

**THAT the Community Planning & Heritage Advisory Committee recommend that City Council approve the City of Owen Sound Street Furniture & Sidewalk Patio Design Guidelines, subject to a review of the document with no objection from the Operations and Corporate Services Departments; and**

**THAT the Community Planning & Heritage Advisory Committee direct staff to amend By-law 2008-121 to require a maximum width of 0.9 metres, instead of 0.6 metres for a street furniture/signage display area at the building face, and to bring the proposed amendment forward to City Council at a subsequent meeting.”**

**Carried Unanimously**

5a) **Deputation**

Rob Hunter, Manager of Ontario Business Improvement Area Association regarding a Downtown Parking Proposal

Sue Carleton, Board Chair of the Owen Sound DIA introduced Mr. Hunter to CPHAC and City staff, noting that the presentation would focus on the Brockville Parking System.

Mr. Hunter commenced his presentation, thanking the Committee and the OSDIA for having him to Owen Sound. The points of Mr. Hunters presentation regarding Brockville’s current parking system included:

- That 1.5 km of 2 hour ‘complimentary’ parking is included within the Downtown Core;
- That decisions regarding the parking system are determined by a joint Committee made up of City and DIA officials;

- The special levy applied to the commercial taxes on the main street merchants (\$34,000 in 2008; about \$20 a month per business);
- That 82% of business owners approved the system;
- That the Commissionaires recruited to enforce parking By-laws doubled as informal tourism ambassadors;
- That the implementation of 15 minute parking spots encouraged turnover in the Downtown; and
- That the Parking Committee worked with the City's Engineering Department to re-align some spaces from parallel to angle (increase from 7 to 22 spaces).

In response to Committee's questions, Mr. Hunter clarified that:

- The levy is applied equally to each storefront;
- Brockville's Downtown has roughly 390-400 on-street parking spaces and 900 in lots; and
- The Brockville lots remain pay spaces.

Sue Carleton clarified for Committee that the DIA's wish is to get City Council's support to investigate this type of option for Owen Sound, and to create a plan to take to the members of the DIA. This plan would include more specific details, such as how much a levy would be for Owen Sound merchants.

Dennis Herman questioned Mr. Hunter as to why some areas in the Brockville Central Business District were not complimentary noting that this is unfair to those businesses. Mr. Hunter commented that these areas abut residential zones. Mr. Herman commented further that abuse of complimentary services must be monitored, and that sidewalk shovelling should be included in the fees paid for the levy.

**Moved by Ruthann Carson;**

**"THAT the Community Planning & Heritage Advisory Committee recommend City Council support the Owen Sound DIA's exploration & investigation of options around paying for complimentary on-street parking through a levy system on the DIA members; and further, THAT staff provide the available data on parking usage and revenues in cooperation with the DIA."**

**Carried Unanimously**

7b) Report from the Planning Co-op Student regarding An Investigation of Practices of Giving Notice for Planning Applications

The Director of Community Services presented the contents of the report for Committee.

Mr. Wainwright made comment that the Sun Times may not reach the appropriate audience for all applications, and that the mailing provides direct contact with the neighbouring stakeholders. He indicated he was in favour of Option #3.

Staff clarified for Committee that application fees were increased in 2010, in order to cover the hard costs incurred through processing and circulating applications. This is especially true for Committee of Adjustment applications.

Committee discussed the viability of circulating notices via the newspaper and posting at the subject property. Committee also discussed the appropriateness of 'polling' meeting attendees to find out where they heard about the meeting.

Staff noted that Committee may review its decision in a year to determine if the option for providing notice chosen has been a viable one. Staff added that different types of applications (e.g., minor variance vs. Zoning By-law amendment) may warrant different circulation methods.

**Moved by Ruthann Carson;**

**"THAT the Community Planning & Heritage Advisory Committee receive the report from the Planning Co-Op Student dated April 28, 2011 regarding an Investigation of Practices of Giving Notice for Planning Applications;**

**THAT that Community Planning & Heritage Advisory Committee recommend to City Council that staff provide statutory notice for all Planning Act applications as required by the *Planning Act* by placing an ad in the Sun Times Newspaper, and to develop a policy for posting notices at the subject property, in lieu of the courtesy mailing."**

**Carried on endorsed  
division; Opposed by  
Richard MacDonald & Jim  
Wainwright.**

*Committee agreed that this change will not be implemented until a policy for posting is developed and approved.*

- c) Report from the Acting City Clerk dated May 24, 2011 regarding the Baker Street Women's Club Parking Request at the 700 Block 2<sup>nd</sup> Ave. E.

The Acting City Clerk presented the contents of the report to Committee, explaining the nature of the new parking pass made for the Baker Street Women's Club.

**Moved by Councillor Jan Chamberlain;**

**"THAT the Community Planning and Heritage Advisory Committee receives the report dated May 24, 2011 from the Acting City Clerk respecting the parking request from the Baker Street Women's Club for parking in the 700 block of 2nd Avenue East and recommends to City Council to approve on a trial basis the creation of a parking pass to accommodate the mobility limitations of the Club members subject to the following conditions:**

- **Pass cost is \$18 per month (includes HST) and are available for the months of October to April only.**
- **Pass is valid 11:30 a.m. to 4:00 p.m. on Thursday's**
- **Passes can only be used for the 10 parking spaces south of the Grey Granite Club in the 700 block of 2nd Avenue East and the 600 block of 2nd Avenue East (both sides of the street)."**

**Carried Unanimously**

- d) Report from the Acting City Clerk dated May 17, 2011 regarding the 2010/2011 Annual Parking Report

The Acting City Clerk presented the contents of the report to Committee.

Staff clarified that revenues were down early in 2011 because of under staffing; a condition which is now improving given that both parking enforcement officer are back full time.

Committee confirmed that the use of the word 'complimentary' was preferred to 'free' in this context.

Councillor Twaddle informed the Acting City Clerk that the pay and display machine behind MacKinnon Motors (Lot 9) is not functioning properly, resulting in many public complaints. Ms. O'Neill reported that there are funds set aside in the capital budget for a new machine, and that this one is next on the list for replacement.

**Moved by Richard MacDonald;**

**"THAT the Committee receives the report dated May 31, 2011 from the Acting City Clerk respecting the 2010/2011 parking review and recommends to Council that a two (2) hour complimentary parking time limit be implemented for the 800 and 900 blocks of 2nd Avenue East; and further,**

**THAT staff work cooperatively with the Downtown Improvement Area Board of Management to improve parking signage in the 800 and 900 block of 2nd Avenue East and throughout the downtown area."**

**Carried Unanimously**

10. PUBLIC MEETINGS

- a) Community Gardens Policy 2011 Public Meeting with Draft Policy for Review

The Planning Assistant welcomed all attending public to the Public Meeting on the new draft Community Gardens Policy, and commenced the PowerPoint Presentation. The presentation outlined the items addressed in the draft, including: background, policy objective, and policy sections.

Committee, staff, and the public discussed several matters relating to the draft policy, including:

- The provision of insurance (Sec. 5.4) should be investigated to see if riders through the City's insurer can be provided for community garden projects. Comments were made by Committee and the public, including Jones Britton, that the necessity for private insurance coverage may be prohibitive, especially for vulnerable populations and special interest groups. The Planning Assistant agreed to look into this matter with the Director of Corporate Services.

Staff also confirmed that a Garden Executive may be a new or existing group of any type, and that these partnerships may also help answer questions of insurance.

- Shane Jolley inquired if playgrounds and unopened road allowances will be considered for placement of gardens. Staff confirmed that these types

of City-owned sites could be considered in accordance with the finalized policy.

- Jennifer Croft, Grey Bruce Health Unit made comment that, if desired the Health Unit would help the City conduct further investigation of the viability of placing garden on known or potential contaminated sites. She also commented that Sec. 2.9 should be amended to note a specific 'walking distance (400-800 m)' instead of simply 'proximity' to areas with higher proportions of affordable and social housing units. The Health Promoter also made note that the online Register would be an important tool for establishing and reinforcing partnerships in this initiative.
- Councillor Chamberlain made note that local high school shop classes may be available to make raised beds if required and permitted.
- Ann Findlay Stewart, regarding Sec. 5.6, inquired as to why an agreement was required for gardens on private lands. To this, staff clarified that agreements for gardens on private lands would only be required if the City's participation or assistance is requested/ required, and that this wording would be added.
- Jackie Ralph, Grey Bruce Canadian Mental Health Association informed Committee that she participated in community gardening in Kitchener, and there were 15 gardens in the cemetery. Under its program, Kitchener tilled the gardens every year. Staff noted that this may be a possibility, but tilling each garden every year would depend very much on staff and resource availability, and on the number of gardens implemented.
- The public questioned the availability of water at each site. Staff commented that free-standing water tanks have been used in the past, and that these type of items may be donated by community partners or obtained through other means.
- Karen Young & Pat Jenks, Georgian Bay Garden Club offered to assist with the CMHA community gardens projects. They expressed concern that the 2011 CMHA agreements would not be completed in time to plant the gardens. Staff agreed to look into the status of the agreements immediately.
- Kelda Nicholson expressed concern that Sec. 3.3, regarding the Executive and its option to enact 'By-laws', created an air of exclusivity and that this program should be made accessible for all people. Staff confirmed that the intent of this section was actually intended to promote an inclusive, sociable program, and that the wording of this section would be amended to create a 'friendlier' message.
- Chair Twaddle made comment that it may not be the City's place to limit the gardeners' option to use pesticides and herbicides, and to mandate the pursuit to organic production methods.
- Staff clarified that the license agreement would address the executive's obligation to ensure the garden is well maintained and that the site remain tidy at all times.

- Committee also requested that a status update on the Urban Chickens By-law Regulatory By-law be brought back to a future meeting.

Committee thanked the members of the public for attending and reiterated the invitation for written comment.

8. **CORRESPONDENCE RECEIVED FOR INFORMATION ONLY**

- a) April Building Statistics
- b) Letter from the Minister of Citizenship and Immigration dated May 2011 regarding the Ontario Medal for Good Citizenship

**Moved by Jim Wainwright;**

**“THAT the Community Planning & Heritage Advisory Committee accept items 8a) through 8b) for information.”**

**Carried Unanimously**

9. **OTHER BUSINESS**

- a) The Director of Community Services requested to bring a request from Kathryn Brault, Former Christian Science Society (900 1<sup>st</sup> Ave. W.) for a Façade Grant extension

The Director reminded Committee that Ms. Brault was granted a single-façade grant for the former Christian Science Society set to expire this June 30, 2011. Ms. Coulter stated that the work on the building was nearly complete and that a one-month extension had been requested.

**Moved by Richard MacDonald;**

**“That the Community Planning & Heritage Advisory Committee request that City Council grant a one-month extension to Kathryn Brault for the Former Christian Science Society at 900 1<sup>st</sup> Ave. W. to July 31, 2011.”**

**Carried Unanimously**

10. **ADJOURNMENT**

Committee meeting adjourned at 8:00 PM