



CITY OF PRINCE ALBERT

PLANNING ADVISORY COMMITTEE REGULAR MEETING

AGENDA

**TUESDAY, OCTOBER 25, 2022, 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 June 28, 2022 Planning Advisory Committee Meeting Minutes for Approval (MIN 22-58)

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

- 6.1 Residential Repair Program (RPT 22-365)

Verbal Presentation: Craig Guidinger, Director of Planning & Development Services

7. UNFINISHED BUSINESS

8. ADJOURNMENT



City of
Prince Albert

MIN 22-58

MOTION:

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

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

PLANNING ADVISORY COMMITTEE REGULAR MEETING

MINUTES

**TUESDAY, JUNE 28, 2022, 4:00 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Councillor Terra Lennox-Zepp
Councillor Dawn Kilmer
Hannah Buckie
Clayton Clark
Carmen Plaunt
Kim Scruby
Kyle Smith-Windsor

Savannah Price, Acting City Clerk
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Councillor Lennox-Zepp, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0012. **Moved by:** Scruby

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: Victor Hernandez and Matthew Roberts

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0013. **Moved by:** Smith-Windsor

That the Minutes for the Planning Advisory Committee Regular Meeting held April 26, 2022, be taken as read and adopted.

Absent: Victor Hernandez and Matthew Roberts

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Renovations to the Court of Queen’s Bench (RPT 22-241)

0014. **Moved by:** Plaunt

That the following be forwarded to an upcoming Executive Committee meeting for consideration:

That RPT 22-241 be received as information and filed.

Absent: Victor Hernandez and Matthew Roberts

CARRIED

6.2 PAC – Land Development Policy and Public Engagement (RPT 22-228)

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

0015. **Moved by:** Scruby

1. That the comments and feedback given by the Planning Advisory Committee at the June 28, 2022 meeting regarding Public Engagement on the Land Development Policy be used to help establish a Public Engagement Strategy; and,

2. That the Public Engagement Strategy regarding the Land Development Policy be forwarded to an upcoming Executive Committee meeting for consideration.

Absent: Victor Hernandez and Matthew Roberts

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:45 P.M.

0016. **Moved by:** Clark

That this Committee do now adjourn.

Absent: Victor Hernandez and Matthew Roberts

CARRIED

COUNCILLOR TERRA LENNOX-ZEPP
CHAIRPERSON

SAVANNAH PRICE
SECRETARY

MINUTES ADOPTED THIS 25TH DAY OF OCTOBER, A.D. 2022.

a new program called the Residential Repair Program.

The secondary suite provision seen in the attached "Schedule A" addresses the need for secondary suite repairs, while also addressing a wider spectrum of repairs within one program. This simplifies the number of programs the City offers while providing the same service to the public.

In the same January 2022 City Council report, it was identified that houses in Prince Albert owned by those who make up to \$80,000 per year may have substantial barriers that make home repairs difficult to afford due to competing needs, the cost of construction supplies, and the cost to hire professionals. Through observation of the Cities housing stock, there is evidence that suggests that the quality and safety of many homes have deteriorated over time and could benefit from a Residential Repair Program. This deterioration is common in many older neighborhoods, and it impacts our community in many ways, such as:

1. Homes becoming dilapidated and attracting unwanted behavior;
2. Dilapidated homes do not attract new investment into neighborhoods, which leads to further Urban Decay;
3. Residents can be forced to live in unsafe or unhealthy situations (faulty/broken furnace, faulty wiring, leaky roof, broken windows, no water heater); and
4. Residents, both considering buying or selling, will be faced with addressing these issues and this financial challenge can stall movement through this sector of the housing continuum.

In order to address the above issues, Administration is proposing a revised program, which is intended to help those who meet the necessary criteria pay for significant or critical home repairs, which may also include repairs to a secondary suite.

Administration is requesting comments from PAC on the proposed program before final approval.

If approved, the secondary suite program will be discontinued.

CONSULTATIONS:

Planning and Development Services has discussed this program internally (Planning and Building) at length in order to better understand whether the needs of homeowners are being met.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to approval, Planning and Development Services will finalize the Residential Repair Program literature and post the program on the City website for use.

POLICY IMPLICATIONS:

As the Housing Reserve Programs are funded from the Housing Reserve, any changes to the programs, or creation of new programs, will need to align with the Housing Reserve Policy. The proposed new program aligns with the purpose of the Housing Reserve Policy:

“2 PURPOSE

2.01 The Housing Reserve Policy is to:

- a) Establish a reserve that is used exclusively for the funding of housing programs as approved by City Council; and,
- b) Assist in increasing access to safe, accessible and affordable housing, across the housing continuum, for all residents of Prince Albert.”

FINANCIAL IMPLICATIONS:

If the Residential Repair Program is fully utilized in 2023, the total cost to the Housing Reserve will be \$25,000 (Five (5) applications at a maximum value of \$5000 each).

The current balance of the Housing Reserve, as of October 2022 is \$641,892.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy, policy, financial or other options to the recommendation to consider at this time.

STRATEGIC PLAN:

Fiscal Management and Accountability: The Planning Advisory Committee serves as a community based advisory group that considers the relevance and efficiency of proposed City actions and initiatives.

Corporate Sustainability: Administration and City Council depend on a resilient and robust reference groups to enhance decision-making.

Sustainable Growth: The Planning Advisory Committee assists in providing advice to support sustainable initiatives.

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 by Craig Guidinger, Director of Planning & Development Services

ATTACHMENTS:

1. Schedule A

Written by: Adam Brown, Planner

Approved by: Craig Guidinger, Director of Planning & Development Services

Residential Repair Program Schedule "A"

Application Submission Check-list

Before submitting your application, please review, complete and ensure you have included all the items listed below. These items are required as a part of the application. Incomplete applications will not be accepted. Depending on the proposed repair(s), further information and photos may be requested.

1. Application Form.
2. Two quotes that include the materials, labor and estimated total cost of the repair(s)

Program Information, Conditions and General Procedure

The purpose of the Residential Repair Program is to provide up to \$5,000 in grant funding to homeowners to help pay for immediate, significant home repair(s).

Please note, immediate, significant home repair(s) are not aesthetic in nature. They are required in order to meet minimum life safety standards or secure structural integrity, and may include:

- Furnace, boiler or other primary heat source,
- Water heater,
- Plumbing that effects the availability of potable water,
- Windows and doors,
- Roof or shingles,
- Electrical work or wiring,
- Installation of barrier free equipment, or
- Repair of an existing secondary suite.

Repair(s) that do not represent an immediate life safety issue or that do not represent a risk to the structural integrity of the home will not be considered, and may include: repair or replacement of cabinetry or other similar fixtures, appliances, fixed or picture windows, flooring, or painting.

Conditions and Information

1. This program is available to individuals who:
 - a. Own and occupy the subject property and do not own any additional property such as a cabin, rental property, commercial property, etc.;
 - b. Have owned the subject property for at least two (2) years; and
 - c. Have a maximum annual household income of either \$50,000 for an individual or \$80,000 for multiple income earners.
2. The grant funding is intended to help cover the cost of an immediate, significant home repair(s), to a maximum of 50% of the cost of the repair(s) or \$5,000, whichever is lesser.
3. If the City approves the application, the funds will be distributed to the homeowner after submission of the repair invoice and once the work is completed, as the

submitted invoice will determine the final value of the grant. Any deviation from the quotes provided or work identified in the application, as approved by City Council, may not qualify for funding.

4. Applicants who are approved under this program are not eligible to apply for other City of Prince Albert housing programs for the subject property.
5. Properties that are in tax arrears or are under Order through any bylaw or legislation are not eligible for this program.
6. The Applicant is responsible for all costs associated with their application, which includes the initial repair costs and obtaining any required permits.
7. Only five (5) grants will be approved annually and applications will be processed in the order they are received.

General Procedure

1. How to Apply

Prior to submitting an application, please contact the Planning and Development Services Department to discuss the terms and conditions of the program and to ensure that the intake period has not closed.

Completed Residential Repair Program applications can be submitted to Planning and Development Services in person or by email to pds@citypa.com.

2. When to Apply

Applicants are advised to submit their application **after** they have received the necessary quotes and **before** work begins. Because applications and funding are approved by City Council, applications submitted after the repair work has started may not qualify.

3. Review Process

Applications will be reviewed by Administration prior to being forwarded to the City Manager for approval in principle. If approved by the City Manager, the application will be forwarded to City Council for final approval.

It is important to note that the application review and approval process can take one month or more to complete.