

**MEETING MINUTES**  
Town of Riverview Planning Advisory Committee  
Wednesday, May 14, 2025  
Council Chambers

Attendance: Shawn Dempsey, Chair  
Kevin Steen, Committee Member  
Rebecca Laffoley, Committee Member  
Susan Steeves, Committee Member  
Chris Whalen, Committee Member  
Kyle Lewis, Committee Member  
Shauna McGraw, Executive Assistant, Town of Riverview  
Sam Gerrand, Planner, SE Regional Service Commission  
Lori Bickford, Planner, SE Regional Service Commission

Regrets: Debby Warren, Committee Member  
Rob Bateman, 2<sup>nd</sup> Vice Chair

**1. CALL MEETING TO ORDER**

Shawn Dempsey, Chair, called the meeting to order at 6:00pm

**2. DECLARATION OF CONFLICT OF INTEREST**

Chair S. Dempsey declared a conflict of interest for Agenda item 7a

**3. ADOPTION OF MEETING AGENDA**

**Moved by D. Primeau and seconded by K. Lewis**

That the agenda for the Town of Riverview Planning Advisory Committee meeting of May 14, 2025 be APPROVED.

**MOTION CARRIED UNANIMOUSLY**

**4. ADOPTION OF MINUTES**

Planning Advisory Committee Meeting- April 9, 2025

**Moved by K. Lewis and seconded by S. Steeves**

That the minutes of the Town of Riverview Planning Advisory Committee meeting of April 9, 2025, be ADOPTED.

**MOTION CARRIED UNANIMOUSLY**

**5. BUSINESS ARISING FROM THE MINUTES**

**a) PAC Policy and Procedures Changes**

L. Bickford of Plan 360 briefly reviewed the changes which pertained to cancellation of meetings if no quorum was present, respectful conduct, and some general clarification of terms etc as discussed at the last meeting.

**Motion 1**

That the Town of Riverview Planning Advisory Committee Policies and Procedures presented at the April 9, 2025 meeting, which incorporates procedural clarifications to operational policies and procedures in Section 3 Regular Meetings and Section 8 Agenda, be ADOPTED.

**Moved by D. Primeau and seconded by K. Steen**

That the motion be approved as written.

**MOTION CARRIED UNANIMOUSLY**

**6. VARIANCE, TEMPORARY APPROVALS, CONDITIONAL USES, RULINGS OF COMPATIBILITY AND NON- CONFORMING USES**

Nil

*\*Note: S. Dempsey left the Chair and vacated the room at 7:05 pm at which time 1st Vice Chair, D. Primeau assumed the chair position.*

**7. TENTATIVE SUBDIVISIONS**

**a) Jean-Michel Alain, on behalf of Mattie Capital (PID 00662668). Recommendation to Council for a change to Land for Public Purposes for the Dobson Landing Subdivision Plan (File 25-0467).**

S. Gerrard explained that this item is brought forward because the applicant wants to change the location and amount of LFPP (lands for public purpose) from what was originally submitted in their Subdivision Plan for the third phase. He explained that although they are now recommending less land (-480 sqm) it will still be well over the 10% minimum given that the original parcel was almost 25% (30000 sqm). The purpose for the change is to relocate their detention pond.

S. Gerrard confirmed to S. Steeves that the application would have the detention pond replacing a small portion of what was originally planned as LFPP, however there were no clear plans (like a playground etc) for that specific piece. He also confirmed to her that there is a requirement for fencing around the pond etc. Further, S. Gerrard confirmed to C. Whalen and S. Steeves that although they are not replacing that land with other land, they are still providing much more LFPP than the 10% requirement. S. Gerrard indicated to K. Steen that Engineering did review the plan and had no concerns with the location of the detention pond in relation to Mill Creek. The pond's purpose is to collect excess stormwater runoff and slowly release it.

L. Bickford also explained for clarity the difference between a retention pond and a detention pond – a retention pond will almost always have water in it while a retention pond collects water to slowly release it.

D. Primeau indicated that the visuals indicate that the pond will be a retention pond so S. Gerrard will get clarity on that but from his conversions it should be a detention pond – he indicated as well that there is already another pond on this development and it would be the same.

L. Bickford pointed out to the committee that their recommendation is on the change of the LFPP and has no connection to whether it contains a retention or a detention pond.

**Motion 1**

That the Riverview Planning Advisory Committee RECOMMEND the Town of Riverview Council assent to the creation of Land for Public Purposes as shown on the Dobson Landing Subdivision Plan by JRD Engineering with Job #24-2975

**Moved by C. Whalen and seconded by R. Laffoley**

That the motion be approved as written.

**MOTION CARRIED UNANIMOUSLY**

*\*Note: Chair S. Dempsey resumed his Chair position at 6:23 pm*

**8. BY-LAW AMENDMENTS, ZONING AND MUNICIPAL PLAN MATTERS**

Nil

**9. OTHER BUSINESS**

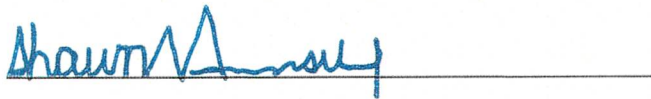
Nil

**10. NEXT SCHEDULED MEETING**

The date for the next scheduled meeting is Wednesday, June 11, 2025 at 6:00 p.m.

**11. ADJOURNMENT**

Moved by D. Primeau that the meeting be adjourned at 6:25 pm



Shawn Dempsey, Chair