

Planning & Heritage Advisory Committee
 Approved Minutes
 February 3, 2025 at 4:00 pm

1. Call to Order	Chair Allan called the meeting to order at 4:04 pm
2. Present	Chair Wilfred Allan, Vice Chair Anne Crossman, Councillor Adele MacDonald, Councillor Lynn Myers, Director of Municipal Operations and Development (DMO/D) Ken Knox (arrived at 4:07pm), Mike Bernard, CAO Sandi Millett-Campbell, and Recording Secretary Kim Dunning Member of the Public: Roger Lindala
3. Regrets	None
4. Absents	Rod Whale
5. Additions to the Agenda	None
6. Approval of the Agenda	MOTION #PHAC2025-02-03-01 It was regularly moved and seconded to approve the agenda as presented. Motion carried.
Edits to the Minutes	None
7. Approval of the Minutes	MOTION #PHAC2025-02-03-02 It was regularly moved and seconded to approve the minutes of January 6, 2025 as presented. Motion carried.

PLANNING ADVISORY COMMITTEE

8. NEW BUSINESS

i. Planning Discussion

Councillor MacDonald suggested having a list of things that this Committee would like to discuss at future meetings. Vice Chair Crossman asked is there is a location where documents relevant to planning are located and DMO/D Knox responded that there is the Land Use By-law (LUB) that the Town uses for zoning, and this is the primary document when someone wants to rezone a property. Vice Chair Crossman asked about the land near the sailing location as the sign has fallen and it doesn't look very presentable. CAO Millett-Campbell advised that they have a meeting with the owners and will let them know the sign needs to be fixed. Councillor Myers asked about by-laws for in-law suites, and DMO/D Knox gave a review of the procedure for the different options available. CAO Millett-Campbell added that all this information is available on the Town's website, and Mike Bernard added that the first recommendation to residents would be to talk to the staff at Town Hall as they would have the answers.

9. REPORTS

i. Planning Reports – December 2024

The December 2024 report was reviewed by the Committee.

10. UNFINISHED BUSINESS

None

HERITAGE ADVISORY COMMITTEE

11. NEW BUSINESS

None

11. UNFINISHED BUSINESS

i. Town Crier Newsletter – March Issue

Chair Allan asked for ideas to be included in the March issue of the Town Crier Newsletter. Mike Bernard asks if there was a way to find out how many people were opening the PHAC links and which ones. It was agreed for DMO/D Knox to look through his files for some information on Spring to be included in the March issue.

Action: Check MailChimp for what type of reports are available and share with PHAC

Name: Recording Secretary Dunning

Due: February 4, 2025

Action: Submit documentation for March issue of Town Crier

Name: DMO/D Knox

Due: February 24, 2025

12. CORRESPONDENCE

None

13. NEXT MEETING

March 3 at 4:00 pm

14. ADJOURNMENT

The meeting was adjourned at 4:39 pm



Chair, Wilfred Allan



Recording Secretary, Kim Dunning