

Planning & Heritage Advisory Committee
 Approved Minutes
 April 7, 2025 at 4:00 pm

1. Call to Order	Vice Chair Crossman called the meeting to order at 4:05 pm
2. Present	Vice Chair Anne Crossman, Councillor Adele MacDonald, Councillor Lynn Myers, Director of Municipal Operations and Development (DMO/D) Ken Knox, Mike Bernard, Rod Whale and Recording Secretary Kim Dunning
3. Regrets	Chair Wilfred Allan
4. Absents	None
5. Additions to the Agenda	None
6. Approval of the Agenda	MOTION #PHAC2025-04-07-01 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 #PHAC2025-04-07-02 It was regularly moved and seconded to approve the minutes of March 3, 2025 as presented. Motion carried.

PLANNING ADVISORY COMMITTEE

8. NEW BUSINESS

9. REPORTS

- i. Planning Reports – February 2025
 The February 2025 report was reviewed by the Committee.

10. UNFINISHED BUSINESS

- i. Planning Discussion – Update
 DMO/D Knox has received some responses back from this Committee.
 Mike Bernard – Strategies to protect/incentivize affordable housing in Town.
 DMO/D Knox advised that there is not a lot the Town can do in Planning regarding this.

- Land-use by-law there are a few things available to help with this.
- Incentive subdivision in general could be an option.
- Rezone to achieve higher density.

Rod Whale asked about the vacant houses in the Town, and it was suggested to ask Council to investigate this further and find out how other communities are handling this.

MOTION #PHAC 2025-04-07-03

It was regularly moved and seconded to recommend to Council to examine vacant properties by-laws and policies. **Motion carried.**

Chair Allan – Bring heritage properties page up-to-date

DMO/D Knox advised that volunteers normally complete this, as the property must be scored and a blurb created. Councillor MacDonald asked who the volunteers would be, and Vice Chair

Crossman suggested a couple of names to complete this. Vice Chair Crossman asked if there should be a task team for dealing with items like this. Councillor MacDonald added that some of the photos are not current, so this may need to be included. It was agreed to be included in the PHAC report for Council to make them aware. Rod Whale offered their services to develop a website, and DMO/D Knox responded that there could be an issue as Town staff only have access.

HERITAGE ADVISORY COMMITTEE

11. NEW BUSINESS

i. 25-05-HER 258 - 262 St George Street

DMO/D Knox advised that there are structural issues with the front of the premises. Councillor MacDonald asked about the request for wood or aluminum and DMO/D Knox added that wood doesn't need approval, so that's why the request is for aluminum.

MOTION #PHAC2025-04-07-04

It was regularly moved and seconded that PHAC recommends to Council that the applicant at 258-264 St George Street be given heritage approval to change window and door materials to aluminum and steel respectively (maintaining the existing look) at the space currently occupied by the coffee shop, as detailed in the application AR25-05-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

ii. 25-07-HER 89 Victoria Street

DMO/D Knox advised that the only change is the inserts (middle part of the frame) from wood to vinyl, and maintaining the same pattern.

MOTION #PHAC2025-04-07-05

It was regularly moved and seconded that PHAC recommends to Council that the applicant at 89 Victoria Street be given heritage approval to change window insert material to vinyl, as detailed in the application AR25-07-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

12. UNFINISHED BUSINESS

i. 25-03-HER 268 St. George Street

This motion will be ratified at the next PHAC meeting.

ii. 25-04-HER 154 St. George Street

This motion will be ratified at the next PHAC meeting.

iii. Town Crier Newsletter – May Issue

After further discussion, it was agreed to provide a blurb asking for assistance to update information on Heritage properties files. Mike Bernard will provide a draft and share with this Committee.

ACTION: Provide a document for the Town Crier Newsletter – May issue

NAME: Mike Bernard

DUE: April 24, 2025

12. CORRESPONDENCE

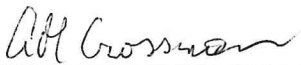
None

13. NEXT MEETING

May 5, 2025 at 4:00 pm

14. ADJOURNMENT

The meeting was adjourned at 5:00 pm



Vice Chair Anne Crossman



Recording Secretary, Kim Dunning

