

Planning & Heritage Advisory Committee
 Approved Minutes
 May 5, 2025 at 4:00 pm

1. Call to Order	Chair Allan called the meeting to order at 4:00 pm
2. Present	Chair Wilfred Allan, Councillor Adele MacDonald, Councillor Lynn Myers, Director of Municipal Operations and Development (DMO/D) Ken Knox, Mike Bernard, Rod Whale, CAO Sandi Millett-Campbell and Recording Secretary Kim Dunning Members of the Public: Richard Cianflone and Greg Scharfen (left at 4:30pm)
3. Regrets	Vice Chair Anne Crossman
4. Absents	None
5. Additions to the Agenda	None
6. Approval of the Agenda	MOTION #PHAC2025-05-05-01 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 #PHAC2025-05-05-02 It was regularly moved and seconded to approve the minutes of April 7, 2025 as presented. Motion carried.

PLANNING ADVISORY COMMITTEE

8. NEW BUSINESS
 None

9. REPORTS
 i. Planning Reports – March 2025
 The March 2025 report was reviewed by the Committee.

10. UNFINISHED BUSINESS
 None

HERITAGE ADVISORY COMMITTEE

11. NEW BUSINESS
 i. 25-09-HER 154 St. George Street
 DMO/D Knox advised that that the Town has received a request to complete a material change for the windows. They added that there is an issue for the character defining elements and wanted to make this committee aware. They added that this change will be of higher quality, and they would recommend the change. Councillor Myers added that there have been other properties where they have changed from wood to vinyl and weren't character defining elements. Councillor MacDonald added removing the storms would be an improvement. Councillor Myers advised that it will be an improvement to the looks of the property. Rod

Whale asked what's important materials, look and curb appeal. Councillor Myers added that it would increase the value of your home. Richard Cianflone advised that when the contractor pulled out the molding there was rot showing, and other issues. Rod Whale what are the principles here - cost, structural integrity, etc. CAO Millett-Campbell advised that these are legal documents for the heritage property at the Land Registry Offices (LRO), and there is a cost. Councillor MacDonald maintaining the look and the feel of the property is important. After further discussion it was agreed to recommend the motion to Council for their review/approval.

Chair Allan would like to add this to a later agenda to discuss character defining elements.

MOTION #PHAC2025-005-05-03

It was regularly moved and seconded that PHAC recommends to Council that the applicant at 154 St George Street be given heritage approval to change the window material, keeping the same pattern 25-09-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

It was regularly moved and seconded that Planning and Heritage Advisory Committee (PHAC) ratify the electronic vote that was emailed out on Wednesday, March 12, 2025 that gives the applicant at 268 St. George Street be given heritage approval to add a new window sign as detailed in the application 25-02-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

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

It was regularly moved and seconded that Planning and Heritage Advisory Committee (PHAC) ratify the electronic vote that was emailed out on Wednesday, March 12, 2025 that gives the applicant at 154 St George Street be given heritage approval to make the changes as detailed in the application 25-04-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

ii. Town Crier Newsletter – May Issue

CAO Millett-Campbell suggested highlighting the Town's website and where to find things. Councillor Myers will compile a blurb on signage and all the resources are available on the website.

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

NAME: Councillor Myers

DUE: May 23, 2025

12. CORRESPONDENCE

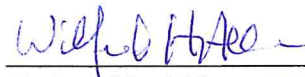
None

13. NEXT MEETING

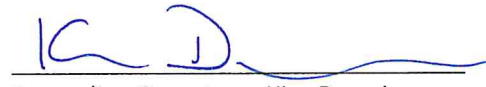
June 2, 2025 at 4:00 pm

14. ADJOURNMENT

The meeting was adjourned at 4:43 pm



Chair, Wilfred Allan



Recording Secretary, Kim Dunning

