

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

|                                   |                                                                                                                                                                                                                                                                                                      |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. <b>Call to Order</b>           | Chair Allan called the meeting to order at 4:01 pm                                                                                                                                                                                                                                                   |
| 2. <b>Present</b>                 | Chair Wilfred Allan, Vice Chair Anne Crossman, 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<br>Member of the Public: Roger Lindala |
| 3. <b>Regrets</b>                 | None                                                                                                                                                                                                                                                                                                 |
| 4. <b>Absents</b>                 | None                                                                                                                                                                                                                                                                                                 |
| 5. <b>Additions to the Agenda</b> | Heritage Advisory Committee – 11. New Business i. National Heritage Trust Conference                                                                                                                                                                                                                 |
| 6. <b>Approval of the Agenda</b>  | <b>MOTION #PHAC2025-03-03-01</b><br>It was regularly moved and seconded to approve the agenda with the above addition. <b>Motion carried.</b>                                                                                                                                                        |
| <b>Edits to the Minutes</b>       | None                                                                                                                                                                                                                                                                                                 |
| 7. <b>Approval of the Minutes</b> | <b>MOTION #PHAC2025-03-03-02</b><br>It was regularly moved and seconded to approve the minutes of February 3, 2025 as presented. <b>Motion carried.</b>                                                                                                                                              |

**PLANNING ADVISORY COMMITTEE**

8. **NEW BUSINESS**

i. **Planning Discussion**

Chair Allan advised that at the previous meeting, Councillor MacDonald asked if there was the option of having a list that could be discussed when the agenda doesn't have much content. Councillor MacDonald added that this would be for both Planning and Heritage. Mike Bernard suggested including a onboarding package for new members. DMO/D Knox responded that they would send an email out to the PHAC Committee members asking what they would like to have more information on.

**ACTION:** Sending an email to Committee to see what they want to know about going forward

**NAME:** DMO/D Knox

**DUE:** March 30, 2025

9. **REPORTS**

i. **Planning Reports – January 2025**

The January 2025 report was reviewed by the Committee.

10. **UNFINISHED BUSINESS**

None

**HERITAGE ADVISORY COMMITTEE**

11. NEW BUSINESS

i. National Heritage Trust Conference

Councillor MacDonald advised that the National Heritage Trust Conference will be held in Halifax on October 23 to 25, 2025. They added that the email they had received is for a call for presentations and there are four different themes for these. April 4, 2025, is the deadline for submissions. Mike Bernard asked for the email to be shared with them, as they are the Chair of the Environment Advisory Committee and would like to include this on their agenda.

**ACTION:** Share email with Mike Bernard

**NAME:** Councillor MacDonald

**DUE:** March 4, 2025

12. UNFINISHED BUSINESS

i. 25-02-HER- 430 St. George Street

**MOTION #PHAC2024-03-03-03**

That Planning and Heritage Advisory Committee (PHAC) ratify the electronic vote that was emailed out on Monday, January 10, 2025 that gives the applicant at 430 St George Street heritage approval to change the garage door to a steel door, add a door in place of a window, install a deck and privacy screen, at the rear of the property, as detailed in application 25-02-HER, providing all conditions of the Land Use By-Law are met. **Motion carried.**

ii. Town Crier Newsletter – April Issue

Chair Allan asked for ideas for the Town Crier Newsletter for the April issue. Rod Whale partial HST rebate on materials, and this is on the provincial part of the HST (8%) but needs to be pre-approved. They added that there is an additional National Trust with Nova Scotia grant for \$3,000 which is also available. Vice Chair Crossman added that at the last Marketing Economic Development Committee (MEDC) meeting the Chair from MEDC had been in contact with Bridgetown Reader on sharing information on a weekly basis, and they are open to having documents included. Councillor MacDonald added that it can't be date sensitive, as the Bridgetown Reader will add when there is space available.

**Action:** Submit documentation for April issue of Town Crier

**Name:** Rod Whale

**Due:** March 24, 2025

12. CORRESPONDENCE

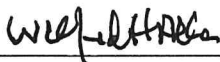
None

13. NEXT MEETING

April 7, 2025 at 4:00 pm

14. ADJOURNMENT

The meeting was adjourned at 4:34 pm

A handwritten signature in black ink, appearing to read "Wilfred Allan", written over a horizontal line.

Chair, Wilfred Allan

A handwritten signature in blue ink, appearing to read "Kim Dunning", written over a horizontal line.

Recording Secretary, Kim Dunning

