

Planning & Heritage Advisory Committee
 Approved Minutes
 September 2, 2025 at 4:00 pm

1. Call to Order	Chair Allan called the meeting to order at 3:58 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, Rod Whale and Recording Secretary Kim Dunning
3. Regrets	Mike Bernard
4. Absents	None
5. Additions to the Agenda	8. New Business i. 25-20-HER 154 St. George Street
6. Approval of the Agenda	MOTION #PHAC2025-09-02-01 It was regularly moved and seconded to approve the agenda with the above addition. Motion carried.
Edits to the Minutes	None
7. Approval of the Minutes	MOTION #PHAC2025-09-02-02 It was regularly moved and seconded to approve the minutes of June 2, 2025 as presented. Motion carried.

HERITAGE ADVISORY COMMITTEE

8. NEW BUSINESS

i. 25-20-HER-154 St. George Street

DMO/D Knox advised that the Town has received a request to add an accessory structure to the rear of their property. The request is to add a garage to the property.

MOTION #PHAC2025-09-02-03

It was regularly moved and seconded to recommend to Council that the applicant at 154 St. George Street be given heritage approval to add an accessory structure (garage) at the rear of the property as detailed in application 25-20-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

ii. Brainstorming Future PHAC Topics

Chair Allan would like to move this topic to the end of the meeting going forward. They added that they would like to add to the October agenda a review of the heritage section of the town's Strategic Plan, and they had received a letter from Mayor Boyer and Council on their questions on the Strategic Plan. Councillor MacDonald advised that all of council was involved with the response they received regarding the Strategic Plan. The contents of the response letter were suggesting ideas to be included in the Town Crier newsletter going forward, and not for discussion during PHAC meetings. CAO Millett-Campbell added that some of the suggestions the Chair listed would be not for PHAC to review/discuss. Chair Allan will compile a list of suggestions and email to the committee to review.

ACTION: Will compile a list of suggestions to review for future discussion

NAME: Chair Allan

DUE: October 1, 2025

9. UNFINISHED BUSINESS

- i. 25-15-HER 238 St. Anthony Street

MOTION #PHAC2025-09-02-04

It was regularly moved and seconded that Planning and Heritage Advisory Committee (PHAC) ratify the electronic vote that was emailed out on Tuesday, July 8, 2025 that gives the applicant at 238 St. Anthony Street heritage approval to rebuild a small rear deck (in the same material/style as the PHAC approved front steps), as detailed in the application 25-15-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

- ii. 25-18-HER 396 St. George Street

MOTION #PHAC2025-09-02-05

It was regularly moved and seconded that Planning and Heritage Advisory Committee (PHAC) ratify the electronic vote that was emailed out on Monday July 28, 2025 that gives the applicant at 396 St. George Street heritage approval to remove a rear window, as detailed in application 25-18-HER, providing all conditions of the Land Use By-Law are met. **Motion carried.**

PLANNING ADVISORY COMMITTEE

10. NEW BUSINESS

None

11. UNFINISHED BUSINESS

None

12. REPORTS

- i. Planning Reports – May and June 2025

May and June 2025 reports were reviewed by the Committee.

13. CORRESPONDENCE

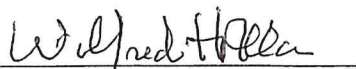
None

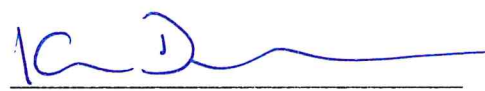
14. NEXT MEETING

October 6, 2025 at 4:00 pm

15. ADJOURNMENT

The meeting was adjourned at 4:23 pm.


Chair, Wilfred Allan


Recording Secretary, Kim Dunning