

Planning & Heritage Advisory Committee
Approved Minutes
October 6, 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, Vice Chair Anne Crossman, Councillor Lynn Myers, Director of Municipal Operations and Development (DMO/D) Ken Knox, Mike Bernard (virtual), Rod Whale and Recording Secretary Kim Dunning
3. Regrets	Councillor Adele MacDonald
4. Absents	None
5. Additions to the Agenda	Heritage Advisory Committee New Business 8. i. Canada Ski Property
6. Approval of the Agenda	MOTION #PHAC2025-10-06-01 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 #PHAC2025-09-02-02 It was regularly moved and seconded to approve the minutes of September 2, 2025 as presented. Motion carried.

HERITAGE ADVISORY COMMITTEE

8. NEW BUSINESS

i. 25-21-HER-83 Victoria Street

DMO/D Knox advised that the Town has received a request to replace the asphalt shingle roof with black metal material at 83 Victoria Street, Annapolis Royal. After further discussion it was agreed to recommend to Council to review/approve the request.

MOTION #PHAC2025-10-06-03

It was regularly moved and seconded to recommend to Council that the applicant at 83 Victoria Street be given heritage approval to change roofing materials from asphalt shingle to metal as detailed in application 25-21-HER as long as the requirements of the Land-Use By-law are met. **Motion carried.**

ii. Canada Ski Property

Vice Chair Crossman was interested in the old Canada Ski Property located in Annapolis Royal and noted that there is a rock wall at the end of the property. After investigating online, they found out that it was at one point the property was the only ski maker in Canada and had moved from Lunenburg to the Town. DMO/D Knox added that the new owners are going to rebuild the wall as it will be a garden feature. Chair Allan added that there is more information available on the internet if anyone is interested.

9. UNFINISHED BUSINESS

i. Strategic Ideas

Chair Allen advised that at the previous Planning and Heritage Advisory Committee (PHAC) meeting brainstorming on feature ideas was included on the agenda. They decided to pick three of the 10 proposals to review today.

- **Updating the Heritage properties on the Town's Website**
DMO/D Knox advised that there is already a list available and this has been updated on the website. They added that the ones that are not on there are due to insufficient information being available, and a qualified volunteer (expert in this field) would need to create a blurb for PHAC to review. Once they have been reviewed by PHAC they would then need to go to Council for their review/approval. DMO/D Knox gave a brief overview of what the process would be and added that in the file cabinet at Town Hall there are all the original documentation on each heritage property, including a certificate to confirm that it is a heritage building. Mike Bernard advised that for their own property the information on the website is incorrect. DMO/D Knox advised that the first step is to find a qualified volunteer to update the documents to go through the approval process.
- **Guide for Heritage Property Owners on Town's Website**
Vice Chair Crossman asked if the province had something similar, and CAO Millett-Campbell responded that what is available is no longer valid. They added that policies, by-laws, etc. are all located on the Town's website, and as this is a Municipal website, there are certain layouts/requirements to be followed (e.g. by-laws and policies are in a separate location). CAO Millett-Campbell added that they are going to ask for the website to be updated next year and will ask for this to be included in the 2026-2027 budget. They also suggested PHAC can create their own brochure to include links on where to find things. This can be decided later.
- **Incorporate the recent PHAC articles in the Town's newsletter on the website**
Chair Allan would like to have all articles included in the Town's newsletter to be added to the PHAC page of the website. Mike Bernard asked if there was a need to duplicate things when they were already located in one place. CAO Millett-Campbell added that they weren't sure if the website had sufficient space to complete this request. This also can be looked at later.

PLANNING ADVISORY COMMITTEE

10. NEW BUSINESS

None

11. UNFINISHED BUSINESS

None

12. REPORTS

- i. **Planning Reports – July and August 2025**
July and August 2025 reports were reviewed by the Committee.

13. CORRESPONDENCE

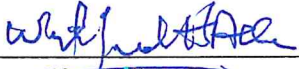
None

14. NEXT MEETING

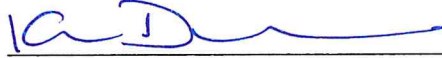
November 3, 2025 at 4:00 pm

15. ADJOURNMENT

The meeting was adjourned at 4:55 pm.



Chair, ~~Wilfred Allan~~



Recording Secretary, Kim Dunning

