

**Planning & Heritage Advisory Committee**

Approved Minutes of Meeting held  
February 3, 2014, 9:30 a.m.

Present: Chair Adrian Nette, Councillor Sherman Hudson, Councillor Paul Paquette, Ern Dick, Ian Lawrence, Planning, Heritage and Marketing Coordinator Sandi Millett-Campbell, Recording Secretary Dawn Bourke.

Regrets: Sefton Squires

1. **Call to Order:** Chair Nette called the meeting to order at 9:00 am

2. **Additions to the Agenda**  
Heritage 11 c) Education sheet

3. **Approval of the Agenda**

**MOTION 1**

It was moved by Councillor Paquette, seconded by Councillor Hudson to approve the agenda of the Planning & Heritage Advisory Committee for February 3, 2014 as amended. **CARRIED.**

4. **Approval of the Minutes**

**MOTION 2**

It was moved by Councillor Hudson, seconded by Councillor Paquette to approve the minutes of the Planning & Heritage Advisory Committee held on January 6, 2014 as presented. **CARRIED.**

5. **Election of Vice-Chair**

**MOTION 3**

It was moved by Councillor Hudson, seconded by Ern Dick to nominate Ian Lawrence as the Vice-Chair of the Planning & Heritage Advisory Committee. **CARRIED.**  
Ian Lawrence accepted the position.

**PLANNING ADVISORY COMMITTEE**

6. **Reports**

Planning Services Report – December 2013

PHMC Millett-Campbell reviewed the Planning Services Report for December 2013.

**MOTION 4**

It was moved by Councillor Paquette, seconded by Councillor Hudson to accept the Planning Services Report for December 2013 as presented. **CARRIED.**

7. **Business Arising:** None

8. **New Business:** None

## **HERITAGE ADVISORY COMMITTEE**

### **9. Reports**

#### **Status Report on PHAC Recommendations to Council & Action Items from PHAC Meetings**

PHMC Millett-Campbell reviewed the Heritage Status Report

#### **MOTION 5**

It was moved by Councillor Paquette, seconded by Ian Lawrence to accept the Heritage Status Report as presented. **CARRIED.**

### **10. Business Arising**

#### **Clarification – Motion 6, PHAC January 6, 2014**

PHMC Millett-Campbell sent Development Officer Millier an email requesting clarification on the reason for heat pumps needing the development permit. The Development Officer Millier was on vacation and will respond as soon as possible. PHMC Millett-Campbell will update the committee at the next monthly meeting with his response.

### **11. New Business**

#### **a) AR14-001-HER – 46 Drury Lane - Request for Changes to Heritage Building**

PHMC Millett-Campbell reviewed the application AR14-001-HER for 46 Drury Lane.

Chair Nette removed himself from the room at 9:48 am, as this is his application. Vice Chair Lawrence took the chair.

#### **MOTION 6**

It was moved by Ern Dick, seconded by Councillor Hudson the PHAC recommends to Council that the applicant at 46 Drury Lane be given heritage approval to repair the existing front entry as detailed in application AR14-001-HER, providing all conditions of the Land Use By-Law are met. **CARRIED.**

Chair Nette returned to the meeting at 9:50 am.

#### **b) AR14-002-HER – 752 St George Street – Request for Changes to Property Adjacent to Heritage Building**

PHMC Millett-Campbell reviewed the application AR14-002-HER for 752 St George Street.

#### **MOTION 7**

It was moved by Ern Dick, seconded by Ian Lawrence the PHAC recommends to Council that the applicant at 752 St George Street be given heritage approval to replace the entry sign as detailed in the application AR14-002-HER be approved, providing all conditions of the Land Use By-Law are met. **CARRIED.**

#### **c) Education Sheet**

Councillor Paquette handed out an educational sheet that he had prepared. Councillor Paquette went through five different documents that Sefton Squires had previously handed out to the committee and prepared a one page double sided information sheet. This one page hand out of education material for wooden windows, could be the first one of a series of hand out sheets. Councillor Paquette thought the educational sheet could go on in Town Crier Newsletter, located in real estate office, the Town website, and have copies available at Town Hall. Everyone has

been asked to review the document and bring back comments, changes, and additions to next month's meeting.

**1. Next Meeting**

≡ Tentative – March 3, 2014 9:30am

**1. Adjournment**

**MOTION 8**

It was moved by Councillor Paquette, seconded by Ian Lawrence that the meeting adjourn at 10:02 am. **CARRIED.**

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Chair Adrian Nette

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Recording Secretary Bourke

