

Planning and Heritage Advisory Committee
Minutes
February 6, 2012
9:30am

CALL TO ORDER: The meeting was called to order by Chair Davies at 9:30am.

Present: Chair Peter Davies, Councillor Hudson, Councillor Fearon, Ian Lawrence, Corrine Frantel, Planning technician Keith Saunders, Grant Slinn and Administrative Assistant Monica Mills as recording secretary.

Regrets: Deputy Mayor Mueller-Sparenberg, ex-officio Mayor Roberts

APPROVAL OF PHAC MINUTES: January 9, 2012

Motion 1:

It was moved by Grant Slinn, seconded by Councillor Hudson that the minutes dated January 9, 2012 be approved. Motion carried.

ADDITION TO AGENDA:

APPROVAL OF AGENDA

Motion 2:

It was moved by Councillor Hudson, seconded by Corrine Frantel that the agenda dated February 6, 2012 be approved. Motion carried.

PUBLIC HEARING: none

PRESENTATIONS: none

REPORTS:

- Status Report on PHAC Recommendations to Council & Action items from PHAC meetings
- Planning Services Report

The committee reviewed the reports.

BUSINESS ARISING - Planning

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
The creation of the ARCAC working group	The committee discussed the motion that was forwarded to Council regarding the development of working group with ARCAC ¹ . It was decided that PHAC would contact Brad Hall to contact ARCAC regarding developing the group.	PHAC will contact Brad Hall	
The proposed plans for the Cenotaph	The committee discussed the potential plans for the cenotaph. The committee requested to see the draft plans. Ian Lawrence stated that the design for the cenotaph should not be driven by artists, it should remain in the historic fashion of cenotaphs. He stated he would contact the Legion regarding the issue. Motion 3: It was moved by Councillor Fearon, seconded by Ian Lawrence that CAO Boyer present copies of the plans for the cenotaph to the Committee. Motion carried	Administrative Assistant to request plans from CAO and to obtain a list of Legion executives	ASAP

NEW BUSINESS - Planning

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Planning Services Report (December 2011)	The report had been previously discussed in the meeting. It was suggested that Keith Saunders research the topic of signage, particularly group signage. Chair Davies suggested that the status report become a standing item on the PHAC agenda.	Keith Saunders a status report. Keith do research regarding group signage	

¹ Annapolis Regional Arts Council

2. Recommendation on terms of office for PHAC	The committee reviewed the suggestions on terms of office from CAO Boyer. The By-law states that the terms should be staggered but does not indicate the actual terms of office. The committee had requested clarification on the terms of office. Chair Davies stated that CAO Boyer should be asked to write, on behalf of Council, to the Historic Association requesting that they officially appoint someone to the committee.	CAO Boyer	
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Business Arising: Heritage

1. Heritage Week - 2012 February 20, 2012, 1pm-4pm,	Chair Davies stated that he had arranged for the presentation of the design awards for the council meeting in the morning. The Committee agreed with the scheduling. It was decided that the Committee could create a display of maps and other historic items. Keith Saunders stated that a PowerPoint with old photos could be created. Chair Davies stated that the design awards pamphlet should be reviewed and revised in time for the open-house.	Design awards pamphlet Administrative Assistant Monica Mills and Chair Davies.	
2. Feedback from Council on the replacement window quote	Keith Saunders presented some information regarding the window tenders, it has not gone to Council yet. He indicated that most were for vinyl replacements. The type of glass was not specified in the tender. The tender went out with repair or replace. The outfit that gave the quote for wood only provided a quote for wood. Recommendation 1: It was moved by Ian Lawrence, seconded by Councillor Fearon that PHAC recommends to Council that the windows be replaced with wooden windows and that the windows deemed in the greatest need of repair should be replaced first with double-glazed glass, and special consideration should be given to the arch windows, so that they may be restored with internal storm windows. Motion carried.		

3. Realtor Brochure	The committee briefly reviewed the recommendations from CAO Boyer. It was decided to table discussion until the next meeting.		
4. Update on status of ARRA designation	Keith Saunders stated that Council gave approval to proceed with the documentation of ARRA. He added that the next step is to contact the Town's solicitor to get advice on how to proceed.		

New Business: Heritage

5. Holme's Garage	No new information		
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NEXT MEETING: March 5, 2012

ADJOURNMENT

Motion 4:

It was moved by Ian Lawrence, seconded by Councillor Hudson that the meeting be adjourned at 10:42am. Motion carried.