

**Planning & Heritage Advisory Committee
Approved Minutes of Meeting held
March 3, 2014, 9:30 a.m.**

Present: Chair Adrian Nette, Ern Dick, Sefton Squires, Councillor Sherman Hudson, Councillor Paul Paquette, PHMC Sandi Millett-Campbell and Recording Secretary Bourke.

Regrets: Vice Chair Ian Lawrence.

1. Call to Order: Chair Nette called the meeting to order 9:35 am.

2. Additions to the Agenda: None

3. Approval of the Agenda:

MOTION #PHAC-2014-MAR-3-1

It was moved by Councillor Paquette, seconded by Councillor Hudson to approve the agenda as distributed. **CARRIED.**

4. Approval of the Minutes:

MOTION #PHAC-2014-MAR-3-2

It was moved by Councillor Hudson, seconded by Councillor Paquette to approve the minutes of the Planning & Heritage Advisory Committee held on February 3, 2014 as presented. **CARRIED.**

PLANNING ADVISORY COMMITTEE

5. Reports:

MOTION #PHAC-2014-MAR-3-3

It was moved by Councillor Hudson, seconded by Councillor Paquette to accept the January 2014 Planning Services Report as presented. **CARRIED.**

6. Business Arising: None

7. New Business: None

HERITAGE ADVISORY COMMITTEE

8. Reports:

i. Status Report on PHAC Recommendations to Council & Action Items from PHAC

Meetings: PHMC Millett-Campbell advised that Chris Millier Development Officer has issued the development permits for application AR14-001-HER and application AR14-002-HER.

9. Business Arising

i. Clarification – Motion 6, PHAC January 6, 2014.

10. New Business

i. Educational Sheet – Windows – Feed back

The Committee expressed appreciation for the work Councillor Paquette did on creating the double sided one page hand out regarding “Wooden Windows - Heritage Worth Preserving”. Councillor Paquette suggested it would be appropriate as a one page insert in the Town Crier; hard copies to real estate agencies, hard copies for PHMC Millett Campbell to hand out and also on the Town Website.

The one amendment to the handout is to include a sentence at the bottom of both sides that would say for more information contact the Town Hall.

Ern Dick suggested the next topic for a one page informative handout be cladding. Sefton Squires suggested “building science” including paint types.

MOTION #PHAC-2014-MAR-3-4

It was moved by Ern Dick, seconded by Councillor Hudson to forward the amended one page informative hand out regarding Wooden Windows to Council for their approval. **CARRIED.**

11. Next Meeting

Tentative – April 7, 2014 9:30am

12. Adjournment

MOTION # PHAC-2014-MAR-03-5

It was moved by Councillor Hudson, seconded by Councillor Paquette to adjourn the meeting at 9:55 a.m. **CARRIED.**

Chairman Adrian Nette

Recording Secretary Bourke