

Planning and Heritage Advisory Committee

MINUTES

September 13, 2012

2:00 pm

CALL TO ORDER: The meeting was called to order at 2:00 pm by Chair Davies.

Present: Chair Davies, Deputy Mayor Mueller-Sparenberg, Councillors Hudson and Fearon, CAO¹ St-Amour, Grant Slinn, Corinne Frantel, GIS² Technician Keith Saunders, Administrative Assistant Monica Mills as recording secretary, member of the public Brenda Kershaw.

Regrets: Ian Lawrence

APPROVAL OF PHAC MINUTES: July 3, 2012

Motion 1:

It was moved by Grant Slinn, seconded by Councillor Hudson that the dated July 3, 2012 be approved with the following amendments. Motion carried.

- Add Corinne Frantel to attendance.
- Change the wording in Item #2 from zoning issues to assessment issues.

ADDITIONS TO AGENDA:

- Term limits: Heritage New Business #4

APPROVAL OF AGENDA

Motion 2:

It was moved by Councillor Hudson, seconded by Corinne Frantel that the agenda be approved as amended. Motion carried.

REPORTS: PLANNING

The committee reviewed the Planning Status Report.

Motion 3:

It was moved by Deputy- Mayor Mueller-Sparenberg, seconded by Councillor Hudson that the Planning Status Report be approved. Motion carried.

¹ Chief Administrative Officer

² Geographic Information Services

Chair Davies asked CAO St-Amour for clarification regarding signage within the Town. She reported that all signage issues are reviewed by the Town Planner Chris Miller and are regulated by the Land Use By-law. Owners of signs that are in contravention of the Land Use By-Law, may be penalized under the MGA³ with fines ranging from \$100.00 to \$1000.00. She added that Council would have to provide direction regarding the matter. Councillor Fearon noted that it is very expensive to pursue legal action.

BUSINESS ARISING - Planning

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
None			

NEW BUSINESS - Planning

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Planning Services Report – June 2012 2. Planning Services Report – July 2012	The committee reviewed the Planning Services Report for June 2012 and July 2012. Motion 4: It was moved by Corinne Frantel, seconded by Grant Slinn that the June and July Planning services report be adopted. Motion carried.		

HERITAGE: The committee reviewed the Heritage Status Report.

Motion 5:

It was moved by Corinne Frantel, seconded by Deputy Mayor Mueller-Sparenberg that the Heritage Status Report be approved. Motion carried.

Business Arising: Heritage

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
None			

³ Municipal Government Act

New Business: Heritage

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. AR12-019-HER – 378-380 St George Street- Request for Changes to a Heritage Building	<p>Applicant is requesting heritage approval to install black steel roofing. The committee discussed the application.</p> <p>Recommendation 1:</p> <p>It was moved by Councillor Fearon, seconded by Councillor Hudson that Council approve the PHAC recommendation that the applicant at 380 St George Street be given heritage approval to install steel roofing material. Motion carried.</p>		
2. AR12-020-HER- 111Ritchie St – Request for changes to a building adjacent to a heritage building	<p>GIS Technician Keith Saunders explained that the applicant, Brenda Kershaw requests heritage approval to install a deck on the north west side of her home. The property is not a heritage property but abuts heritage properties.</p> <p>Recommendation 2:</p> <p>It was moved by Grant Slinn, seconded by Councillor Fearon that Council approve the PHAC recommendation that the applicant at 111 Ritchie Street be given heritage approval to build a deck as per the application. Motion carried.</p>		
3. AR12-021-HER – 396 St George Street- Request for Changes to a heritage building	<p>GIS Technician Keith Saunders explained that the applicant is requesting heritage approval to install a wheel chair ramp to the front entrance of the building. The committee discussed the application.</p> <p>Recommendation 3:</p> <p>It was moved by Councillor Fearon, seconded by Corrine Frantel that Council approve the PHAC recommendation that the addition of a wheelchair accessible ramp at 396 St George Street be approved as proposed. Motion carried.</p>		
4. Terms and Limits of Office for PHAC Members	<p>CAO St-Amour reported that research into the matter has been completed and the PHAC By-law has been reviewed. According to the by-law each term is for a</p>		

	<p>two-year period and the terms are to be staggered. She added that both Grant Slinn and Peter Davies began their terms in 200, Ian Lawrence began his term in 2004 and Corinne Frantel's term began in 2010. She added that in accordance with the by-law the positions would have to be advertised in November and it would be necessary to ensure that staggering of terms occurs. Chair Davies questioned if since citizen representatives are appointed by Council than when the Council's term is over, would the representatives terms end as well. CAO St-Amour replied in the affirmative adding that it may take a few years to comply 100% with the by-law. Councillor Fearon noted that the by-law did not stipulate whether or not a term could be renewed, as AHS representative Ian Lawrence was an invaluable member of the committee. CAO St-Amour stated that a letter would have to be sent to AHS noting that his term expired and requesting a new representative. She added that they could reappoint their current representative if they desired to.</p>		
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NEXT MEETING: October 1, 2012 at 9:00 am.

ADJOURNMENT:

Motion 6:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting be adjourned at 2:28pm.

Peter Davies, Chair

Monica Mills, Recording Secretary