

**Planning & Heritage Advisory Committee**  
**Approved Minutes**  
**July 6, 2020 9:00 a.m.**

1. **PRESENT:** Brian Bohaker (Chair), Councillor John Kinsella, Councillor Holly Sanford, Heather Sprague, CAO Sandi Millett-Campbell, Community Development Coordinator Ken Knox, and Recording Secretary Taylor Robinson. All members attended via Zoom.

2. **REGRETS:** Cheryl Hassen and Charlie Baird

3. **CALL TO ORDER:** Chair Bohaker called the meeting to order at 9:02 a.m.

4. **APPROVAL OF THE AGENDA:**

**MOTION #PHAC2020-07-06-01**

It was moved by Councillor Sanford, seconded by Councillor Kinsella to approve the agenda as presented. **Motion carried.**

5. **APPROVAL OF THE MINUTES:**

- i. Approval of the minutes of the Planning & Heritage Advisory Committee held on June 1, 2020

**MOTION #PHAC2020-07-06-02**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to approve the June 1, 2020 minutes as presented. **Motion carried.**

**HERITAGE ADVISORY COMMITTEE**

6. **NEW BUSINESS:**

- a. Next steps after Character Defining Elements are identified.  
Community Development Coordinator Knox asked the Committee what action they would like to take after the Character Defining Elements are established for the heritage properties. The Committee agreed to send them to Council for approval so the summer students can start inputting the data onto the website as soon as possible.

**MOTION #PHAC2020-07-06-03**

It was moved by Heather Sprague, seconded by Councillor Kinsella to recommend to Council to approve the character defining elements of the heritage properties reviewed by the Planning & Heritage Advisory Committee and the Consultant to be posted on the Town's website. **Motion carried.**

7. **BUSINESS ARISING:**

- a. Review the Character Defining Elements for the following Properties
  - i. 208 St. George St.
  - ii. 438 St. George St.

iii. 530 St. George St.

The Committee discussed the character defining elements, historical significance, and various features of each property. Ms. Sprague will continue to work on the character defining elements and send the documents to the Committee when finished.

#### **PLANNING ADVISORY COMMITTEE**

**8. NEW BUSINESS:**

- a. Letter to Municipalities from the Exec. Director of Culture and Heritage Development  
Community Development Coordinator Knox quickly reviewed the letter and reported that they would like to have a response by September 30, 2020. The Committee agreed to comment on the letter at the September meeting to prepare their reply to the Director of Culture and Heritage Development.

**9. REPORTS:**

- a. Planning Report – May 2020  
The Committee reviewed the Planning Report and noted that it was good to see new development and sign permits within the Town.

**10. BUSINESS ARISING:** None

**11. Next Meeting:** September 7, 2020 at 9:00 a.m.

**12. Adjournment:** Councillor Kinsella moved adjournment at 9:25 a.m.

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Chair Brian Bohaker

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Recording Secretary Taylor Robinson