

**Planning & Heritage Advisory Committee  
 Unapproved Minutes  
 February 1, 2021 at 9:00 a.m.**

<b>1. Call to Order</b>	Vice-Chair Sprague called the meeting to order at 9:01 a.m.
<b>2. Present</b>	Heather Sprague (Vice-Chair), Councillor Holly Sanford, Councillor Paula Hafting, Cheryl Hassen, Chief Administrative Officer (CAO) Sandi Millet-Campbell, Community Development Coordinator (CDC) Ken Knox, Recording Secretary Taylor Robinson. All members joined via Zoom.
<b>3. Absent</b>	Brian Bohaker (Chair)
<b>4. Additions to the Agenda</b>	None
<b>5. Approval of the Agenda</b>	<b>MOTION #PHAC2021-02-01-01</b> It was moved by Councillor Sanford, seconded by Cheryl Hassen to approve the February 1, 2021 agenda as presented. <b>Motion carried.</b>
<b>Edits to the Minutes</b>	None
<b>6. Approval of the Minutes</b>	i. Planning & Heritage Advisory Committee Minutes – November 9, 2020 <b>MOTION #PHAC2021-02-01-02</b> It was moved by Councillor Sanford, seconded by Cheryl Hassen approve the November 9, 2020 minutes as presented. <b>Motion carried.</b>

**PLANNING ADVISORY COMMITTEE**

**7. NEW BUSINESS:** None

**8. REPORTS**

- a. Planning Report – November 2020  
 The Committee reviewed the Planning Report for November 2020. CDC Knox stated that the only thing to note was that there was a development permit for a shed within the month.
- b. Planning Report- December 2020  
 The Committee reviewed the Planning Report for December 2020. CDC Knox mentioned that there was a development permit for a single unit dwelling.

**9. BUSINESS ARISING:** None

**HERITAGE ADVISORY COMMITTEE**

**10. NEW BUSINESS:** None

**11. BUSINESS ARISING:** None

**12. REVIEW THE CHARACTER DEFINING ELEMENTS FOR THE FOLLOWING PROPERTIES:**

- a. 324 St. George
- b. 396 St. George

The Committee assessed the character defining elements, historical significance, and various features of each property.

**MOTION #PHAC2021-02-01-03**

The Planning & Heritage Committee recommends to Council to approve the Character Defining Elements for 324 St. George and 396 St. George Street. Regularly moved and seconded. **Motion carried.**

**13. CORRESPONDENCE:**

- a. Email from Kevin Barrett, Coordinator Heritage Property Program  
CDC Knox reported that there are no new programs and no new developments. The Committee understood and thanked CDC Knox for the update.

14. **NEXT MEETING:** March 1, 2021 at 9:00 am

15. **ADJOURNMENT:** Regularly moved to adjourn at 9:09 a.m.

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Vice-Chair Sprague

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Recording Secretary Taylor Robinson