

Planning & Heritage Advisory Committee  
 Unapproved Minutes  
 December 9, 2024 at 4:00 pm

1. <b>Call to Order</b>	Chair Allan called the meeting to order at 4:07 pm
2. <b>Present</b>	Chair Wilfred Allan, Rod Whale, Vice Chair Anne Crossman, Councillor Adele MacDonald, Director of Municipal Operations and Development (DMO/D) Ken Knox, CAO Sandi Millett-Campbell, and Recording Secretary Kim Dunning
3. <b>Regrets</b>	Councillor Lynn Myers and Mike Bernard
4. <b>Absents</b>	None
5. <b>Additions to the Agenda</b>	11. New Business iv. Thank you
6. <b>Approval of the Agenda</b>	<b>MOTION #PHAC2024-12-09-01</b> It was regularly moved and seconded to approve the agenda with the above addition. <b>Motion carried.</b>
<b>Edits to the Minutes</b>	None
7. <b>Approval of the Minutes</b>	<b>MOTION #PHAC2024-12-09-02</b> It was regularly moved and seconded to approve the minutes of October 7, 2024 as presented. <b>Motion carried.</b>

**PLANNING ADVISORY COMMITTEE**

8. NEW BUSINESS

i. Welcome Council Member

Chair Allen welcomed Councillor MacDonald to the Planning and Heritage Advisory Committee.

ii. Planning Advisory Committee

Chair Allen asked DMO/D Knox why it is separated into two parts (Planning and Heritage). DMO/D Knox responded that the Town is required to have both committees, and due to the size of the Town is one of the reasons why they have combined Planning and Heritage. They added that the Heritage Committee is the more active one.

9. REPORTS

- i. Planning Reports – October/November 2024 reports were reviewed by the Committee. DMO/D Knox gave a review of these reports to the Committee and added that the layout has slightly changed for November 2024 report. DMO/D added that each report is technically for the previous month (October 2024 is reporting on September 2024 activity).

10. UNFINISHED BUSINESS

i. Town Crier Newsletter

Rod Whale brought up an incident where a resident had a company come in and dig a hole on their property and was concerned that no one was checking to see what was found in the soil. DMO/D Knox advised that this isn't the responsibility of this committee or the Town, and it is up to the individual to deal with. Chair Allen recommended adding this to the Town Crier

Newsletter (what's in the garden). They also added that they would like to include one of the three histories of the Town of Annapolis Royal and would like to reference the three books available. CAO Millett-Campbell recommended adding the property insurance issues should be included in the Town Crier Newsletter. It was agreed to prioritize the three subjects:

1. Insurance
2. What's in your backyard
3. Books to Read

It was agreed to have the 'Books to Read' as a back up if needed, as the Insurance one is a priority. Chair Allen will send correspondence out to the PHAC committee for input on the insurance article.

**ACTION:** Provide article for Towns Newsletter to Recording Secretary Dunning

**NAME:** Chair Allen

**DUE:** January 13, 2024

### HERITAGE ADVISORY COMMITTEE

#### 11. NEW BUSINESS

- i. 24-30-HER 499 St George Street  
DMO/D Knox reviewed the application with this Committee, and the owners would like to replace a window with a door and the addition of a shed.

**MOTION #PHAC 2024-12-09-03**

It was regularly moved and seconded that PHAC recommends to Council that the applicant at 499 St. George Street be given heritage approval to replace a window at the rear of the property with a metal door to match the existing metal door and add an accessory structure (shed) as detailed in the application 24-30-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

- ii. 24-31-494 St. George Street  
DMO/D Knox advised that this was completed without approval and gave a review of the application. They added that the old sign was rotting and needed to be replaced. Vice Chair Crossman was concerned about this being done retro-actively, and would like it included in the motion. Councillor MacDonald added that it could be a learning opportunity for residents.

**MOTION #PHAC 2024-12-09-03**

It was regularly moved and seconded that PHAC recommends to Council that the applicant at 494 St. George Street retro-actively be given heritage approval to replace the ground sign, as detailed in the application 24-31-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

- iii. Heritage Property – Insurance  
This was discussed during 10. Unfinished Business i. Town Crier Newsletter. Vice Chair Crossman added that they were informed that there are issues on getting insurance on

heritage properties and residents should know what you need insurance on. They added that Insurance representatives and realtors in the area should get together and talk together. Councillor MacDonald added that insurance companies and realtors don't always agree on this subject. Councillor MacDonald added that there is a need to make people are aware of the situation, and insurance costs are not a de-registration under the Act and giving them options. It was agreed that this should be added to the next PHAC agenda.

iv. Thank you

Vice Chair Crossman would like to thank everyone in this building who makes everything work.

11. UNFINISHED BUSINESS

None

12. CORRESPONDENCE

None

13. NEXT MEETING

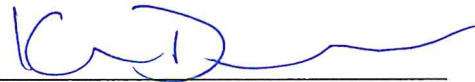
January 6, 2025 at 4:00 pm

14. ADJOURNMENT

The meeting was adjourned at 5:01 pm



Chair, Wilfred Allan



Recording Secretary, Kim Dunning

