

Planning & Heritage Advisory Committee
 Approved Minutes
 January 6, 2025 at 4:00 pm

1. Call to Order	Chair Allan called the meeting to order at 4:00 pm
2. Present	Chair Wilfred Allan, Rod Whale, Vice Chair Anne Crossman, Councillor Adele MacDonald, Councillor Lynn Myers, Mike Bernard, CAO Sandi Millett-Campbell, and Recording Secretary Kim Dunning
3. Regrets	Director of Municipal Operations and Development (DMO/D) Ken Knox
4. Absents	None
5. Additions to the Agenda	None
6. Approval of the Agenda	MOTION #PHAC2025-01-06-01 It was regularly moved and seconded to approve the agenda as presented. Motion carried.
Edits to the Minutes	None
7. Approval of the Minutes	MOTION #PHAC2025-01-06-02 It was regularly moved and seconded to approve the minutes of December 9, 2024 as presented. Motion carried.

PLANNING ADVISORY COMMITTEE

8. NEW BUSINESS

i. Welcome Council Member

Chair Allan welcomed Councillor Myers to the Planning and Heritage Advisory Committee.

ii. Appoint New Chair and Vice Chair

Committee followed the procedure of appointing Wilfred Allan as the new Chair by acclamation. Anne Crossman was elected as the Vice Chair by acclamation.

9. REPORTS

i. Planning Reports – November 2024

The November 2024 report was reviewed by the Committee.

10. UNFINISHED BUSINESS

None

HERITAGE ADVISORY COMMITTEE

11. NEW BUSINESS

None

11. UNFINISHED BUSINESS

i. Town Crier Newsletter – Insurance

Chair Allan advised that in the previous Town Crier newsletter there were issues with the hyperlinks not working. Councillor MacDonald advised having an *end note* with all the URL

links listed at the bottom of the page may solve this problem. Mike Bernard was concerned that it may be too long for residents to read, and Chair Allan responded that there was a lot of information in there that residents would appreciate. Councillor MacDonald added that the idea was to let people know and possibly in the future have a leaflet available for distribution and a roundtable. It was agreed that if the article was more than one page to split this into two for January/February and also March issues. Chair Allan will work on the document and share with Committee for their review input and then share with Recording Secretary Dunning for the newsletter.

CAO Millett-Campbell suggested including the *historic district* as a future addition to the Town Crier Newsletter.

12. CORRESPONDENCE

None

13. NEXT MEETING

February 3 at 4:00 pm

14. ADJOURNMENT

The meeting was adjourned at 4:45 pm



Chair, Wilfred Allan



Recording Secretary, Kim Dunning