

Planning & Heritage Advisory Committee
Unapproved Minutes
June 1, 2026 at 4:00 pm

1. Call to Order	Vice Chair Mike Bernard called the meeting to order at 4:03 pm
2. Present	Vice Chair Mike Bernard, Councillor Adele MacDonald, Councillor Lynn Myers, Director of Municipal Operations and Development (DMO/D) Ken Knox, Rod Whale, Kevin Nettle, CAO Sandi Millett-Campbell and Recording Secretary Laura Bright and Kim Dunning
3. Regrets	Chair Anne Crossman
4. Absents	None
5. Additions to the Agenda	None
6. Approval of the Agenda	MOTION #PHAC2026-06-01-01 It was regularly moved and seconded to approve the agenda as presented. Motion carried.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of the Minutes	MOTION #PHAC2026-06-01-02 It was regularly moved and seconded to approve the minutes of May 4, 2026 as presented. Motion carried.

HERITAGE ADVISORY COMMITTEE

9. **NEW BUSINESS**

i. 26-04-HER 800 St George

DMO/D Knox advised that the request is for retroactive approval of the heritage sensitive renovations that had already been completed at the property. There were structural issues with one of the walls and while the work was being done to fix the issue, two windows were replaced with one window. The wall and windows are not visible from the street, however the work was done without permission and the appropriate permits. They advised the committee that the building permit would be dealt

with separately, and that the question for PHAC members to consider is specifically with the request for an alteration to a Registered Heritage Building. They advised that the owners of the property were unaware of the requirements for building permits or heritage permits as they are new to the Town.

Councillor MacDonald asked if the previous windows and replacement window were both vinyl. DMO/D Knox confirmed that they were.

Rod Whale asked if there was something in place so that a new owner would have to recognize they are purchasing a Registered Heritage Property. DMO/D Knox agreed that something should be in place to alert new owners of the processes regarding building and heritage properties. CAO Millett-Campbell noted that most people do not come into Town Hall when they move and that everything is done online or through lawyers.

Councillor Myers asked why the owner decided to replace two windows with a single window. DMO/D Knox confirmed that the entire wall needed to be replaced for structural reasons and the window was replaced at the same time. The rebuild of the wall will be covered under the building permit.

Rod Whale stated that when they had purchased their property they were required to acknowledge that it was a Heritage property. CAO Millett-Campbell confirmed that Provincially registered heritage properties have that requirement, and that Municipally registered properties are simply listed on the deed. DMO/D Knox agreed that there should be some way to raise awareness of the rules for heritage properties. Councillor MacDonald suggested that it could be incorporated into the Communications Plan. CAO Millett-Campbell supported the suggestion and confirmed that this could also be included in the website redesign and information about heritage properties be highlighted in the newsletter

ACTION: Investigate a process or way to notify new owners of heritage property rules

NAME: DMO/D Knox

DUE: June 30, 2026

MOTION #PHAC2026-06-01-03

It was regularly moved and seconded that PHAC recommends to Council that the applicant at 800 St. George Street be given heritage approval to replace two windows with a single window as detailed in application 26-04-HER, providing all conditions of the Land Use By-law are met. **Motion carried.**

- ii. 26-05-HER 209 St George
DMO/D Knox advised that the Insurance Adjustor inspected all Town Buildings and noted the worn shingles over the Green Room at King's Theater. PHAC had previously reviewed and recommended a request to switch over to a metal roof, and Council approved the request. This current request would extend the existing material to cover the Green Room and make the roof consistent.

MOTION #PHAC2026-06-01-04

It was regularly moved and seconded that PHAC recommends to Council that the applicant at 209 St George Street be given heritage approval to change roofing materials (from asphalt shingle to metal) over the Green Room as detailed in the application 26-05-HER, providing all conditions of the Land Use By-law are met. **Motion carried.**

- 10. UNFINISHED BUSINESS
None

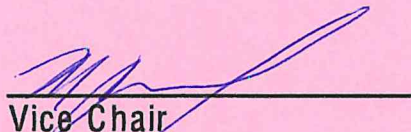
PLANNING ADVISORY COMMITTEE

- 11. NEW BUSINESS
None
- 12. UNFINISHED BUSINESS
None
- 13. REPORTS
Committee reviewed the April 2026 report.

14. CORRESPONDENCE
None

15. NEXT MEETING
July 6, 2026 at 4:00 pm

16. ADJOURNMENT
The meeting was adjourned at 4:26 pm.



Vice Chair
Mike Bernard



Recording Secretary
Laura Bright