



PLANNING ADVISORY/COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE MEETING MINUTES

Tuesday, February 24, 2026 @ 6:00 PM
In Person and Via Webex Teleconference Meeting

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Acting Chair:	Brian Brooks	Brenda Guy, Mgr of Plan/Dev
Members:	Councillor Anne-Marie Koiner	
	Lynda Garrah	
	Emery Groen	
	Neil McCarney	
	Jana Miller	
	Kathy Warren	
Regrets:	Councillor Colin Brown	

1.	Call Meeting to Order
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Acting Chair Brian Brooks called the meeting to order at 6:00 PM

2.	Adoption of the Agenda
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PAC-COA-PSC Motion #2026-06

Moved by: Neil McCarney **Seconded by:** Emery Groen

BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED FEBRUARY 24, 2026.

- CARRIED

3.	Disclosure of Pecuniary Interest & General Nature Thereof – None
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4.	Adoption of Minutes
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PAC-COA-PSC Motion #2026-07

Moved by: Jana Miller **Seconded by:** Lynda Garrah

BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE MINUTES DATED JANUARY 27, 2026.

- CARRIED

5.	Public Question/Comments – None
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6.	Unfinished Business – None
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7.	Reports/New Business
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DEVELOPMENT PERMIT APPLICATION

DP2026-01 – 580 King Street East – Veterinary Clinic – Otis Properties - Class III Development Permit Amendment

Representatives of the Owner (Full Speed Builders) were in attendance.

DP2025-17 was recommended by Planning Advisory Committee and approved by Council February 4, 2026 which provided for the conversion of a former retail building to a veterinary clinic to include a 141m² addition to the west side of the existing building.

The current application is to consider a 40m² addition at the southeast corner of the existing building for the purpose of a pharmacy pickup counter including a mechanical room and washroom.

The proposed amendment complies with the parking requirements as it does not impact the setbacks for this site. Staff recommend approval provided all conditions are met under the previous application (DP2025-17) and an updated site plan is provided.

PAC-COA-PSC Motion #2026-08 – DP2026-01 – 580 King Street East

Moved by: Anne-Marie Koiner **Seconded by:** Neil McCarney

BE IT RESOLVED THAT PLANNING ADVISORY recommends to Council that they have no objection to Development Permit DP2026-01 Otis Properties Ltd. – 580 King Street East, to amend DP2025-17, to include a 40m² addition at the southeast corner of the existing building, for the purposes of a pharmacy pickup counter including a mechanical room and washroom provided all other conditions as outlined under DP2025-17 are met.

- CARRIED

8.	Correspondence/Other – None
9.	Next Regular Meeting: Tuesday, February 24, 2026 @ 6:00 pm
10.	Questions From the Media – None
11.	Adjournment

PAC-COA-PSC Motion #2025-09

Moved by: Neil McCarney **Seconded by:**

BE IT RESOLVED THAT PAC/COA/PSC ADJOURN THE TUESDAY, FEBRUARY 24TH 2026 MEETING AT 6:10 PM.

- CARRIED

Colin Brown, Chair

Brenda Guy, Secretary