



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

Tuesday, July 22, 2025 @ 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	Trudy Gravel, Assistant Planner
	Lynda Garrah	
	Emery Groen	
	Neil McCarney	
	Kathy Warren, on-line	
Regrets:	Councillor Colin Brown	
	Jana Miller	

1.	Call Meeting to Order
	Acting Chair Brian Brooks called the meeting to order at 6:03 PM
2.	Adoption of the Agenda
	<p>PAC-COA-PSC Motion #2025-20 Moved by: Lynda Garrah Seconded by: Emery Groen BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED JULY 22, 2025. - CARRIED</p>
3.	Disclosure of Pecuniary Interest & General Nature Thereof – None.
4.	Adoption of Minutes
	<p>PAC-COA-PSC Motion #2025-21 Moved by: Anne-Marie Koiner Seconded by: Neil McCarney BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE MINUTES DATED JUNE 24, 2025. - CARRIED</p>

5.	Public Question/Comments – None
6.	<p>Unfinished Business</p> <p>Official Plan Staff have a meeting schedule with MMAH, JL Richards & Associates and Watson & Associates Economists Ltd. on the PPS2024 requirements for population projections. A meeting with JL Richards (consultants on OP).</p> <p>The population projections will additionally be used with other current Town projects; Stormwater Management and Sanitary Master Plan.</p>
7.	Reports/New Business
	DEVELOPMENT PERMIT APPLICATIONS
	1. DP2025-10 – 116-118 King Street East – Class III Development Permit
	<p>Owner Ryan Chartrand was in attendance in Council Chambers.</p> <p>Development Permit application DP2025-10 is to convert one residential unit with 1-bedroom in an upper storey commercial building to a Short-Term Accommodation. The owner of the building additionally operates a commercial business on the first floor and currently resides in the second residential unit in the upper storey.</p> <p>The property is designated General Commercial in the Official Plan Commercial Traditional Core in the Development Permit By-law. Two parking spaces are located at the rear of the building. One parking space is being allocated to the Short-Term Accommodation and one for the existing apartment. The proposal is compliant with the policies of the Official Plan and Development Permit By-law.</p> <p>Committee Members had questions pertaining to the purpose of the ground floor business, licensing requirements of the Short-Term Accommodation and how entry/exits are gained into the two residential units.</p> <p>PAC-COA-PSC Motion #2025-22 – DP2025-10 – 116-118 King Street Moved by: Lynda Garrah Seconded by: Neil McCarney</p> <p>BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE recommends to Council that they have no objection to application DP2025-10 (Chartrand/Vernelli) at 116-118 King Street East for one Short-Term Accommodation unit (1 bedroom), as one of the owners is operating the commercial store-front business in the same building as the Short-Term Accommodation, one parking space is provided subject to the following conditions:</p> <ul style="list-style-type: none"> • Clearance letter is obtained from Fire Department that all requirements have been met, • Clearance letter is obtained from Building Department that all requirements have been met,

	<ul style="list-style-type: none"> • The Owner enter into an Agreement within one year of the Notice of Decision, and • All costs associated with fulfilling the conditions of this decision are borne by the Owner. <p style="text-align: right;">- CARRIED</p>
8.	Correspondence/Other - None
9.	Regular Meeting: Tuesday, August 26, 2025 @ 6:00 pm
10.	Questions From the Media – None
11.	<p>Adjournment</p> <p>PAC-COA-PSC Motion #2025-23 Moved by: Emery Groen BE IT RESOLVED THAT PAC/COA/PSC ADJOURN THE TUESDAY, JULY 22ND 2025 MEETING AT 6:22 PM.</p> <p style="text-align: right;">- CARRIED</p>
<div style="display: flex; justify-content: space-between; align-items: flex-end; padding-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Colin Brown, Chair</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Brenda Guy, Committee Secretary</div> </div>	