



**TOWN OF SAINT ANDREWS
PLANNING ADVISORY COMMITTEE MEETING
MINUTES**

**March 15, 2023, 7:00 p.m.
W.C. O'Neill Arena Complex Council Chambers**

A. RECORD OF ATTENDANCE

At the Planning Advisory Committee Meeting on Wednesday, March 15, 2023, at 7:00 p.m. the following members were present:

Chair Jill Stewart, PAC Members Jeremiah Kerr, Kevin Simmonds, John Tanner, and Councillor Annette Harland.

Paul Nopper, Clerk - Senior Administrator, Alexander Gopen, Senior Planner, Southwest New Brunswick Service Commission.

Late: Vice Chair Jeff Cross, 7:06 p.m.

Absent: PAC Dwight Ingalls.

B. APPROVAL OF AGENDA

Motion: 010 - 03/23

Moved By PAC Simmonds

Seconded By Councillor Harland

That the Agenda for the 230315 Planning Advisory Committee Meeting on Wednesday, March 15, 2023, at 7:00 p.m. be approved as presented.

4 – 0

Carried

C. DECLARATION OF CONFLICT OF INTEREST

D. CONFIRMATION OF MINUTES

1. Minutes of the 230215 Planning Advisory Committee for Wednesday, February 15, 2023, 7:00 p.m.

Motion: 011 - 03/23

Moved By PAC Simmonds

Seconded By Councillor Harland

That the Minutes of the 230215 Planning Advisory Committee Meeting of Wednesday, February 15, 2023, at 7:00 p.m. be adopted.

4 – 0

Carried

E. AGENDA ITEMS

1. PRESENTATIONS/DELEGATIONS

1. Alexander Henderson, Director of Planning and Alexander Gopen, Senior Planner Presentation on Training for the Planning Advisory Committee

Planner Gopen presented to the Planning Advisory Committee regarding Planning 101 for the PAC/PRAC. Mr. Gopen elaborated on the differences between Planning Advisory Committee (PAC) and the Planning Review and Adjustment Committee (PRAC) including processes, regulations, geographical areas, and policies developed under the Community Planning Act. Roles and Responsibilities were reviewed, and the approval process of the PAC. Approvals reviewed included variances, temporary uses, conditional uses, similar or compatible uses, extending non-confirming uses, subdividing property with suitable access other than public streets, and street names for new subdivisions. A guiding document showed the hierarchical processes from the Community Planning Act, Municipal Plans, Zoning By-Laws, Rural Plans, Subdivision By-Laws, and other By-Laws. The Municipal Plan, Secondary Municipal Plan, and Zoning By-Law were presented. The Southwest New Brunswick online Zoning Map was shown for reference. The decision-making process was discussed, and it was noted that decisions must be based on facts, applicable laws, and a reasonable rationale. It was noted that a decision of the PAC can be appealed under the Community Planning Act. Staff will try to prepare the PAC with facts and motions to help with the debate and review processes. The public consultation process was highlighted and discussed based on mailouts, in-person discussions, and how the public can participate in meetings. Tips for Committee members were reviewed based on ex-parte contacts, recognizing the conflict of interest, and being independent and informed about decision-making processes.

The Planning Advisory Committee thanked Mr. Gopen for the very detailed presentation and for how the process of the Planning Advisory Committee worked. It was greatly appreciated how prepared the staff is to support the PAC.

2. Planning Advisory Committee Updating Rules of Operation, PAC230303

Clerk Nopper provided a report to the Planning Advisory Committee regarding changes to the Operating Rules and Procedures for the PAC. It was highlighted that Section 33, Regular Meetings, of the Operating Rules should include a Land Recognition for the Peskotomohukati Nation at Skutik and the addition of Terms and Conditions. In addition, Land Recognition should also be added to Section 34 for Special Meetings. Clerk Nopper focused the Committee on the discussion around mailouts to the newly incorporated areas of Bayside and Chamcook under Section 37. There are concerns regarding the 100 m mailout process in these new areas due to the rural nature of the areas. It was suggested that the PAC review mailouts based on distance, a hybrid of distance and households, or just households. A recommendation by staff would be to have at least 15 households mailed out within a 500 m or 1000 m radius to allow for a good geographical radius and more options for review by the public.

The Planning Advisory Committee noted they would amend the current motion to include the new mailout regulations. The discussion was based on the 15 residential properties and the 1000 m radius. PAC noted that at minimum 15 residential properties need

to be provided with a letter but all properties in that radius, with or without residential properties should be notified. Clerk Nopper noted that the average amount of PAC letters that have gone out are averaged to 30 properties but can vary depending on location. The Committee had a consensus on 15 residential properties, a 1000 m radius, and that all property owners in that radius receive a letter even if there is no residential property on the land.

Motion: 012 - 03/23

Moved By Councillor Harland

Seconded By Vice Chair Cross

That the Planning Advisory Committee of the Town of Saint Andrews amends the Rules of Operation & Procedures Planning Advisory Committee to add the following changes:

- 1. Adding to Section 33 – Terms and Conditions.*
- 2. Adding to Section 33 – Land Recognition.*
- 3. Adding to Section 34 – Land Recognition.*

Amended

Motion: 013 - 03/23

Moved By Councillor Harland

Seconded By Vice Chair Cross

Wards of Bayside and Chamcook. Property owners within 1000 m, with a minimum of 15 residential properties, within the radius of a property which is subject to an application for a variance, terms and conditions, temporary use, or legally non-conforming, shall be notified and polled by mail, of the meeting time, date, location of the meeting, and nature of the application that will be considered prior to a Planning Advisory Committee Meeting.

5 – 0

Carried

Motion: 014 - 03/23

Moved By Councillor Harland

Seconded By Vice Chair Cross

That the Planning Advisory Committee of the Town of Saint Andrews amends the Rules of Operation and Procedures Planning Advisory Committee to add the following changes:

- 1. Adding to Section 33 - Terms and Conditions.*
- 2. Adding to Section 33 - Land Recognition.*
- 3. Adding to Section 34 - Land Recognition.*
- 4. Adding to Section 37 – Wards of Bayside and Chamcook. Property owners within 1000 m, with a minimum of 15 residential properties, within the radius of a property which is subject to an application for a variance, terms and conditions, temporary use, or legally non-conforming, shall be notified and polled by mail, of the meeting time, date, location of the meeting, and nature of the application that will be considered prior to a Planning Advisory Committee Meeting.*

5 – 0

Carried

2. ZONING APPLICATIONS

3. VARIANCE APPLICATIONS

4. TERMS AND CONDITIONS APPLICATION

5. SIGN APPLICATIONS

F. NEW BUSINESS

G. PAC MEMBER COMMENTS

PAC Simmonds -Wanted to welcome Jeremiah Kerr and John Tanner to the Planning Advisory Committee and look forward to working with you.

H. CLOSED ITEMS

I. ADJOURNMENT

Motion: 015 - 03/23

Moved By Chair Stewart

At 8:46 p.m. that the meeting be adjourned.

Carried

Jill Stewart, Chair

Paul Nopper, Clerk - Senior
Administrator