



**Town of Grand Bay-Westfield**  
(Incorporated 1<sup>st</sup> January, 1998)

**Planning Advisory Meeting  
Minutes  
March 4, 2024**

**ADOPTED  
APR 02 2024**

**1. CALL TO ORDER / LAND ACKNOWLEDGEMENT**

The Town of Grand Bay-Westfield Planning Advisory Committee conducted a meeting on Monday, March 4, 2024 with Chair Jim Burke presiding. The meeting was livestreamed on the Town's YouTube channel.

**2. RECORD OF ATTENDANCE**

Members in attendance were Chair Jim Burke, Andrew Miller, Darrel Short, and Cathy Fawcett. Philip Reeves attended via Zoom.

**"...moved by Cathy Fawcett to excuse Kelly Thompson and Vice-chair Theresa Gordon with cause..."**

Seconded by Darrel Short. Carried.

**3. PAC MEETING MINUTES OF: FEBRUARY 5, 2024**

moved by Darrel Short...

**"to accept as presented the PAC meeting minutes of February 5, 2024..."**

Seconded by Councillor Jim Balcomb. Carried.

**4. REGULAR COUNCIL MEETING MINUTES OF: JANUARY 8, 2024**

Moved by Andrew Miller...

**"to receive and file the Regular Council meeting minutes of January 8, 2024..."**

Seconded by Cathy Fawcett. Carried.

**5. CHAIRMAN'S REMARKS**

None.

**6. BUILDING PERMIT REPORTS: FEBRUARY 2024**

Moved by Philip Reeves...

**"to receive and file the Building Permit report: February 2024..."**

Seconded by Andrew Miller.

Carried.

7. **VARIANCE APPLICATION – 1 EMMA AVENUE, PID 30288815**  
**RE: FRONT YARD, SIDE YARD, AND REAR YARD SETBACKS**  
**A) CARLETON APPLICATION DATED FEBRUARY 14, 2024**  
**B) PLANNING OFFICER’S REPORT DATED FEBRUARY 29, 2024**

Jeff Carleton was present to speak on behalf of the application to reduce the setbacks for front, side and rear yards for 1 Emma Avenue. There were no questions and no one to speak in opposition to the application.

Moved by Cathy Fawcett...

**“that the Planning Advisory Committee Grant approvals for the following Variances to the Town of Grand Bay-Westfield Zoning By-law No. PD-009, for the development of 1 Emma Avenue (PID 30288815) to construct a new single-family Dwelling:**

- a) grant a variance of 1.5m to reduce required front yard setback from 7.5m to 6.0 m;
- b) grant a variance of 1.5 m to reduce the rear yard setback from 7.5 m to 6.0 m, and
- c) grant a variance of 0.5 m to reduce the required side yard setback from 3.5 m to 3.0 m; to accommodate the location of a single-family home on this irregularly shaped lot...”

Seconded by Councillor Jim Balcomb.

Carried.

8. **PLANNING OFFICER’S MEMO DATED FEBRUARY 15, 2024**  
**A) DRAFT 2024 PAC RULES OF PROCEDURES**  
**b) ZONING BY-LAW SECTION 2.12 DEVELOPMENT OFFICER’S VARIANCES**  
**c) PLANNING OFFICER MEMO FEBRUARY 15, 2024**

Moved by Andrew Miller...

**“that the Planning Advisory Committee approve changes to the Planning Advisory Committee Rule of Procedure...”**

Seconded by Darrel Short.

Carried.

9. ADJOURNMENT

moved by Cathy Fawcett...

**“to adjourn at 7:38 pm...”**

Respectfully submitted,

  
Jim Burke  
PAC Chair

  
Heather Shannon  
PAC Secretary