

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

The Town of Grand Bay-Westfield Planning Advisory Committee conducted a meeting on Monday June 5, 2023 with Chair Jim Burke presiding. The meeting was livestreamed on the Town's You Tube channel.

**2. RECORD OF ATTENDANCE**

Members in attendance were Chair Jim Burke, Vice-Chair Theresa Gordon, Andrew Miller, Philip Reeves, Councillor Jim Balcomb, Kelly Thompson, Cathy Fawcett, Darrel Short, Jennifer Brown of Dillon Consulting and Development Officer David Taylor.

**3. MINUTES OF PREVIOUS PAC MEETING**  
**A) PAC MEETING MINUTES OF MAY 1, 2023**

"...moved by Vice-Chair Theresa Gordon to accept as presented the PAC Meeting Minutes of May 1, 2023..."

Seconded by Philip Reeves. Carried.

**4. MINUTES OF PREVIOUS COUNCIL MEETING**  
**A) REGULAR COUNCIL MEETING MINUTES OF APRIL 24, 2023 & MAY 8, 2023**

"...moved by Councillor Balcomb to receive and file the Regular Council Meeting Minutes of April 24, 2023 and May 8, 2023..."

Seconded by Philip Reeves. Carried.

**5. CHAIR'S COMMENTS**

The Planning Advisory Committee would like to welcome Darrel Short as our newest committee member.

**6. DECLARATION OF CONFLICT OF INTEREST**  
**a) DEVELOPMENT OFFICER'S MEMORANDUM OF MAY 17, 2023**  
**b) CONFLICT OF INTEREST PROVISIONS, LOCAL GOVERNANCE ACT**

"...moved by Philip Reeves to receive and file the Development Officer's Memorandum of May 17, 2023 and Conflict of Interest Provisions, Local Governance Act..."

Seconded by Andrew Miller. Carried.

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7. **BUILDING PERMIT REPORTS**  
**A) BUILDING PERMIT REPORT MAY 2023**
- “...moved by Cathy Fawcett to receive and file Building Permit Report for May 2023...”
- Seconded by Kelly Thompson. Carried.
8. **PLANNING ADVISORY COMMITTEE SUMMER SCHEDULE 2023**  
**a) DEVELOPMENT OFFICER’S MEMORANDUM OF MAY 17, 2023**
- “...moved by Vice-Chair Theresa Gordon to receive and file the Development Officer’s Memorandum of May 17, 2023...”
- Seconded by Philip Reeves. Carried.
9. **MUNICIPAL PLAN BY-LAW & ZONING BY-LAW REVIEW (PRESENTATION BY DILLON CONSULTING LTD.)**  
**A) CAO MEMO RE.: REQUEST FROM COUNCIL, DATED MAY 9, 2023**  
**B) DRAFT BY-LAW NO. PD-008, RESPECTING AMENDMENTS TO MUNICIPAL PLAN BY-LAW**  
**C) DRAFT BY-LAW NO. PD-009, RESPECTING AMENDMENTS TO ZONING BY-LAW**  
**D) REVISED ZONING BY-LAW PD-009 AMENDMENT DOCUMENT**  
**E) DEVELOPMENT OFFICER’S MEMORANDUM OF MAY 30, 2023**
- Jennifer Brown of Dillon Consulting was present to give a summary of changes to the proposed By-law No. PD-008 and PD-009 and to answer questions.
- “....move by Vice-Chair Theresa Gordon that the Planning Advisory Committee recommend to Council, the adoption of the proposed By-law No. PD-008 Municipal Plan By-law (amendments) and PD-009 Zoning Bylaw (amendments) as proposed to Council (dated May 8, 2023);
- with the following additional amendments:
- i) addition to Amendment 11, to remove:  
Section 8.2.1.2 Conditional Uses, 7. Keeping of chickens, subject to Section 5.12
- ii) addition to Amendment 13, to remove:  
Section 8.2.2.2 Conditional Uses, (f) Keeping of chickens, subject to Section 5.12
- iii) addition to Amendment 16, to remove:  
Section 8.2.5.1 Permitted Uses, 3. Keeping of chickens, subject to Section 5.12 ....”
- Seconded by Philip Reeves. Carried.

10. **VARIANCE APPLICATION – 20 MAJESTIC DRIVE, PID 30070403**  
**RE: MAXIMUM AREA OF ACCESSORY BUILDINGS**  
**A) KEN & ROBERTA SHEPARD APPLICATION OF 26 APRIL 2023**  
**B) PLANNING OFFICER’S REPORT DATED 1 JUNE 2023.**

**Variance - to maximum area, Section 5.1.2 (a)**  
**i) Maximum permitted footprint 75.0 m<sup>2</sup>**  
**ii) proposed 82.88 m<sup>2</sup>**

Ken Shepard, owner of 20 Majestic Drive was present to speak on behalf of his application. He would like to build a shed to store overflow from garage to fit in his vehicle.

There was no one present to speak in opposition.

“...moved by Kelly Thompson that the Planning Advisory Committee Grant approval for the following Variance to the Town of Grand Bay-Westfield Zoning By-law No. 122, for the development of a second Accessory Structure, no larger than 9.3 m<sup>2</sup> (100 sf), to be located at the rear of the driveway as indicated on the Site Plan, at 20 Majestic Drive, (PID 30070403):

- a) grant a variance of 7.88 m<sup>2</sup> m to increase the minimum footprint of accessory structures from 75 m<sup>2</sup> to 82.88 m<sup>2</sup>....”

Seconded by Vice-Chair Theresa Gordon. Carried.

11. **CONDITIONAL USE APPLICATION – 360 HIGHLAND ROAD (WEST), PID 3020297**  
**RE: ONE UNIT DWELLING IN A RURAL RESOURCE ZONE**  
**A) ANTONIA & ADAM GRAHAM APPLICATION OF 26 MAY 2023**  
**B) PLANNING OFFICER’S REPORT DATED 1 JUNE 2023**

**Variance - One-unit Residential Building**  
**Type of Application: 1. Conditional Use, Section 14.1.2 (a) 1.**  
**i) One-unit Residential Building**

Antonia Graham was present to speak on behalf of their application to build a new single family dwelling in the Rural Resource zone.

There was no one to speak in opposition of the application.

“...move by Councillor Jim Balcomb that the Planning Advisory Committee Grant approval of the proposed one unit dwelling as being permitted as a Conditional Use, under the Town of Grand Bay-Westfield Zoning By-law No. 122, to be located as per submitted site plan at 360 Highland Road, (PID30202097)....”

Seconded by Andrew Miller. Carried.



12. **SUBDIVISION APPLICATION – 30 VALLEY VIEW DRIVE, PID 30013981  
RE: ONE UNIT DWELLING IN A ONE UNIT RESIDENTIAL ZONE**  
a) **PETER NASON APPLICATION OF 30 MAY 2023**  
b) **DEVELOPMENT OFFICER'S REPORT DATED 1 JUNE 2023.**

**Application - Creation of one new Building Lot**

**No one was present to speak on behalf of the application to create one new building lot at 30 Valley View Road, PID 30013981**

**No one was present to speak in opposition of the application.**

“...move by Cathy Fawcett that the Planning Advisory Committee recommend to Council to accept **194.4 m2** as Land for Public Purposes, to be applied to the existing Valley View Estates Land Bank (located off Edgemount Drive) for the creation of one new building lot out of PID #**30013981** on Valley View Drive, with Approval of the Final Subdivision Plan by the Development Officer to be subject to recording the new Civic Address of 26 Valley View Drive...”


Seconded by Philip Reeves.

Carried.

13. **ADJOURNMENT**

“...moved by Kelly Thompson and seconded by Theresa Gordon to adjourn at **8:02 pm...**”

Respectfully submitted,

  
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Jim Burke,  
PAC Chair

  
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Heather Shannon,  
PAC Secretary