

**Planning Advisory Committee Meeting  
Minutes  
October 3, 2023**

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

The Town of Grand Bay-Westfield Planning Advisory Committee conducted a meeting on Tuesday, October 3, 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, Andrew Miller, Cathy Fawcett, Phillip Reeves, Kelly Thompson and Development Officer David Taylor.

**"...moved by Cathy Fawcett to excuse Darrel Short, Theresa Gordon, and Councillor Jim Balcomb with cause..."**

**Seconded by Phillip Reeves. Carried.**

**3. MINUTES OF PREVIOUS PAC MEETING**

**3. a) PAC MINUTES OF: AUGUST 8, 2023**

**"...moved by Andrew Miller to accept as presented the PAC Meeting Minutes of August 8, 2023..."**

**Seconded by Phillip Reeves. Carried.**

**4. MINUTES OF PREVIOUS COUNCIL MEETING**

**4. a) REGULAR COUNCIL MEETING MINUTES OF: AUGUST 14, 2023**

**"...moved by Cathy Fawcett to receive and file the Regular Council Meeting Minutes of August 14, 2023..."**

**Seconded by Kelly Thompson. Carried.**

**5. CHAIRMAN'S REMARKS**

**Item 8 will be moved and become item 6.**

**6. VARIANCE APPLICATION – 435 WOOLASTOOK DRIVE, PID 211862.**

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**RE: FRONT YARD SETBACK & HEIGHT OF FOUNDATION**  
**6.a GEORGE LOUTSOS APPLICATION DATED AUGUST 25, 2023**  
**6.b PLANNING OFFICER'S REPORT DATED SEPTEMBER 12, 2023**

George Loutsos was present to speak on behalf of his application. Mr. Loutsos is asking to reduce the height of the top of the foundation and to increase the height of the building.

No one was present to speak in opposition of 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. 122, for the development of 435 Woolastock Drive (PID 211862) to construct a new semi-detached Dwelling:

- 6.a) grant a variance of 0.45 m to reduce required height of the top of foundation, from 0.75 m above street grade to 0.30 m above street grade;  
6.b) grant a variance of 3.54 m to increase the height of the building from 7.5 m to 3.96 m ....”

Seconded by Phillip Reeves. Carried.

**7. BUILDING PERMIT REPORTS:**  
**7. a) BUILDING PERMIT REPORTS: AUGUST 2023 & SEPTEMBER 2023**

“...moved by Kelly Thompson to receive and file the Building Permit Reports of August and September 2023...”

Seconded by Andrew Miller. Carried.

**8. Draft By-law No. PD-010: Subdivision By-law**  
**SCHEDULE A - STANDARD SPECIFICATIONS FOR DEVELOPERS**  
**Schedule B - Fees**  
**8. a) COUNCIL MEMORANDUM DATED SEPTEMBER 11, 2023**  
**8. b) PLANNING OFFICER'S REPORT DATED SEPTEMBER 28, 2023**

“...moved by Kelly Thompson to move that the Planning Advisory Committee recommend to Council to proceed with readings and enactment of the proposed By-law No. PD-010, Subdivision by-law...”

Seconded by Andrew Miller. Carried.

9. **2024 PLANNING ADVISORY COMMITTEE BUDGET**

9. a) **PLANNING OFFICER'S REPORT DATED SEPTEMBER 12, 2023**

"...moved by Phillip Reeves that the Planning Advisory Committee submit the following budget figure of \$14,587.00 for expenses of the Committee for the year 2024..."

Seconded by Cathy Fawcett. Carried.

10. **PLANNING ADVISORY COMMITTEE TERM EXPIRATIONS**

10. a) **PLANNING OFFICER'S REPORT DATED SEPTEMBER 12, 2023**

"...moved by Cathy Fawcett to table the item to the next Committee Meeting of November 6, 2023..."

Seconded by Philip Reeves. Carried.

11. **ADJOURNMENT**

"...moved by Phillip Reeves and seconded by Andrew Miller to adjourn the meeting at 7:49pm..."

Respectfully submitted,

  
Jim Burke  
PAC Chair

  
Heather Shannon  
PAC Secretary