

**PLANNING ADVISORY COMMITTEE MEETING
MINUTES
October 7, 2025**

Present: Deputy Mayor Adam Lutz, Chair
Mayor Mike Trinacty
Councillor Ty Walsh
Councillor Johanna Kwakernaak
Kelly Branton, PAC Citizen Representative
Dave Logie, PAC Citizen Representative
Neil Mattson, PAC Citizen Representative
Joan Levack, PAC Citizen Representative
Jen Boyd, CAO
Krista Longmire, Executive Assistant
Chrystal Fuller, Planner - BCP & C (via Teams)
1 member of the public

1. **Call to Order**
The PAC Meeting was called to order at 7:13 pm by Deputy Mayor Adam Lutz, Chair.
2. **Approval of the Agenda**
The Agenda was amended as circulated.
New Business
 - c. Training opportunities
3. **Previous Minutes**
The minutes from the PAC meeting of May 5, 2025, were approved as circulated.
4. **New Business**
 - a. **Site Plan Approval**
Development Officer & Planner, Chrystal Fuller, gave an overview of site plan approvals (SPA) as outlined in the updated Municipal Planning Strategy and Land Use Bylaw. She highlighted what SPA's regulate as well as the process. The key takeaways for SPA's are that they provide a middle-ground tool that is less complex than a development agreement. They save time for both the applicant and the Town while still maintaining quality control. Allows negotiation of landscaping, access, buffers and site details. SPAs also provide transparency with the 100m neighbour notification and the agreements stay with the land, which ensures long-term compliance.

1 member of the public left meeting at 7:40 pm

b. Public Participation Program Policy

CAO Boyd gave an overview and background information on the Public Participation Program policy. The policy changes were originally discussed on May 2, 2023 at the Planning Advisory Committee meeting with a positive recommendation to Council. At the time, staff were waiting to take the policy to Council in conjunction with the new MPS. Due to the extended review of the MPS, it was overlooked. Staff felt it was important to bring this policy back to the Committee for another review and recommendation to Council.

IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE RECOMMEND THE PUBLIC PARTICIPATION PROGRAM POLICY TO COUNCIL FOR APPROVAL WITH THE FOLLOWING AMENDMENTS:

- **IN S.4.8 ADD "IN ACCORDANCE WITH THE TOWN'S PUBLIC HEARING PROTOCOLS."**
- **IN S.4.4 AND 5.3 CHANGE THE SECOND BULLET POINT TO READ: "NOTIFY ALL PROPERTY OWNERS AND OCCUPANTS WITHIN 100 METRES OF THE SUBJECT PROPERTY".**
- **ADD "INSTALLATION OF A SIGN ON THE SUBJECT PROPERTY ADVERTISING THE RECEIPT OF A PLANNING APPLICATION"**

MOTION CARRIED.

c. Orientation & Training Opportunities

In response to the feedback gathered from the recent Committee members survey, Mayor Trinacty indicated that members felt they would be interested in additional orientation and training opportunities. Some of the suggestions were:

- Review of the terms of reference for the committee
- Application process – developer
- Floodplain mapping
- Town organizational structure and staff/contract roles

Staff will incorporate these into planning for future meetings.

6. Adjournment

The PAC Meeting was adjourned at 8:55 pm.