

## **ATTENDING**

Councillor Adam Lutz, Chair  
Councillor Ty Walsh, Vice Chair  
Mayor Mike Trinacty  
Councillor Johanna Kwakernaak (via zoom)  
Dave Logie, PAC Citizen Representative, arrived at 6:40 pm  
Neil Mattson, PAC Citizen Representative  
Kelly Branton, PAC Citizen Representative  
Joan Levack, PAC Citizen Representative (via zoom)  
Jen Boyd, CAO  
Krista Longmire, Executive Assistant, Recording Secretary

## **ABSENT WITH REGRETS**

### **1. CALL TO ORDER**

The PAC Meeting was called to order at 6:30 pm by Councillor Adam Lutz, Chair.

### **2. APPROVAL OF THE AGENDA**

**IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED**

**MOTION CARRIED**

### **3. APPROVAL OF THE MINUTES**

**THE MINUTES OF THE PAC MEETING OF OCTOBER 07, 2025, BE APPROVED AS CIRCULATED.**

### **4. NEW BUSINESS**

#### **a. Development permit application process**

CAO Boyd presented the development permit approval process and the Town of Berwick's organizational structure. She reviewed the legislative (Municipal Government Act) context for planning and development. An overview of the permitting process in relation to the issuance of development permits and the roles and responsibilities of each Town of Berwick staff and contracted service that fulfills the mandate requirements as per the MGA.

The Committee would like the reports to clearly indicate that all technical components (such as sewer, driveway access, etc.) have been reviewed and addressed. There was also a question regarding at what stage in the approval process the Department of Environment becomes involved. Additionally, the

Committee would like to see greater involvement from the Accessibility Committee when new developments are being considered.

**b. Terms of Reference**

The Terms of Reference for the Planning Advisory Committee were reviewed. The Committee would like the planning and development section of the Municipal Government Act (MGA) added, as well as a section for the Terms of Membership.

**5. ADJOURNMENT**

**IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF THE PLANNING ADVISORY COMMITTEE BE ADJOURNED AT 7:41 PM.**

**MOTION CARRIED**

**As recorded by Krista Longmire, Executive Assistant.**