

**PLANNING REVIEW AND ADJUSTMENT COMMITTEE MINUTES**

Date of Meeting: February 26, 2025  
Via Zoom

**Attendance:** Trevor Welch, Chair  
Elaine English, Vice-Chair  
Kenneth Stephenson  
Kevin Hachey  
Lee Patterson  
Mark Atwater

**Regrets:** None

**Staff:** Conor Tripp, Planning Director  
Bev Gullison, Planning Administration

**Members of the Public:** None

Meeting was called to order by Committee Chair, Trevor Welch at 6:32 pm.

**Approval of Agenda:**

**Motion:** To approve the Agenda of the February 26, 2025 meeting.

Moved: Elaine English

Seconded: Kevin Hachey

**Motion Unanimously Carried**

**Conflict of Interest**

None

**Approval of Minutes**

**Motion:** To approve the minutes of the September 25, 2024 meeting.

Moved: Ken Stephenson

Seconded: Elaine English

**Motion Unanimously Carried**

**Election of Chair and Vice-Chair**

The Planning Director advised that he is calling for nominations for the Chair and Vice-Chair positions for the Planning Review and Adjustment Committee, as their terms are expiring.

There was a brief discussion, and it was recommended that both existing incumbents remain in their respective positions. Elaine English nominated Trevor Welch for the Chair position and Trevor Welch nominated Elaine English for the Vice-Chair position. Therefore, by acclamation Trevor Welch will continue as Chair of the PRAC, and Elaine English will remain as Vice-Chair of the PRAC.

**Delegation of Power of PRAC to Development Officer**

- Temporary Use
- Private Roads

The Planning Director stated this delegation of power of PRAC to a Development Officer is being requested primarily due to the municipal boundary changes that resulted from local government reform.

The Planning Director reviewed with the members the Planning Staff Report titled, 'Delegation of PRAC Powers', dated February 19, 2025, that was previously distributed to the members. The 'Delegation of PRAC Powers' report highlighted the Community Planning Act Subsections covering the provincial subdivision regulations and temporary uses.

The Planning Director stated he is requesting to permit Development Officers the ability to approve temporary uses otherwise not permitted under a zoning by-law or rural plan, and advised that the second request to delegate the ability to create accesses, such as private roads and accesses to create lots was previously approved by PRAC in 2019 but with the municipal boundary changes it is necessary to obtain PRAC's approval again.

# Western New Brunswick

Service Commission

**2025-02-01**

The Planning Review and Adjustment committee approved:

- the delegation of its authority to a Development Officer to authorize a temporary use variance otherwise prohibited by the by-law as per Subsection 53(2)(j) of the Community Planning Act; and
- the delegation of its authority to approve such other accesses for the subdivision of land if the proposal meets the Western NB's "Guidelines for Lot Creation on Private Roads".

Moved: Elaine English  
Seconded: Mark Atwater

**Motion Unanimously Carried**

**G. Old Business**

None

**H. New Business**

The Planning Director informed the members that a 7<sup>th</sup> PRAC committee member will be joining the team but noted that the appointment must first receive Board approval.

**I. Adjournment:**

**Motion:** To adjourn meeting  
**Moved:** Kevin Hachey

Meeting adjourned at 6:57 pm.

X   
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Trevor Welch, Chair