



**Planning Advisory Committee
Council Chambers
Tuesday March 31, 2026
Meeting Minutes**

Attendees:

Mark Reid (Chair) Councillor Kim Thompkins (Vice Chair) Art Roy Chris Rendell
Dave Henderson Pam Mckenzie Jamie Mahoney

Regrets:

Luke Johnson

Staff:

Arthur McCarthy - PLED Director/Development Officer
Cameron Evans - Development Officer
Jennifer Brown - Planning Director for Hampton (Dillon Consulting)
Thomas Lewellan - Planner for Hampton (Dillon Consulting)
Richard Malone - CAO

1. Call to Order

The meeting was called to order by chair Mark Reid at 7:00 pm.

2. Approval of Agenda

Moved by Chris Rendell and seconded by Dave Henderson to approve the agenda of the March 31, 2026 meeting as presented. MOTION CARRIED

3. Disclosure of Conflict of Interest

None Declared.

4. Approval of Minutes

Dave Henderson asked for clarity regarding previous member and term with PAC. Staff and Councillor Tompkins provided information regarding Council appointments and previous member term ending on December 31, 2025. The Environment Advisory Committee (EAC), at their meeting on January 20, 2026, recommended to Council that Pam McKenzie be the EAC representative on the Planning Advisory Committee (PAC). This was approved by Council on February 10, 2026.



Chris Rendell asked for clarity on authority regarding PAC memo reference in December 16, 2025, Special Meeting Minutes. Staff provided information that Planning Director delegates authority to staff regarding advising under the CPA and PAC. Further, staff noted that the intent of the memo was to provide clarity to PAC on the structure of the meeting as per Council's December 9, 2025 resolution.

Moved by Dave Henderson and seconded by Art Roy to accept the minutes of the December 16, 2025 and January 27, 2026 PAC meetings.

MOTION CARRIED

5. Building Reports:

5.1. January 2026

5.2. February 2026

Staff presented a summary of building reports detailing permits issued in Wards 1, 2 and 3 from January and February 2026 in comparison to previous years.

Moved by Jamie Mahoney and seconded by Councillor Kim Tompkins to accept the January 2026 and February 2026 Building Reports.

MOTION CARRIED

6. New Business:

6.1. Staff Representation – Update

Staff updated the committee on the representation of members from the Planning, Engineering and Development Department resulting from Bailey Brogan's leave.

Jennifer Brown, Dillon Consulting, is Hampton's Planning Director who will be supervising applications relating to complex PAC applications, Zoning By-Law Amendments and Municipal Plan amendments. Jennifer will be supported by Thomas Lewellan, who is a registered planner, for any of the files noted above.

Cameron Evans was introduced as the new Development Officer for Hampton. He will be working alongside Arthur McCarthy, PLED Director/Development Officer in all other aspects of development, subdivisions and permitting.



6.2. Variance – 1204 Centennial Rd., Passekeag, NB – Ground Mounted Solar Collector Front Yard Placement

Staff presented the report for a variance at 1204 Centennial Road, Passekeag NB. The application is for the installation of two ground mounted solar collector (Photo Voltaic Solar Panel) systems (accessory structure) for the purpose of Net Metering. One of the proposed structures is intended to be placed in the front yard, approximately 6.5m in front of the main building. The Hampton Zoning By-Law (HAM-2023-16) does not permit ground solar collectors to be located in the front yard and requires a variance from the Planning Advisory Committee.

Discussion from the committee regarding why front yard placement requires PAC approval rather than Development Officer approval. Staff advised that PAC approval is required for front yard placement as ground mount solar has a provisional section within the Zoning By-law.

Moved by Councillor Kim Tompkins and seconded by Pam McKenzie that the Planning Advisory Committee approve the variance from the Hampton Zoning By-law to place ground mounted solar collectors in the front yard for the property identified as PID 30266712, located at 1204 Centennial Road, Passekeag as the project is considered in keeping with the Municipal Plan and Zoning By-law.

MOTION CARRIED

6.3. Recommendation to Council – Draft By-Law No. HAM-2026-05: A By-Law to Establish a Planning Advisory Committee.

Staff presented a summary of the proposed changes to the Draft By-Law HAM-2026-05, providing clarification on changes, to address any omissions, expanding review periods of PAC reports, structuring for Council Referrals vs PAC applications and presentation timelines for applicants and community members.

Committee member asked for clarification on speaking times for the public. Staff confirmed that members of public are still able to speak during open session and will have 2 minutes per person.



Committee asked for clarification on Item 16, Committee Voting. Staff outlined that in the case of a tie vote, the chair will be able to vote.

Chris Rendell requested that the PAC packages be available sooner as well as a higher density zoning bylaw map. He also inquired about a digital library of PAC files allowing for access to reports. Staff will investigate potential opportunities (eg. new website or through Teams) but outlined concerns regarding storage space.

Moved by Jamie Mahoney and seconded by Art Roy that the Planning Advisory Committee recommends Council approve draft By-Law No. HAM-2026-05: A By-Law to Establish a Planning Advisory Committee. MOTION CARRIED

6.4. Subdivision - Orchard Hills Ph 9 Subdivision - Street Name Change Approval

Hannage Development Ltd (Developer) has submitted a Subdivision Application with a Tentative Plan for the next phase (9) of Orchard Hills (2018), proposing to subdivide PID 30245112 for a public street (Cul-de-sac) to access fifteen (15) new residential “R1” building lots. The draft subdivision developers agreement is prepared to be presented at the upcoming Council meeting, and the developer has requested a change to the street name from “Fieldstone Court” to “Hannage Court” as part of the application. Under the Subdivision By-law HAM-2024-17 (S. 4.9) and Community Planning Act (CPA 2017 S.75(1)(l)), the Planning Advisory Committee (PAC) is responsible for the approval of subdivision street names, including any changes thereto.

Moved by Jamie Mahoney and seconded Councillor Kim Tompkins by that the Planning Advisory Committee *approve the street name change from “Fieldstone Court” to “Hannage Court” for Phase 9 of Orchard Hills, as show on the Tentative Subdivision Plan “Orchard Hills Subdivision Phase 9” as shown on DWG: 26029SDT.* MOTION CARRIED

7. Outstanding Issues:

N/A

8. Next Meeting

8.1. The next Planning Advisory Committee meeting is scheduled for April 28, 2026.



9. Adjournment

Moved by Art Roy and seconded by Dave Henderson that the meeting be adjourned at 8:10 pm.

Approved:

Mark Reid
Chair

Cameron Evans
Staff Representative