

Southwest New Brunswick Service Commission

PLANNING REVIEW AND ADJUSTMENT COMMITTEE (PRAC)

MEETING #26-01 • Thursday, January 15, 2026
Online Meeting via Zoom and in person- Wall Street Office – St. Stephen

MEMBERS PRESENT:

Sam Walsh, Chair -Brian Cornish
Brenda Lynn Allison-Crilley - Matt Rouleau- Raymond Hall- Vance Johnson

STAFF PRESENT:

Judy Charters – Senior Development
Officer
Connie Klein – Planning
Assistant/Development Officer

PUBLIC MEMBERS PRESENT/ZOOM:

N/A

CALL TO ORDER:

Chair **S. Walsh** called the meeting to order at 6:32 p.m., took roll call (quorum established), and welcomed all attendees.

1. APPROVAL OF AGENDA:

It was moved by **B. Allison-Crilley**, seconded by **R. Hall**, to “approve the agenda as written”.

Carried-Unanimously

2. APPROVAL OF MINUTES:

It was moved by **V. Johnson** and seconded by **B. Allison-Crilley** to approve the minutes as written.

Carried-Unanimously

3. DECLARATION OF CONFLICT OF INTEREST:

No conflicts declared.

4. SUBDIVISION APPLICATION:

Item 26-01-01 – Keith Hoyt

The PRAC is asked to consider whether two (2) single-unit dwellings are similar to or compatible with other uses permitted in the Rural Residential Zone under the *Pennfield Beaver Harbour Rural Plan Regulation – Community Planning Act*, namely a two-unit dwelling. The property is located at 128 Jack Road, Pennfield, NB, and is under the Pennfield and Beaver Harbour Planning Area Rural Plan, PID 013431036.

It is recommended that the Planning Review and Adjustment Committee (PRAC) of the Southwest New Brunswick Service Commission consider two standalone dwelling units as being similar to or compatible with a two-unit dwelling, with the following terms and conditions:

The lot shall not be subdivided to accommodate lots each containing a dwelling unit.

After some discussion and some clarification by **J. Charters** on what a stand-alone unit is and what is currently allowed, **M Rouleau** makes a motion to approve the staff's recommendations, based on the presentation, seconded by **R. Hall**.

Carried-Unanimously

5. PRAC BUSINESS:

J. Charters discussed the current process for PRAC expense reports and the administration's request to submit expenses quarterly or monthly rather than annually. It was requested that **J. Charters** follow up with the administrative staff to determine whether expenses are acceptable every six months. **J. Charters** will discuss this with the admin staff and get back to the committee.

6. **NEXT MEETING TIME & LOCATION:**

The next regular meeting will be on March 19, 2026, at 6:30 pm at 33 Wall Street Planning Office or via Zoom.

7. **ADJOURNMENT:**

R. Hall motioned to adjourn the meeting at 7:00 p.m.

Sam Walsh, Chairperson

Alex Henderson, Planning Director