



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
Regular Meeting of Council Agenda
April 1, 2020, 6:00 p.m.
Virtual Meeting

1. Call to Order
2. Proclamation
3. Roll Call
4. Declaration of Conflict of Interest
5. Announcements
6. Swearing in of First Regional Council
7. Approval of the Agenda, including additions or deletions
8. Approval of Previous Meeting Minutes
9. Public Hearings - None
10. Unfinished Business/Postponed Motions - None
11. Mayor's Report
12. Committees of Council Recommendations
 - a. Committee of the Whole
 - b. Planning Advisory Committee
 - i. February 19, 2020 Windsor Planning Advisory Excerpts
 - c. Municipal Climate Change Action Plan Committee
 - d. Accessibility Advisory Committee
 - e. Audit Committee
 - f. Davidson Lake Watershed Advisory Committee
 - g. French Mill Brook Watershed Advisory Committee
 - h. Mill Lakes Watershed Advisory Committee
 - i. Fences Arbitration Committee

- j. Police Advisory Committee
 - k. Annapolis Valley Regional Library
 - l. Hants County Residence for Senior Citizens Board
 - m. Landfill Liaison Committee
 - n. Region 6 Solid Waste Management Board
 - o. Valley Communication Fibre Network
 - p. Valley Regional Enterprise Network
13. Councillor Municipal Business Reports
14. Reconsiderations or Rescissions of Resolutions of Which Notice has Been Given on a Previous Day - None
15. New Business
- a. Appointment of Chief Administrative Officer (Recommendation Report)
 - b. Election of Deputy Mayor
 - c. Council Member Election to Committees
 - d. Resident Member Committee Appointments (Recommendation Report)
 - e. Appointment of Town Crier (Recommendation Report)
 - f. Public Participation Program and Public Hearing Requirements Due to COVID-19 (Recommendation Report)
16. Correspondence
17. In-Camera
18. Next Meeting Date / Adjournment



Windsor Planning Advisory Committee Excerpts
February 19, 2020

411 King Street, Windsor PID 45059755

...that Regional Council give First Reading and hold a Public Hearing to consider amending the Zoning Map of the Windsor Land Use By-law by re-zoning the lot located at 411 King Street, Windsor, PID 45059755 from the Institutional (I) Zone to the General Commercial (GC) Zone, as shown on the map attached as Figure 3 to the Windsor Planning Advisory Committee report #19-13 dated February 13, 2020

PROPOSAL INFORMATION SHEET

Address: 411 King Street, Windsor

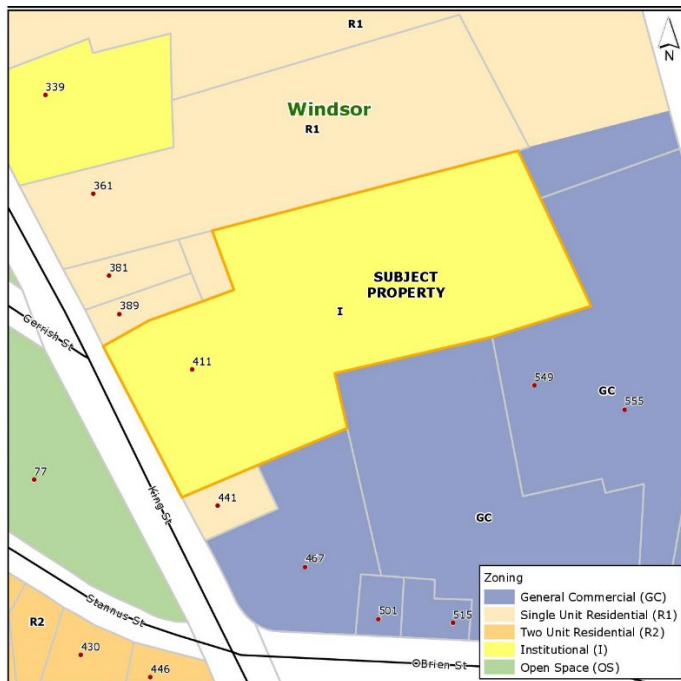
Request: Rezone from the Institutional (I) Zone to the General Commercial (GC) Zone

Proposal Description: Use the existing building for a variety of uses permitted in the General Commercial (GC) Zone including commercial schools, offices, repair and rental establishments, retail stores, service shops, entertainment uses, and residential uses

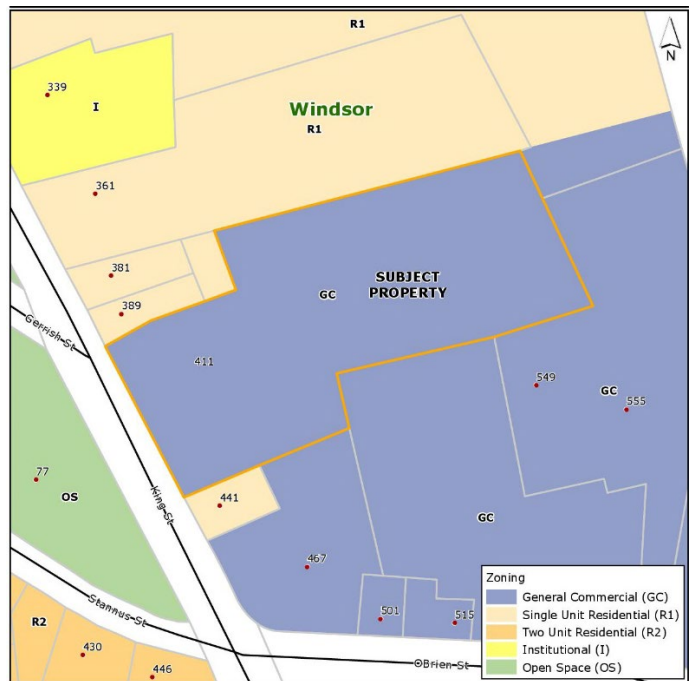
Community: Windsor	Designation: Community Use	Current Zone: Institutional (I)
---------------------------	-----------------------------------	--

Current Use: Former Windsor United Baptist Church; currently vacant	Proposed Use: Commercial uses	Proposed Zone: General Commercial (GC)
--	--------------------------------------	---

Current Zoning:



Proposed Zoning:



For more information please review the February 13, 2020 staff report to the Windsor Planning Advisory Committee and the April 1, 2020 supplementary report to the Regional Council of Windsor and West Hants Municipality



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY SUPPLEMENTARY REPORT

To: Mayor Zebian and Members of the Regional Council of Windsor and West Hants Municipality

Submitted by: _____
Sara Poirier, Planner

Date: April 1, 2020

Subject: Windsor Land Use By-Law Map Amendment: 411 King Street, Windsor; PID 45059755

File # **19-13**

1.0 BACKGROUND

On February 19, 2020, the Windsor Planning Advisory Committee (WPAC) hosted a Public Information Meeting (PIM) regarding the requested Land Use By-law Amendment at 411 King Street, Windsor. Background information can be found in the February 13, 2020 WPAC staff report (Appendix B) and the minutes of the February 19, 2020 meeting.

At the PIM there were four (4) residents in attendance who raised two main concerns. These were:

1. Environmental – Residents mentioned that they had previous issues with water drainage and flooding from 411 King Street to neighbouring properties.
2. Future Uses – Residents were concerned with the future impact the rezoning to General Commercial (GC) may have on the surrounding area. The residents were concerned that if the property is rezoned to General Commercial (GC) that 20 years from now there may be the opportunity for a larger, chain business that generates more traffic to move into that location (i.e. fast food businesses). The residents suggested considering

adding the uses that the current applicant has applied for to the Institutional (I) Zone, instead of rezoning the property to the General Commercial (GC) Zone.

At the PIM, staff noted they would review these two concerns and provide further information on these items to Council before the second reading.

2.0 PUBLIC CONCERNS and DISUCSSION

2.1 Environmental Concern

Residents mentioned that they had previous issues with water drainage and flooding from 411 King Street to neighbouring properties.

Following the PIM, staff contacted the Interim CAO and Acting Director of Public Works for the Town of Windsor to determine if there was any documentation or correspondence regarding these concerns. The Acting Director of Public Works responded that *“there was an issue a few years ago with the drainage in back of Sobeys, which backed up the water flow at the back of the King St properties. That issue was resolved.”* The Interim CAO added *“We would consider this a civil issue and not a municipal responsibility. Any corrective action (if required) would be between the property owners, as was the case below. Sobeys was contacted and carried out the required ditching on their terms and expense.”*

Staff attempted to contact the residents that raised these concerns after the PIM to gain further information from their perspective via phone (3 attempts) between February 20 - March 2 and via mailed letter on March 2, 2020. There was no response.

2.2 Future Uses

Staff review applications based on the proposed zone requested and the provisions of the current zone. For any rezoning or development agreement applications, recommendations are based on the ability of the application to meet the criteria of the policy that would permit Council to consider those alternative uses. Although specific uses have been requested by the applicant, all uses permitted in the zone are considered by staff for any application. The primary consideration is whether the requested amendment meets the criteria of the Municipal Planning Strategy (MPS).

The property is currently zoned Institutional (I). The property owner would like to convert one half of the building to residential uses and offices for the operation of their audio and lighting production business and preserve the other half of the building, where the church services have been held, to train staff members how to use audio equipment and lighting and for indoor entertainment uses such as musical performances and theatre shows.

The property owner has requested a variety of uses to be considered on the property including a commercial school, office, repair and rental establishment, retail store, service shop, entertainment uses and residential uses. Residential uses, accessory to a use permitted in the Institutional (I) Zone, would be the only use that the owner has requested that is permitted as-of-right in the Institutional (I) Zone.

When considering this application, staff reviewed the current zone and permitted uses, then reviewed the policies of Council which would allow consideration of alternative uses on this property. There is a policy (8.3.2) in the WMPS that would allow Council to consider rezoning the property to General Commercial (GC), subject to specific criteria. The General Commercial (GC) Zone would permit all of the requested uses.

To consider the suggestion from the public to include these uses in the Institutional (I) Zone, staff first reviewed the intent of the Institutional (I) Zone, the uses currently permitted in the Institutional (I) Zone and the definition of Institutional Use as described in the WMPS and Windsor Land Use By-law (WLUB) (Appendix A). In general, the WMPS describes institutional uses as schools, churches and museums which are intended for the use of the general community. The WLUB defines an institutional use as *“the use of land, buildings or structures for a public or non-profit purpose and, without limiting the generality of the foregoing, may include such uses as schools, places of worship, public hospitals and government buildings, but shall not include a private club;”*. There are no commercial uses in the list of permitted uses for the Institutional (I) Zone and some of the proposed uses would not necessarily be open to the general community (i.e. audio and lighting production business, offices).

Staff also reviewed the definitions of the proposed uses requested (Table 1). The property owner would privately operate these uses.

Table 1: Definition of Requested Uses

Requested Use	Windsor Land Use By-law Definition	Zoning Dictionary (2016)
Commercial school	means an establishment which provides instruction for profit or gain including, but not limited to, secretarial schools, dance, music, drama, and arts and crafts schools, and business and trade schools	N/A
Office	<u>Office (Business)</u> means a building or part thereof in which one or more persons is employed in the	N/A

	<p>management, direction or conducting of a public or private agency, a business, a brokerage or a labour or fraternal organization including, but not so as to limit the generality of the foregoing, an office accessory to a permitted non-residential use, a bank or other financial institution, the premises of a real estate or insurance agency, a data processing establishment, a newspaper publisher or a radio or television broadcasting station and related studios or theatres, but does not include a retail store or a professional office;</p> <p><u>Office (Professional)</u> means a building or part thereof in which a legal, medical or other personal professional service is performed or consultation given including, but not necessarily restricted to, a clinic and the offices of a lawyer, an architect, surveyor, engineer or a chartered accountant, but does not include a personal service shop, a business office or a veterinary clinic;</p>	
Repair and rental establishment	means a premise engaged in maintaining, repairing, installing, and renting articles and equipment for household and personal use such as radio and television, refrigerator and air conditioning, appliances, watches, clocks, jewellery, and upholstery and furniture repairs;	N/A
Retail store	means a building or part thereof with a total commercial floor area of 20,000 ft ² (1858.00 m ²) or less in which goods, wares, merchandise, substances, articles or things are offered or kept for sale directly to the public at retail value.	N/A
Service shop	means an establishment, other than an automotive use, that provides a non-personal service or craft to the public including, but not necessary	N/A

	restricted to, a printer's shop, a plumber's shop, a tinsmith's shop, a painter's shop, a carpenter's shop, an electrician's shop, a welding shop, a blacksmith shop, a farrier's shop, an upholstery shop, a bakery, a dairy, a catering establishment, a machine shop, or a monument engraving shop;	
Entertainment uses	N/A	A building, structure or lot used or intended to be used for the purpose of night clubs, cabarets, cinemas, theatres and the like.
Residential uses	N/A	<ol style="list-style-type: none"> 1. The use of a building or structure or parts thereof as a dwelling. 2. The use of land, buildings or structures for human habitation.

Amending the definition of institutional use to include privately owned and for-profit organizations or companies would change the intent of the Institutional (I) Zone. Additionally, to permit all of the requested uses in the Institutional (I) Zone would require an amendment to the list of permitted uses in that zone to include uses such as office, repair and rental establishment, service shop, etc. If changes were made to the definition of institutional use and the list of permitted uses in the Institutional (I) Zone this would allow any property zoned Institutional (I) in Windsor to change the use of the property as-of-right to one of those uses without a public process or approval by Council.

3.0 CONCLUSION

In conclusion, staff have considered and provided Council with additional information about the two concerns that were raised by the public at the PIM. Staff continues to recommend rezoning the property at 411 King Street to General Commercial (GC) as per the staff report of February 13, 2020.

4.0 APPENDICES

Appendix A Excerpts from the Windsor Municipal Planning Strategy and Land Use By-law - Intent of the Institutional (I) Zone

Appendix B 02-13-2020 Windsor Planning Advisory Report #19-13

Report Reviewed by: Madelyn LeMay, Director of Planning and Development

Appendix A
Excerpts from the Windsor Municipal Planning Strategy and Land Use By-law
Intent of the Institutional (I) Zone

WINDSOR MUNICIPAL PLANNING STRATEGY

11.0 COMMUNITY USE

Community use areas, including parks, open space and recreational uses, as well as institutional uses such as schools, churches and museums, are intended for the use of the general community. Windsor has extensive public community resources for both passive and active recreation including parks, sports fields, an outdoor swimming pool, a community centre and a library. The Windsor Recreation Department has operational responsibility for many of the Town's public recreation facilities and sponsors a wide range of recreation programs designed to meet the needs of all of the Town's residents. In addition, there are a number of private recreation uses in or near the Town including: an arena, tennis courts, a paddling club, a curling club, golf courses, bowling alleys and ski hills and cross-country skiing trails.

11.1 Institutional

As the regional service centre and the county seat for Hants County, Windsor has a considerable number of institutional land uses. Among these are educational facilities and homes for senior citizens. The Hants Community Hospital, churches and museums also fall into this category. Some of these institutional uses are relatively isolated while others are located in predominantly residential neighbourhoods. Because of the amount of traffic and noise that may be associated with them, some institutional uses have a significant impact on their surrounding neighbourhood. For this reason, new institutional uses will be permitted only by development agreement to allow Council more control over the development. The Land Use By-law will contain abutting zone requirements and will require a larger minimum lot size to help mitigate negative effects.

WINDSOR LAND USE BY-LAW

24.0 INSTITUTIONAL (I)

Permitted Uses

24.1 The following uses shall be permitted in the Institutional (I) zone:

- Any institutional use which is incorporated under the Societies Act
- Armouries
- Churches and associated halls
- Colleges, universities and schools, including school dormitories

- Community centres
- Community service clubs and organizations
- Courthouses
- Emergency services facilities (i.e., police, ambulance and fire stations)
- Government offices
- Homes for special care
- Hospitals and medical clinics
- Indoor and outdoor recreation uses
- Libraries, museums and art galleries
- Residences accessory to permitted uses
- Senior citizen housing
- Tourist bureaus

Institutional (I) Zone General Requirements

24.2 In the Institutional (I) zone, no development permit shall be issued except in conformity with the following:

Minimum lot area	24,000 ft ² (2,229.60 m ²)
Minimum lot frontage	120 ft (36.58 m)
Minimum front yard	30 ft (9.14 m)
Minimum rear yard	30 ft (9.14 m)
Minimum side yard	30 ft (9.14 m)
Maximum height of main building	3 storeys
Maximum height of accessory building	15 ft (4.57 m)

31.0 DEFINITIONS

Institutional Use means the use of land, buildings or structures for a public or non-profit purpose and, without limiting the generality of the foregoing, may include such uses as schools, places of worship, public hospitals and government buildings, but shall not include a private club;

Appendix B
02-13-2020 Windsor Planning Advisory Report #19-13



TOWN OF WINDSOR
RECOMMENDATION REPORT

To: Members of Town of Windsor Planning Advisory Committee

Submitted by: _____
Sara Poirier, Planner

Date: February 13, 2020

Subject: Land Use By-Law Map Amendment: 411 King Street, Windsor; PID 45059755

File # **19-13**

1.0 BACKGROUND

An application was received on December 3, 2019 from Michael Jamieson to permit a commercial school, office, repair and rental establishment, retail store, service shop, entertainment uses, and residential uses at 411 King Street, Windsor (PID 45059755). The building was constructed in 1898 and the property was used as Windsor United Baptist Church until November 2019 when the congregation moved to a different location. The property is currently owned by a registered company, 3333941 Nova Scotia Limited. Michael Jamieson is the Director of that registered company.

2.0 LEGISLATIVE AUTHORITY

Municipal Government Act Part 8; Windsor Municipal Planning Strategy (WMPS) and Land Use By-law (WLUB).

3.0 RECOMMENDATION

To allow the requested development, staff recommends that the Windsor Planning Advisory Committee forward a positive recommendation by passing the following motion:

that Regional Council give First Reading and hold a Public Hearing to consider amending the Zoning Map of the Windsor Land Use By-law to enable the lot located at 411 King Street, Windsor, PID 45059755 to be rezoned from the Institutional (I) Zone to the General Commercial (GC) Zone, as shown on the map attached as Figure 3 to the Windsor Planning Advisory Committee report #19-13 dated February 13, 2020.

4.0 DISCUSSION and DOCUMENT REVIEW

The lot is designated Community Use (CU) on the Generalized Future Land Use Map of the WMPS (Figure 1). Part 11.0 of the WMPS contains the overall intention for properties designated Community Use (CU) in Windsor.

The subject lot is zoned Institutional (I) on the Zoning Map of the WLUB (Figure 2). Commercial schools, offices, repair and rental establishments, retail stores, service shops, and entertainment uses are not permitted within the Institutional (I) Zone. Residential uses are only permitted within the Institutional (I) Zone if they are accessory to a use permitted in the Institutional (I) Zone. The owner has no intention of using the lot for an institutional use.

The owner would like to convert one half of the building to residential uses and offices for the operation of their audio and lighting production business and preserve the other half of the building, where the church services have been held, to train staff members how to use audio equipment and lighting and for indoor entertainment uses such as musical performances and theatre shows.

4.1 Municipal Planning Strategy

The 2.8-acre subject lot is located on King Street. The lot is directly abutting properties with single unit dwellings which are zoned Single Unit Residential (R-1) and commercial properties which are zoned General Commercial (GC) (Figure 2).

For the existing structure to be allowed to be used for the uses requested an amendment to the Zoning Map of the WLUB is required. Figure 3 shows the proposed changes to the Zoning Map.

Section 8.0 of the WMPS contains the commercial policies for Windsor. Policy 8.3.2 establishes Council's intention to *"consider the creation of new General Commercial zones in any designation, with the exception of the Wentworth Road Gateway District, by amendment to the Land Use By-law"*. The subject lot is not within the Wentworth Road Gateway District therefore the rezoning to General Commercial (GC) can be considered under this policy.

Although the owner is planning to utilize the existing building for their proposed uses, it is important to note that the lot is included in the Environmental Constraints designation which means that it has been identified as marshland, specifically

within the Tregothic Marsh. Properties within the Environmental Constraints designation have to meet more stringent requirements including completing an environmental study before being issued a development permit for any new building. Since the owner is utilizing the existing building, which was constructed (in 1898) before land use regulations were in place, they do not have to meet these requirements unless they are proposing to construct new buildings on site. The existing building may be enlarged, reconstructed, repaired or renovated provided all other requirements of the WLUB are met.

The Windsor Dykeland's Background Report (2001) specifies that the subject lot, and approximately 40 percent of the properties within the Tregothic Marsh, have been exempted by the Province from the requirements of Section 41 of the *Agricultural Marshland Conservation Act*. The *Agricultural Marshland Conservation Act* (2001) protects marshland for agricultural purposes. Being exempt from this portion of the *Act* means that the owner would not have to apply to the marsh body to allow any future construction. Any new construction on site would have to meet the requirements of Section 27.0 of the WLUB and any other requirements of the Regional Municipality.

4.1.1 WMPS Specific Criteria

Policy 8.3.2 establishes Council's intention to "*consider the creation of new General Commercial zones in any designation, with the exception of the Wentworth Road Gateway District, by amendment to the Land Use By-law*" and establishes the criteria to be considered by Council. These criteria are examined in detail in Appendix B. In summary, the criteria are met since:

- the lot is serviced by both municipal water and sewer;
- the proposed use will not conflict with adjacent existing uses;
- the proposal meets the WMPS general criteria.

4.1.2 WMPS General Criteria

The proposal meets the general criteria for amendment set out in WMPS Policy 16.3.1. These criteria are examined in detail in Appendix C. In summary:

- the proposal is not premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated;
- the Fire Chief, Development Officer, Senior Building and Fire Official, Director of Public Works and Traffic Authority have no concerns.

4.2 Land Use By-law

4.2.1 Text Amendment

The definitions of the WLUB, although not directly applicable to the WMPS, can be used as a guide to the intent of the WMPS. On the subject lot, the applicant proposes to renovate half of the existing building for residential uses and offices which may include repair, service, rental and sales of equipment, and preserve the other half for a commercial school to train staff members how to use equipment and for indoor entertainment uses. Should the lot be amended from the Institutional (I) Zone to the General Commercial (GC) Zone (Appendix A), the proposed uses would be allowed “as-of-right”, as they are each listed as a permitted use in the General Commercial (GC) Zone.

Therefore, there are no required text amendments to the WLUB for this application.

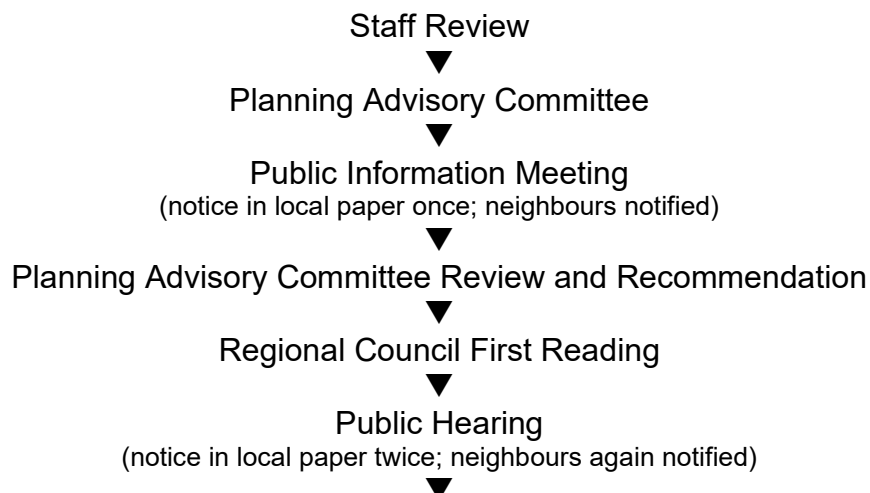
4.2.2 Map Amendment

The proposed uses are not permitted in the Institutional (I) Zone. There is a policy option to allow Council to consider rezoning the subject lot to the General Commercial (GC) Zone. The proposed uses are permitted in the General Commercial (GC) Zone. An amendment to the WLUB Zoning Map is required for this application. The proposed map amendment is shown in Figure 3.

5.0 CONCLUSION

As noted above, the proposed map amendment has been considered within the context of both the specific and general policies of the WMPS and is consistent with the intent, objectives and policies of the WMPS. The proposed map amendment meets the specific and general criteria for amendments to the WLUB. There are no proposed text amendments. As a result, it is reasonable to amend the zoning of the lot located at 411 King Street, Windsor, PID 45059755 from the Institutional (I) Zone to the General Commercial (GC) Zone on the Zoning Map of the Windsor Land Use By-Law.

6.0 PROCESS



Regional Council Second Reading



Notice of Approval in Local Paper



14 Day Appeal Period

7.0 OPTIONS

In response to the application, WPAC may recommend that Regional Council:

- hold First Reading and authorize a Public Hearing to approve the WLUB amendment as drafted or as specifically revised by direction of WPAC;
- provide alternative direction such as requesting further information on a specific topic.

8.0 APPENDICES

Figure 1 Windsor Generalized Future Land Use Map – Existing

Figure 2 Windsor Zoning Map – Existing

Figure 3 Draft Windsor Zoning Map – Proposed Amendment

Appendix A General Commercial (GC) Zone

Appendix B Specific Criteria for Amendment

Appendix C General Criteria for Amendment

Report Reviewed by: Madelyn LeMay, Director of Planning and Development

Figure 1
Windsor Generalized Future Land Use Map – Existing

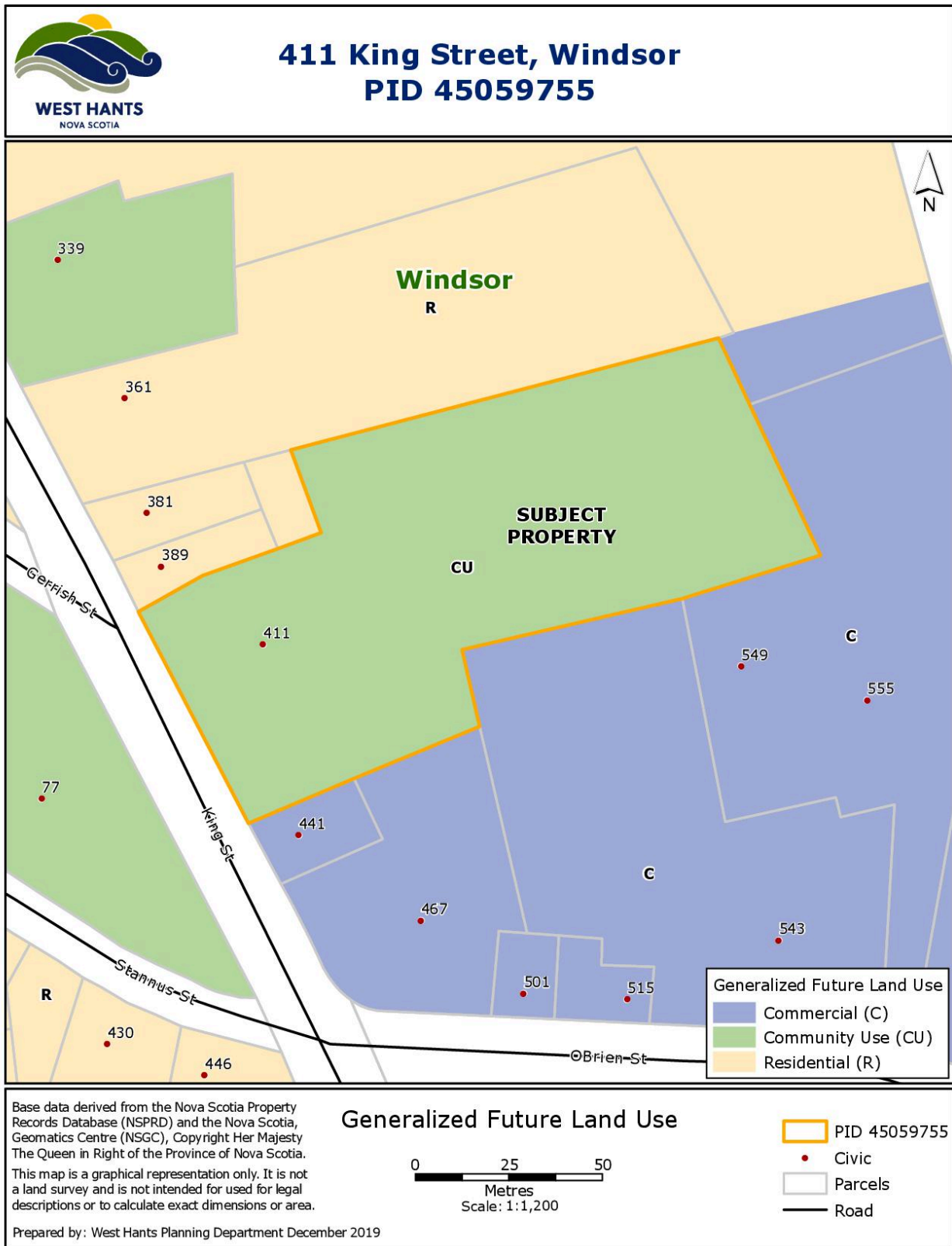


Figure 2
Windsor Zoning Map – Existing

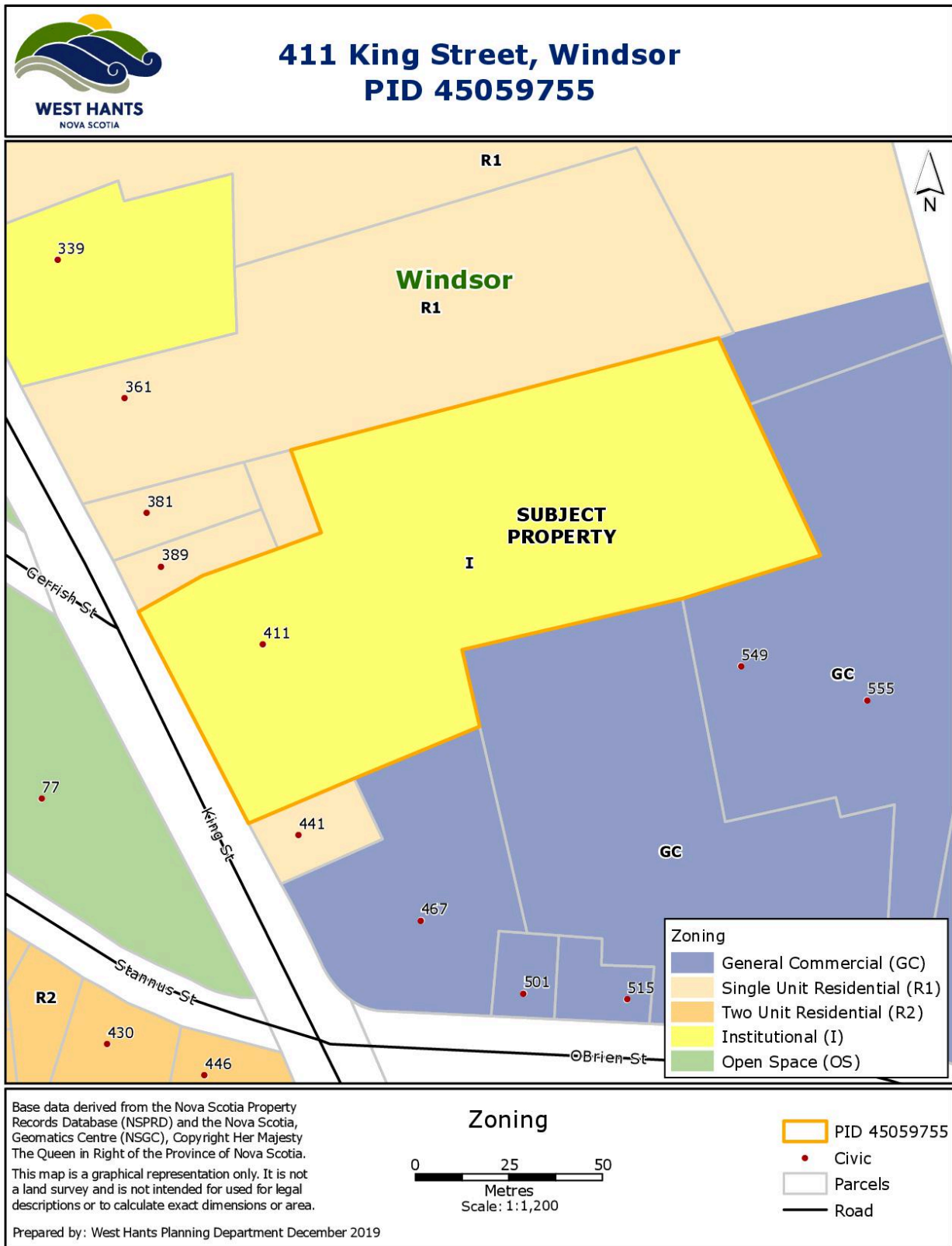
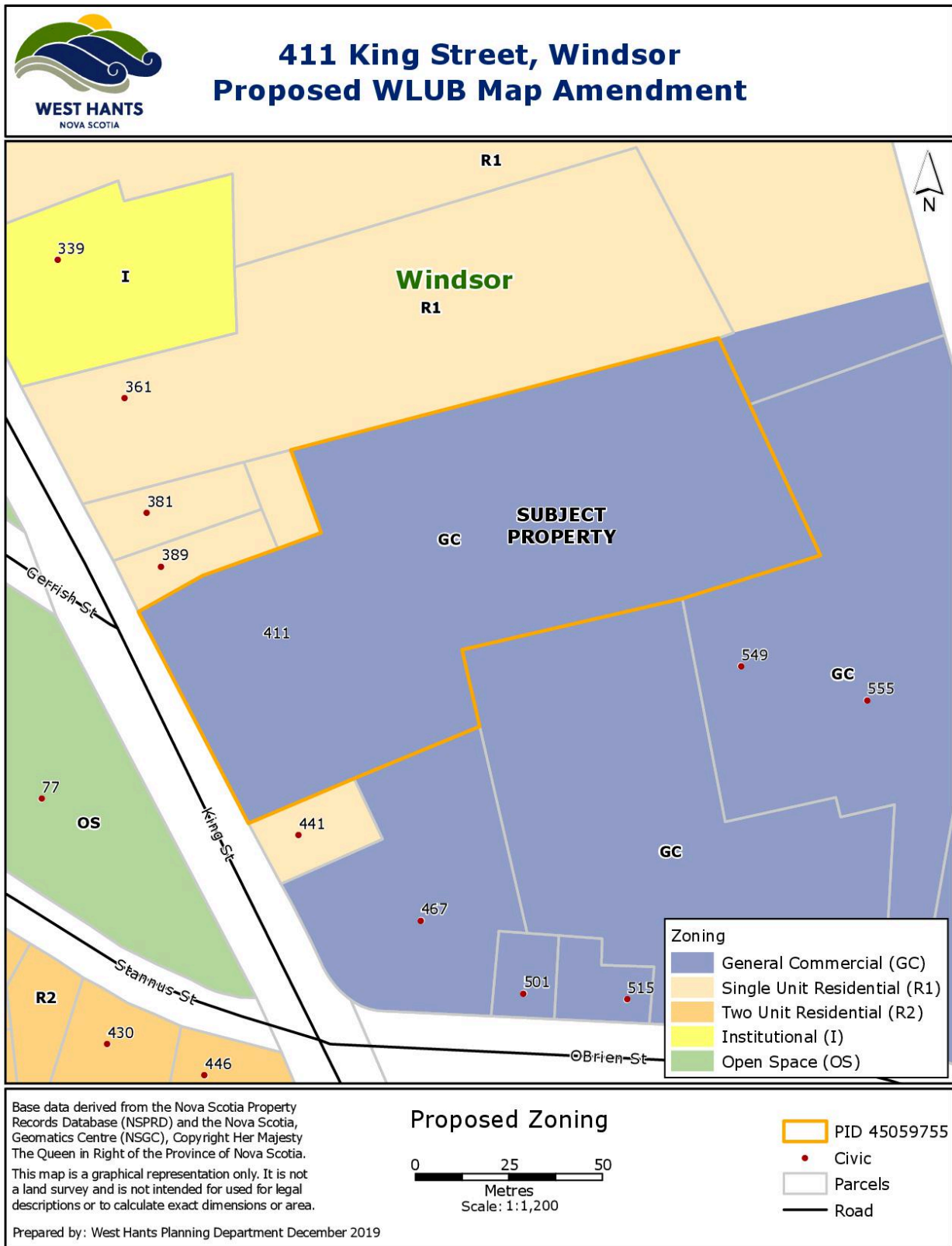


Figure 3
Draft Windsor Zoning Map – Proposed Amendment



Appendix A
General Commercial Zone

17.0 GENERAL COMMERCIAL (GC)

Permitted Uses

17.1 The following uses shall be permitted in the General Commercial (GC) zone:

- Arts and crafts studios including photography
- Banks and financial institutions
- Clubs and community organizations
- Commercial schools
- Country inns
- Day care centres, licensed and non-licensed
- Entertainment, recreation and assembly uses within a wholly enclosed building
- Garden and nursery sales and supplies
- Licensed liquor establishments
- Local shopping centres containing uses permitted in the GC zone
- Microbrewery, Microdistillery, Winery (Amended WLUB 18-01 Effective January 29, 2019)
- Offices
- Parking structures
- Repair and rental establishments
- Residential uses (not on the ground floor)
- Restaurants, excluding drive-through restaurants
- Retail stores
- Service and personal service shops
- Taxi, train and bus stations
- Veterinary clinics and animal hospitals
- Existing residential uses

GC Zone General Requirements

17.2 In the GC zone, no development permit shall be issued except in conformity with the following:

Minimum lot area	10,000 ft ² (929.00 m ²)
Minimum lot frontage	100 ft (30.48 m)
Minimum front yard	25 ft (7.62 m)
Minimum rear yard	25 ft (7.62 m)
Minimum side yard	15 ft (4.57 m)
Maximum height of main building	35 ft (10.67 m)
Maximum height of accessory building	15 ft (4.57 m)

Open Storage

17.3 No open storage shall be permitted in the GC zone.

Residential Uses

17.4 Residential uses as part of the same building as a commercial use are permitted provided the total floor area of the residential use does not exceed two-thirds (66 percent) of the total floor area of the building.

Access

17.5 Entrance to and exit from properties zoned GC shall be restricted to not more than two driveways on any street or road. On a corner lot, access shall be restricted to not more than three driveways to the lot.

Appendix B
Specific Criteria for Amendment

8.0 COMMERCIAL

8.3 General Commercial

Policy 8.3.2 *It shall be the policy of Council to consider the creation of new General Commercial zones in any designation, with the exception of the Wentworth Road Gateway District, by amendment to the Land Use By-law subject to the following criteria:*

CRITERIA	COMMENT
<i>(a) the proposed use has direct access to:</i>	
<i>(i) an arterial road as shown on the Transportation Map (Map 2), or</i>	King Street is an arterial road as shown on the Transportation Map (Map 2) of the WMPS.
<i>(ii) a major collector road shown on the Transportation Map (Map 2) provided a traffic impact study is submitted to the Town which demonstrates the proposed use will not have an unacceptable impact on traffic flows and existing streets as determined by the Traffic Authority;</i>	Not applicable.
<i>(b) the proposed use will not conflict with adjacent uses; where located in the Residential designation, particular attention is paid to compatibility in terms of building scale and design and traffic generation;</i>	The lot is within the Community Use (CU) designation and currently zoned Institutional (I). The subject lot abuts properties zoned Single Unit Residential (R1) to the north, General Commercial (GC) to the east and south and Open Space (OS) to the west. As the proposed uses are to be located in the existing building it is not anticipated that they would conflict with the adjacent uses.
<i>(c) required parking can be provided;</i>	The parking requirements will need to be determined once the owner knows exactly what uses permitted in the General Commercial (GC) Zone are being proposed and the square footage of each use. The Development Officer stated that given the size of the lot and the fact that it was formerly used as a

	church, they are not anticipating that parking will be a problem.
<i>(d) traffic flow and pedestrian safety will not be adversely affected;</i>	The Traffic Authority had no concerns about the impact of the proposed use on traffic generation and traffic safety or the ability to provide safe and efficient roadway access to the lot.
<i>(e) adequate landscaping, green space and buffering will be provided;</i>	The lot is approximately 2.8 acres in size; the proposed uses are to be located within the existing building. Any future building or expansion would need to meet the requirements of the General Commercial (GC) zone.
<i>(f) the architectural design of the development is reasonably consistent with the provisions of the Architectural Design Manual, if the proposed development is located in an Architectural Control District;</i>	Not applicable as the lot is not within an Architectural Control District.
<i>(g) any other matter which may be addressed in a Land Use By-law; and</i>	All other matters have been addressed elsewhere in this report.
<i>(h) Policy 16.3.1.</i>	See Appendix C.

Appendix C
General Criteria for Amendment

16.0 IMPLEMENTATION

16.3 Land Use By-law Amendments and Development Agreements

Policy 16.3.1 *In considering development agreements and amendments to the Town of Windsor Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:*

CRITERIA	COMMENT
<i>(a) whether the proposal is considered premature or inappropriate in terms of:</i>	
<i>(i) the adequacy of sewer and water services;</i>	The Acting Director of Public Works confirmed that the lot is connected to the Town of Windsor's water distribution system and combined wastewater system. They did not have any concerns regarding the supply of water or effluent which may be discharged into the sewer and stated all relevant rules, policies, codes and regulations must be followed for both water and wastewater.
<i>(ii) the adequacy of school facilities;</i>	No impact on school facilities is anticipated.
<i>(iii) the adequacy of fire protection;</i>	In response to an inquiry, the local Fire Chief stated that they do not believe the proposed uses for the lot are premature or inappropriate for the area. When discussing the adequacy of fire protection, the Fire Chief specified that the fire department currently has access to all sides of the structure. He added that laneways and apparatus access points should not be restricted by outside storage or new outbuildings because a fire in the structure that gets any headway would require multiple aerial trucks to control and prevent spread to neighbouring occupancies. Due to the current and potential fire loads, 360-degree access must be maintained regardless of what uses the owner decides to do there.

	<p>The Fire Chief also specified that any major change of use from the current assembly occupancy of the building would need input from the Senior Building and Fire Official to ensure proper fire separations, alarm systems, sprinkler systems and occupancy load, particularly when there is potential for breweries, distilleries, licensed liquor establishments and restaurants in the General Commercial (GC) Zone. If the owner plans on living and running a business in this structure the Fire Inspector input is paramount.</p> <p>The Senior Building and Fire Official confirmed that he does not have any issues with the uses listed in the new zone being permitted on this lot. He added that the required fire separations will have to be determined when the owner applies for a building permit.</p>
<i>(iv) the adequacy of road networks adjacent to, or leading to the development; and</i>	The Traffic Authority had no concerns about the adequacy of road networks adjacent to or leading to the subject lot.
<i>(v) the financial capacity of the Town to absorb any costs relating to the development.</i>	There are no anticipated costs to the Town or new Regional government in regard to this development.
<i>(b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</i>	The Traffic Authority has confirmed that the existing driveway is suitable as a commercial access and has no concerns. There is no rail transportation in this area. There is a sidewalk in front of the lot which will not be impacted by the proposed uses.
<i>(c) the adequacy of the dimensions and shape of the lot for the intended use;</i>	The Development Officer has no concerns with regards to the dimensions and shape of the lot for the proposed uses <i>“as this is a large lot and there is no indication that the new owner plans to expand the building footprint.”</i>
<i>(d) the pattern of development which the proposal might create;</i>	The Development Officer has no concerns with the pattern of development this proposal might create.

<p><i>(e) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, marshes or bogs and susceptibility of flooding;</i></p>	<p>This clause is not applicable as the proposed uses are to be contained within an existing building. However, it is important to note that the lot is included in the Environmental Constraints designation which means that it has been identified as marshland. The owner is able to enlarge, reconstruct, repair or renovate the existing building provided all other requirements of the WLUB are met, however any new buildings proposed on site would be required to meet Section 27.0 of the WLUB.</p>
<p><i>(f) whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other relevant municipal by-laws and regulations; and</i></p>	<p>All Municipal, Provincial and Federal regulations will have to be met.</p>
<p><i>(g) any other matter required by relevant policies of this Strategy.</i></p>	<p>All other matters have been addressed elsewhere in this report.</p>



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
RECOMMENDATION REPORT**

To: Members of Council

Submitted by: _____
Shelleena Thornton, Administrative Supervisor

Date: April 01, 2020

Subject: Appointment of Chief Administrative Officer (CAO)

LEGISLATIVE AUTHORITY

NS Municipal Government Act (MGA)

Chief Administrative Officer (Sections 28-31, MGA)

28 (2) The council of a regional municipality shall employ a person to be the Chief Administrative Officer for the regional municipality. 1998, c. 18, s. 28.

30 (1) The chief administrative officer is the head of the administrative branch of the government of the municipality and is responsible to the council for the proper administration of the affairs of the municipality in accordance with the by-laws of the municipality and the policies adopted by the council.

(2) The council shall communicate with the employees of the municipality solely through the chief administrative officer, except that the council may communicate directly with employees of the municipality to obtain or provide information.

(3) The council shall provide direction on the administration, plans, policies and programs of the municipality to the chief administrative officer.

(4) No council member, committee or member of a committee established by the council shall instruct or give direction to, either publicly or privately, an employee of the municipality.

Region of Windsor and West Hants Municipality Act

8 (3) The Council shall ratify the appointment of the Chief Administrative Officer as soon as practicable after the incorporation of the Regional Municipality.

RECOMMENDATION

...that Council appoints Mark Phillips as Chief Administrative Officer for the Region of Windsor and West Hants Municipality commencing April 01, 2020.

BACKGROUND

The Region of Windsor and West Hants Municipality Act section 8 (1) indicates "the Co-ordinating Committee shall appoint a Chief Administrative Officer of the Regional Municipality by January 1, 2020."

February 2019, *Organizational Consulting Limited* was awarded the contract to assist with the recruitment of a Chief Administrative Officer. An extensive recruitment search was held, followed by interviews and a selection process.

July 22, 2019 – The Co-ordinating Committee approved the Co-ordinator concluding contract arrangements for the chosen CAO candidate.

September 16, 2019 – Mark Phillips started his position with both Windsor and West Hants. Mark has also been actively involved with all consultants leading into consolidation and established a Regional Municipality Organizational Chart.

DISCUSSION

Although Mr. Phillips has been actively on the job and working collaboratively with CAOs Todd Richard (Windsor), Martin Laycock (West Hants), and staff, his position of CAO for the Region of Windsor and West Hants Municipality officially commences April 01, 2020 after appointment by the regional council.

NEXT STEPS – N/A

FINANCIAL IMPLICATIONS

Expenses associated with the Chief Administrative Officer is included in the annual operating budget for the Municipality.

ALTERNATIVES

Council may decide to not support the recommendation in this report.

ATTACHMENTS – N/A

Report Prepared by:

Shelleena Thornton, Administrative Supervisor

Report Approved by:

Mark Phillips, Chief Administrative Officer



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
RECOMMENDATION REPORT**

To: Members of Council

Submitted by: _____
Shelleena Thornton

Date: April 01, 2020

Subject: Resident Member Appointments to Committees of Council

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act – Sections 24-27 (Standing, special and advisory committees; Vacancy on Boards, Commissions and Committees; Citizen Advisory Committees; and Community Committees).

RECOMMENDATIONS

...that Council approves the following resident members be appointed to the Hantsport Area Advisory Committee (HAAC) for the term April 01, 2020 to October 31, 2022: Donald Hussey, Greg Pace, Bill Preston, Phil Zamora, and Jane Davis.

...that Council approves the following resident members be appointed to the Windsor Area Advisory Committee (WAAC) for the term April 01, 2020 to October 31, 2022: Jamie O’Hanlon and Shelley Bibby.

...that Council approves the following resident members be appointed to the Municipal Climate Change Action Plan Committee (MCCAP) for the term April 01, 2020 to October 31, 2022: Greg Pace and Melissa Richard.

...that Council approves the following resident members be appointed to the Planning Advisory Committee (PAC) for the term April 01, 2020 to October 31, 2022: Bill Preston (as HAAC representative); Shelley Bibby (as WAAC representative); and Trevor McEachern (resident member).

...that Council approves the following landowner representatives be appointed to the Mill Lakes Watershed Advisory Committee for the term April 01, 2020 – October 31, 2022: Blaine Daniels, Elliott Daniels, Paul Taylor, and Bruce Atwell.

...that Council approves the following landowner representative be appointed to the French Mill Brook Watershed Advisory Committee for the term April 01, 2020 – October 31, 2022: David Porter.

...that Council approves the following landowner representative be appointed to the Davidson Lake Watershed Advisory Committee for the term April 01, 2020 – October 31, 2022: Timberland Holdings (Stephen Masters will represent Timberland Holdings).

...that Council approves the following resident member be appointed to the Accessibility Committee for a three-year term April 01, 2020 – October 31, 2023: Jennifer Davison.

...Council enable staff to further advertise for membership on Committees of Council that require more resident member representation.

BACKGROUND

At the November 18, 2019 and February 10, 2020 Co-ordinating Committee meetings, the following committees were approved commencing April 1st. NOTE: Only committees that require resident members are bolded.

- **Hantsport Area Advisory Committee**
- **Windsor Area Advisory Committee**
- **Municipal Climate Change Action Plan Committee**
- **Planning Advisory/Heritage Advisory Committee**
- **Accessibility Advisory Committee**
- **Audit Committee**
- **Watershed Advisory Committees (Davidson Lake, Mill Lakes, and French Mill Brook)**
- **Western Regional Housing Authority Board**
- **Police Advisory Board**
- Fences Arbitration Committee
- Committee of the Whole
- Annapolis Valley Regional Library Board
- Hants County Residence for Senior Citizens
- Region 6 Solid Waste
- Valley Community Fibre Network
- Valley Regional Enterprise Network
- Landfill Liaison Committee

DISCUSSION

The *Meeting and Committees Procedural Policy RCOGE-003.00* was approved by the Co-ordinating Committee on March 23, 2020. Included in that policy are appendices with respect to the following committees (which included the number of resident members on each). The applications to-date do not necessarily fill all vacancies on all committees resulting in the need to re-advertise for additional resident members.

Those requiring more resident members include:

- Hantsport Area Advisory Committee (HAAC)

- Windsor Area Advisory Committee (WAAC)
- Accessibility Advisory Committee
- Audit Committee
- French Mill Brook Watershed Advisory Committees
- Police Advisory Board (This Board has yet to be established. Will be in the near future and once done, advertised for).

NEXT STEPS

Resident members will be contacted and notified of their appointments. An Administrative Terms of Reference will be established for each committee and vacancies will be re-advertised.

FINANCIAL IMPLICATIONS

Resident members appointed to a Committee of Council will receive remuneration in accordance with the Council Remuneration Policy, which is identified in the annual Operating Budget.

Other costs include advertisement in the newspaper associated with seeking representation. Further, to save on some, advertisements can and will continue to be posted on the municipal website and social media pages.

ALTERNATIVES

Council could choose to not support the recommendations and continue to advertise for the vacancies.

ATTACHMENTS

Appendices from the Meeting and Committee Procedural Policy:

- A. Appendix D - Accessibility Advisory Committee
- B. Appendix F - Davidson Lake Watershed Advisory Committee
- C. Appendix G - French Mill Brook Watershed Advisory Committee
- D. Appendix I - Windsor and Hantsport Area Advisory Committees
- E. Appendix J - Mill Lakes Watershed Advisory Committee
- F. Appendix K - Planning Advisory Committee
- G. Appendix L - Municipal Climate Change Action Plan Committee

Report Prepared by: _____
Shelleena Thornton, Administrative Supervisor

Report Reviewed by: _____
Rhonda Brown, Municipal Clerk

Report Approved by: _____
Mark Phillips, CAO

MEETING AND COMMITTEE PROCEDURAL POLICY

APPENDIX D

Accessibility Advisory Committee

1. PURPOSE

- 1.1. The Accessibility Advisory Committee provides advice to Council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in helping the Region of Windsor and West Hants Municipality become a barrier-free community and ensuring obligations under "An Act Respecting Accessibility in Nova Scotia (2017)" are met.

2. SCOPE

- 2.1. This Policy is applicable to all members appointed to the Municipality's Accessibility Advisory Committee.

3. DEFINITIONS

- 3.1. In Appendix D,
- a) "AAC" means the Accessibility Advisory Committee of the Municipality;
 - b) "Act" means the *Accessibility Act*;
 - c) "Barrier" means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;
 - d) "Council" means the Council for the Municipality;
 - e) "Disability" includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual's full and effective participation in society;
 - f) "Municipality" means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.

4. COMMITTEE COMPOSITION

- 4.1. The AAC will consist of seven (7) members as follows:
- To a two-year term – One (1) members of Council
 - To a two-year term – four (4) Resident members
 - To a three-year term – two (2) Resident members.
- 4.2. Resident members will not be members of Council or employees of the Municipality.

MEETING AND COMMITTEE PROCEDURAL POLICY

- 4.3. At least one half of the members of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 4.4. If a member vacates AAC for any reason at any time before that member's term would normally expire, Council will promptly appoint a new member to the Committee to hold office for the unexpired term.
- 4.5. The Chair and Vice-Chair will be appointed annually by the members of AAC.

5. MANDATE AND RESPONSIBILITIES

- 5.1. AAC has the following responsibilities:
 - a) Advise Council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must include:
 - A report on measures the Municipality has taken and intends to take to identify, remove and prevent barriers;
 - Information on procedures the Municipality has in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its proposed policies, programs, practices and services, and
 - ii. Any proposed enactments or bylaws it will be administering; and
 - Any other prescribed information.
 - b) Advise Council on the impact of the Municipality's policies, programs and services on persons with disabilities;
 - c) Review and monitor existing and proposed Municipal by-laws to promote full participation of persons with disabilities, in accordance with the Act;
 - d) Identify and advise on the accessibility of existing and proposed municipal services and facilities;
 - e) Advise and make recommendations about strategies designed to achieve the objectives of the Municipality's Accessibility Plan;
 - f) Receive and review information directed to it by Council and its committees, and to make recommendations as requested;
 - g) Monitor Federal and Provincial government directives and regulations; and,
 - h) Host community consultations related to accessibility in the Municipality.

6. ADMINISTRATION

- 6.1. AAC will meet no less than six times per year, or otherwise as required to fulfill the duties as outlined.
- 6.2. A quorum for AAC will be a majority, four (4) members.
- 6.3. The AAC may receive presentations from the public upon approval of the

MEETING AND COMMITTEE PROCEDURAL POLICY

Chair.

- 6.4. The AAC may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

MEETING AND COMMITTEE PROCEDURAL POLICY

APPENDIX F

Davidson Lake Watershed Advisory Committee

1. PREAMBLE

1.1. The Davidson Lake Watershed Advisory Committee was established in 2007 in response to the requirement of Nova Scotia Environment (NSE) to develop and prescribe regulations for the Protected Water Area, as well as a Source Water Protection Plan (SWPP). The SWPP was adopted by the former Hantsport Town Council on July 4, 2013. The draft Regulations were submitted to Nova Scotia Environment and at this time awaits Provincial review and approval.

2. DEFINITIONS

2.1. In Appendix F,

- a) "Committee" means the Davidson Lake Watershed Advisory Committee;
- b) "Councillor" means an elected member of the Council of the Municipality;
- c) "Municipality" means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.

3. PURPOSE

3.1. The primary objective of the Davidson Lake Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other stakeholders to work cooperatively to maintain the water quality and quantity in the Davidson Lake Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.

3.2. The mandate of the Davidson Lake Watershed Advisory Committee is to advise and make recommendations to Council concerning issues of the management and protection of the Davidson Lake Watershed.

4. ROLE OF THE DAVIDSON WATERSHED ADVISORY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Davidson Lake Watershed.

4.2. In addition, the Committee will:

- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
- b) assist with revisions of the regulations for the Protected Water Area as required;

MEETING AND COMMITTEE PROCEDURAL POLICY

- c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
- d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
- e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
- f) advise on forest matters and other land use issues;
- g) develop Best Management Practices (BMP) for activities in the Davidson Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
- h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
- i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Davidson Watershed;
- j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
- k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- One (1) Landowner Representative
- One (1) Councillor and one alternates
- One (1) Department of Natural Resources Representative
- One (1) Water Utility Representative
- One (1) Planning Department Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representative must own land in the Davidson Lake Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be four (4) members; of which one (1) must be a Councillor.

MEETING AND COMMITTEE PROCEDURAL POLICY

- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Davidson Lake Watershed Advisory Committee to Committee of the Whole.
- 6.3. The Committee will meet semi-annually. The Chair may call additional meetings as required.
- 6.4. Administrative services for the Committee will be provided by the Municipality.
- 6.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

MEETING AND COMMITTEE PROCEDURAL POLICY

APPENDIX G

French Mill Brook Watershed Advisory Committee

1. PREAMBLE

- 1.1. In 1983, the area surrounding French Mill Brook, Hants County was designated as a Protected Water Area at the request of the former Municipality of the District of West Hants. Regulations were also enacted for the designated area to protect the water supply. The French Mill Brook Watershed Protected Area supplies potable water to the community of Falmouth and covers approximately 2814 acres of land (1139 hectares), according to the plan prepared in 1974.
- 1.2. The former Falmouth Watershed Advisory Committee was established in 1992 to manage the French Mill Brook Watershed through the involvement of all stakeholders, including landowners, municipal staff and government representatives.

2. DEFINITIONS

- 2.1. In Appendix G,
 - a) "Committee" means the Falmouth Watershed Advisory Committee;
 - b) "Councillor" means an elected member of the Council of the Municipality;
 - c) "Municipality" means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.

3. PURPOSE

- 3.1. The primary objective of the French Mill Brook Watershed Committee is to provide a forum for the Landowners, the Municipality, and other stakeholders to work cooperatively to maintain the water quality and quantity in the French Mill Brook Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.
- 3.2. The mandate of the Committee is to advise and make recommendations to Council concerning issues of the management and protection of the French Mill Brook Watershed.

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the French Mill Brook Watershed.

MEETING AND COMMITTEE PROCEDURAL POLICY

- 4.2. In addition, the Committee will:
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
 - b) assist with revisions of the regulations for the Protected Water Area as required;
 - c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
 - d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
 - e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
 - f) advise on forest matters and other land use issues;
 - g) develop Best Management Practices (BMP) for activities in the French Mill Brook Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
 - h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
 - i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the French Mill Brook Watershed;
 - j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
 - k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

- 5.1. The Committee members will be comprised of:
- Three (3) Landowners Representatives
 - One (1) Councillor and one (1) alternate
 - One (1) Water Utility Representative
 - One (1) Planning Department Representative
 - One (1) Natural Resources Representative
 - One (1) Nova Scotia Transportation and Infrastructure Renewal Representative
 - One (1) Nova Scotia Environment Representative

MEETING AND COMMITTEE PROCEDURAL POLICY

- 5.2. The Landowner Representatives must own land in the French Mill Brook Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be six (6) members; of which one (1) must be Councillor and two (2) Landowner Representatives.
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Falmouth Watershed Advisory Committee to the Committee of the Whole.
- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. Administrative services for the Committee will be provided by the Municipality.
- 6.5. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

MEETING AND COMMITTEE PROCEDURAL POLICY

APPENDIX I

Windsor and Hantsport Area Advisory Committees

1. PURPOSE

- 1.1. To establish area advisory committees for the communities of Windsor and Hantsport in accordance with Sections 201 and 202 of the *Municipal Government Act*.
- 1.2. The Windsor Area Advisory Committee and Hantsport Area Advisory Committee will advise the Planning Advisory Committee of the Municipality on planning matters affecting its respective community including the preparation and amendment of planning documents and planning matters generally.

2. DEFINITIONS

- 2.1. In Appendix I,
 - a) "HAAC" means Hantsport Area Advisory Committee;
 - b) "Municipality" means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020;
 - c) "WAAC" means Windsor Area Advisory Committee.

3. COMMITTEE COMPOSITION

- 3.1. WAAC and HAAC will each consist of a maximum of eight (8) members and a minimum of four (4) members of which one (1) is a Council member (representing the relevant community), and seven (7) are resident members who are not members of Council.
- 3.2. Resident members will be appointed to the Committee for a term of two (2) years, with the term expiring following the October meeting of the second year, and the Council member will be appointed for a term of four (4) years, with the term expiring following the October meeting.

4. ADMINISTRATION

- 4.1. A Chair and Vice-Chair will be elected annually during the November Committee meeting.
- 4.2. All non-Council members of the Committee will be provided remuneration in accordance with the Council Remuneration Policy.

MEETING AND COMMITTEE PROCEDURAL POLICY

- 4.3. The duties and procedures of the Area Advisory Committees will be as set out in the relevant Terms of Reference for the Advisory Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

MEETING AND COMMITTEE PROCEDURAL POLICY

APPENDIX J

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

- 1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility. The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected Water Area contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha).

The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

2. DEFINITIONS

- 2.1. In Appendix J,
- a) "Committee" means the Mills Lakes Watershed Advisory Committee;
 - b) "Councillor" means an elected member the Council of the Municipality;
 - c) "Municipality" means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020;
 - d) "Staff" means a person employed by the Municipality.

3. PURPOSE

- 3.1. The primary objective of the Mill Lakes Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Mill Lakes Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

4. ROLE OF THE MILL LAKES WATERSHED ADVISOTY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.

MEETING AND COMMITTEE PROCEDURAL POLICY

- 4.2. In addition, the Committee will:
- a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
 - b) assist with revisions of the regulations for the Protected Water Area as required;
 - c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
 - d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
 - e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
 - f) advise on forest matters and other land use issues;
 - g) develop Best Management Practices (BMP) for activities in the Mill Lakes Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
 - h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
 - i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Mill Lakes Watershed;
 - j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
 - k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

- 5.1. The Committee members will be comprised of:
- Four (4) Landowner Representatives
 - One (1) Councillor and one (1) alternate
 - One (1) Department of Natural Resources Representative
 - One (1) Water Utility Representative
 - One (1) Planning Department Representative
 - One (1) Nova Scotia Environment Representative (voting)

MEETING AND COMMITTEE PROCEDURAL POLICY

- 5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor. .
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.
- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.
- 6.4. All Landowners are welcome to attend Committee meetings as observers.
- 6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.
- 6.6. Administrative services for the Committee will be provided by the Municipality.
- 6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

MEETING AND COMMITTEE PROCEDURAL POLICY

APPENDIX K

Planning Advisory Committee

1. PURPOSE

- 1.1. To establish an advisory committee in accordance with Sections 200 and 202 of the *Municipal Government Act*.

The Planning Advisory Committee will advise the Council of the Municipality on planning matters requiring a decision of Council affecting the Municipality, including the preparation and amendment of planning documents.

2. DEFINITIONS

- 2.1. In Appendix K,
- a) "HAAC" means Hantsport Area Advisory Committee;
 - b) "Municipality" means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020;
 - c) "PAC" means the Planning Advisory Committee of the Municipality;
 - d) "WAAC" means Windsor Area Advisory Committee.

3. COMMITTEE COMPOSITION

- 3.1. The PAC will be established under the following terms:
- a) The Committee will consist of seven (7) members as follows:
 - four (4) members of Council of which one is the Mayor
 - one (1) member of WAAC
 - one (1) member of HAAC, and
 - one (1) Resident member who is not a member of Council or a Municipal employee.
 - b) Non-Council members will be appointed to the Committee in November for a term of two (2) years and expire the following the October meeting of the second year.

4. ADMINISTRATION

- 4.1. The PAC will appoint a Chair and Vice-Chair annually from among its members at the November meeting.
- 4.2. All non-Council members of the Committee will be remunerated for attendance at meetings of the Committee in accordance with the Remuneration Policy.
- 4.3. The PAC will present recommendations directly to the Council of the Municipality.

MEETING AND COMMITTEE PROCEDURAL POLICY

APPENDIX L

Municipal Climate Change Action Plan Committee

1. PURPOSE

- 1.1. The Municipal Climate Change Action Plan Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Municipal Climate Change Action Plans of the Municipality hereafter referred to as "the MCCAP". These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change.

2. DEFINITIONS

- 2.1. In Appendix L,
- a) "MCCAP Committee" means the Municipal Climate Change Action Plan Committee;
 - b) "Municipality" means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.

3. COMMITTEE COMPOSITION

- 3.1. The Committee consists of a minimum of eight members:
- Three (3) Councillors;
 - Two (2) resident members, who are not members of Council
 - Chief Administrative Officer or designate;
 - Director of Public Works or designate;
 - Director of Planning and Development or designate;
 - Director of Community Development or designate;
 - Protective Services Manager or designate.
- 3.2. Each Councillor, appointed by Council, serves on the Committee for a designated term. Members are eligible for reappointment.
- 3.3. Staff appointments and alternates are at the discretion of the Chief Administrative Officer.

4. ADMINISTRATION

- 4.1. The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.

MEETING AND COMMITTEE PROCEDURAL POLICY

- 4.2. The Chair of the Committee acts as the liaison in providing recommendations to Council, as required from time to time.
- 4.3. The duties and procedures of the MCCAP Committee will be as set out in the relevant Terms of Reference for the MCCAP Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
RECOMMENDATION REPORT**

To: Members of Council

Submitted by: _____
Shelleena Thornton, Administrative Supervisor

Date: April 01, 2020

Subject: Appointment of Town Crier

LEGISLATIVE AUTHORITY – None.

RECOMMENDATION

...that Council appoints Lloyd Smith as the Town Crier for the Region of Windsor and West Hants Municipality.

BACKGROUND

Mr. Smith has been serving as West Hants' Town Crier since 1988 and the Town of Windsor's since 1978.

DISCUSSION

For over 40 years, Mr. Smith has earned numerous awards and accolades. As Town Crier, he has visited numerous countries and continues to promote our region and Nova Scotia. During each visit he exchanges greetings and mementoes with Government and local dignitaries and serves as our ambassador. In 2017, Lloyd was co-chair of the Nova Scotia International Town Crier competition which brought Criers from around the globe to the Annapolis Valley and Windsor. Representing our area and Town Criers from around the world, Mr. Smith is well recognized.

NEXT STEPS – None.

FINANCIAL IMPLICATIONS

Costs associated with the Town Crier are proposed at \$1,000 for the 2020/21 operating budget.

ALTERNATIVES

Council could choose to not support the recommendation.

ATTACHMENTS – None.

Report Prepared by: _____
Shelleena Thornton, Administrative Supervisor

Report Reviewed by: _____
Kathy Kehoe, Director of Community Development

Report Approved by: _____
Mark Phillips, CAO



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
RECOMMENDATION REPORT**

To: Members of Region of Windsor and West Hants Council

Submitted by: _____
Madelyn LeMay, Director, Planning and Development

Date: April 1, 2020

Subject: Public Participation Program and Public Hearing Requirements due to COVID-19

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) 204

RECOMMENDATION

... that Council approve the Public Participation Program attached as Attachment C to the report entitled Public Participation Program and Public Hearing Requirements due to COVID-19 dated April 1, 2020;

and

... that Council approve the Enhanced Notification Practices for Planning Matters attached as Attachment D to the report entitled Public Participation Program and Public Hearing Requirements Due to COVID-19 dated April 1, 2020 and that these notification practices be effective only until such time as Council may lawfully hold an in-person public hearing.

BACKGROUND

Windsor and West Hants each have a Public Participation Program which applies to the planning processes in the respective community. The intent is to combine these into one document for the Region in the near future and consider any broad changes to the Program at that time.

Each Public Participation Program now requires a development agreement or amendment to a Municipal Planning Strategy or Land Use By-law to be advertised in a paper circulating in the local area.

DISCUSSION

As Council is aware, local papers are not being published now and it is uncertain when publication will resume. This makes it very difficult to have meaningful engagement with the public regarding development agreements and amendments to planning documents.

As noted above, Public Participation Program now requires a development agreement or amendment to a Municipal Planning Strategy or Land Use By-law to be advertised in a paper circulating in the local area. Notices regarding planning matters can be placed in the Chronicle Herald; this meets the letter and intent of the Public Participation Programs.

However, two issues arise: the circulation of the Chronicle Herald in the local area is likely much lower than that of the local paper, which reduces the number of residents reached, and the cost of notices similar to those now used is approximately \$1800.00 more for each application, which substantially increases costs to applicants.

Policy Requirements

The MGA requires that Council have a Public Participation program for planning matters: *"204 (1) A council shall adopt, by policy, a public participation program concerning the preparation of planning documents. (2) A council may adopt different public participation programs for different types of planning documents. (3) The content of a public participation program is at the discretion of the council, but it shall identify opportunities and establish ways and means of seeking the opinions of the public concerning the proposed planning documents."*

The MGA does not require notice be placed in the local paper for items covered by the Public Participation Program, such as a Public Information Meeting.

As a result, Council could adopt a Public Participation Program for the Region which is similar to those of Windsor and West Hants but eliminates the requirement for publication of the Public Information meeting in a newspaper circulating in the local area until such time as Council is permitted to hold in-person meetings.

The MGA requirement for a notice of public hearing to be published twice in a newspaper would remain. The increase in costs could be reduced by placing a

much smaller notice in the Chronicle Herald than that usually placed in the local paper in order to fulfill this requirement.

Public Engagement

Both Windsor and West Hants Council have been committed to ensuring the public is actively engaged, rather than simply wishing to give the appearance of engaging the public.

This is a challenge given the present COVID-19 restrictions. With relation to planning matters, Council could adopt additional practices to be used only until such time as Council may lawfully hold an in-person hearing.

This could involve:

- Windsor and West Hants LUBs now require owners within 300' of a subject site be notified by mail; Hantsport has no requirement. This distance could be expanded to 500' or any other distance Council finds suitable in order to advise more residents;
- placing a sign or signs on the site noting the dates of a Public Information Meeting and Public Hearings and contact information including how to find out how to attend virtual meetings;
- Public Information Meetings could be held at one Planning Advisory Committee (PAC) meeting and a recommendation by PAC made at the following meeting once comments have been received from the public by phone, e-mail, regular mail or in the Region's on-site mail-drop box, and conveyed to PAC;
- Public Hearings could be held prior to one Council meeting and adjourned until prior to the next Council meeting at a specified date and time. This would give the public the opportunity to listen to the presentation during the Public Hearing and submit comments or ask questions via phone, e-mail, regular mail or in the Region's on-site mail-drop box while the Public Hearing is still technically in session. This will avoid Council receiving any new information once a hearing has been closed and before making a decision (second reading) but allow the public to comment after a presentation has been made.
- staff would continue to place notices for meetings on the website and on social media and would ask Councillors to disperse information as widely as possible digitally or through phone calls to ensure adequate social distancing is maintained.

The proposed changes would allow applications for development agreements and amendments to the Municipal Planning Strategy and Land Use By-law to be

considered in a manner which maintains good public engagement during COVID-19 restrictions.

NEXT STEPS

Nothing further is required of Council.

FINANCIAL IMPLICATIONS

There would be a small increase in costs to the Municipality for development agreements and amendments to planning documents, likely in the range of \$100.00 for each application in order to cover additional mailing, printing and laminating costs. The number of applications which will be received while these practices are in place is unknown and no funds have been budgeted. The proposed changes would reduce costs to the public.

ALTERNATIVES

Council may:

- not approve the Public Participation Program as proposed;
- revise and approve the proposed Public Participation Program;
- provide alternative direction such as requesting further information on a specific topic

ATTACHMENTS

Attachment A	West Hants Public Participation Program Policy
Attachment B	Windsor Public Participation Program Policy
Attachment C	Region of Windsor and West Hants Proposed Public Participation Program Policy
Attachment D	Enhanced Notification Processes

Report Prepared by: _____

Madelyn LeMay, Director, Planning and Development

Report Reviewed by: _____

Carlee Rochon Director, Finance

Report Approved by: _____

Mark Phillips, CAO

ATTACHMENT A



WEST HANTS
NOVA SCOTIA

POLICY

COPL-001.00

MUNICIPALITY OF THE DISTRICT OF WEST HANTS *Public Participation Program Policy*

1. PURPOSE

- 1.1. Section 204 of the *Municipal Government Act* requires Council to adopt a public participation program before undertaking the preparation of Planning documents.

2. DEFINITIONS

- 2.1. The terms used in this Policy have the same meaning as those found in the *Municipal Government Act*.

3. COMPREHENSIVE REVIEW of PLANNING DOCUMENTS

- 3.1. Council resolves to seek the views of the public and encourage public participation regarding any comprehensive review by developing and implementing a public engagement plan to inform the public and receive comments from the public. The contents are at the discretion of Council but may involve committees, meetings, open houses, surveys, questionnaires, and publications.

4. DEVELOPMENT AGREEMENTS and AMENDMENTS to DEVELOPMENT AGREEMENTS; AMENDMENTS to PLANNING DOCUMENTS and AMENDMENTS to the LAND-USE BY-LAW

- 4.1. Council resolves to seek the views of the public and encourage public participation regarding development agreements, amendments to development agreements, and amendments to the West Hants and/or Hantsport Planning Documents or Land Use By-law by, at a minimum:
 - holding one or more public meetings, usually hosted by the Planning Advisory Committee, prior to First Reading of any proposed amendment;
 - advertising any public meeting regarding Municipal Planning Strategy amendments in a local paper; and
 - notifying by mail the owners of neighbouring properties of both the public information meeting and any public hearing regarding a proposed amendment to a specific property.

5. GENERAL

- 5.1. Councillors shall receive no new information regarding a planning matter once a public hearing is complete.



POLICY

COPL-001.00

5.2. Any fees related to the Public Participation Program will be established by policy Council.

6. REPEAL

6.1. The Public Participation Program approved by Council on May 13, 1999 and the Public Participation Resolution for the Five Year Review, approved by Council on May 14, 2002 are hereby rescinded.

7. RELATED LEGISLATION, POLICIES and PROCEDURES

7.1. Municipal Government Act

7.2. ADGE-001.00 Identification of By-law, Policy and Procedure/Practices Policy

I, Rhonda Brown, Municipal Clerk of the Municipality of the District of West Hants, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Municipality of the District of West Hants at a meeting duly called and held on the **10** day of **October, 2017**.

R.N. Brown
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	September 26, 2017
<i>Approval:</i>	October 10, 2017
<i>Description:</i> Initial approval of Public Participation Program Policy, COPL-001.00.	

ATTACHMENT B



TOWN OF WINDSOR *Public Participation Program Policy 2019*

1. PURPOSE

- 1.1. Section 204 of the *Municipal Government Act* requires Council to adopt a public participation program before undertaking the preparation of Planning documents.

2. DEFINITIONS

- 2.1. The terms used in this Policy have the same meaning as those found in the *Municipal Government Act*.

3. COMPREHENSIVE REVIEW of PLANNING DOCUMENTS

- 3.1. Council resolves to seek the views of the public and encourage public participation regarding any comprehensive review by developing and implementing a public engagement plan to inform the public and receive comments from the public. The contents are at the discretion of Council but may involve committees, meetings, open houses, surveys, questionnaires, and publications.

4. DEVELOPMENT AGREEMENTS and AMENDMENTS to DEVELOPMENT AGREEMENTS; AMENDMENTS to PLANNING DOCUMENTS and AMENDMENTS to the LAND-USE BY-LAW

- 4.1. Council resolves to seek the views of the public and encourage public participation regarding development agreements, amendments to development agreements, and amendments to the Windsor Planning Documents or Land Use By-law by, at a minimum:
 - holding one or more public meetings, usually hosted by the Planning Advisory Committee, prior to First Reading of any proposed development agreement or amendment;
 - advertising any public meeting regarding any proposed development agreement or amendment in a local paper; and
 - notifying by mail the owners of neighbouring properties of both the public information meeting and any public hearing regarding a proposed amendment to a specific property.

5. GENERAL

- 5.1. Councillors shall receive no new information regarding a planning matter once a public hearing is complete.
- 5.2. Any fees related to any action required by the Public Participation Program will be established by policy of Council.

6. REPEAL

- 6.1. Any Public Participation Program earlier approved by Council is hereby rescinded.

I, Shelleena Thornton, Municipal Clerk of the Town of Windsor, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Town of Windsor at a meeting duly called and held on the ____ day of ____ (month), ____ (year).

(Signature of Municipal Clerk) _____
S. Thornton
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	<i>Date</i>
<i>Approval:</i>	<i>Date</i>
<i>Description:</i>	

ATTACHMENT C



Proposed 2020 Region of Windsor and West Hants Public Participation Program Policy

Changes from Existing West Hants and Windsor Public Participation Program Policies are shown in red

1. PURPOSE

- 1.1. Section 204 of the *Municipal Government Act* requires Council to adopt a public participation program before undertaking the preparation or amendment of development agreements or planning documents.

2. DEFINITIONS

- 2.1. The terms used in this Policy have the same meaning as those found in the *Municipal Government Act*.

3. COMPREHENSIVE REVIEW of PLANNING DOCUMENTS

- 3.1. Council resolves to seek the views of the public and encourage public participation regarding any comprehensive review by developing and implementing a public engagement plan to inform the public and receive comments from the public. The contents are at the discretion of Council but may involve committees, meetings, open houses, surveys, questionnaires, and publications.

4. DEVELOPMENT AGREEMENTS and AMENDMENTS to DEVELOPMENT AGREEMENTS; AMENDMENTS to PLANNING DOCUMENTS and AMENDMENTS to the LAND-USE BY-LAW

- 4.1. Council resolves to seek the views of the public and encourage public participation regarding development agreements, amendments to development agreements, and amendments to the West Hants and/or Hantsport Planning Documents or Land Use By-law by, at a minimum:

- holding one or more public meetings, usually hosted by the Planning Advisory Committee, prior to First Reading of any proposed development agreement or amendment;
- ~~advertising any public meeting regarding any proposed development agreement or amendment in a local paper; and~~
- advertising any **public participation or information** meeting regarding any proposed development agreement or amendment by notifying by mail the owners of neighbouring properties of the site of both the public information meeting and any public hearing regarding a proposed amendment to a specific property;
- advertising any **public hearing** regarding any proposed development agreement or amendment by:
 - placing a notice in a newspaper circulating in the local area;
 - notifying by mail the owners of neighbouring properties of the site of both the public information meeting and any public hearing regarding a proposed amendment to a specific property;

5. GENERAL

- 5.1. Councillors shall receive no new information regarding a planning matter once a public hearing is complete.
- 5.2. Any fees related to any action required by the Public Participation Program will be established by policy of Council.

6. REPEAL

- 6.1. The Public Participation Program approved by Council on May 13, 1999 and the Public Participation Resolution for the Five Year Review approved by Council on May 14, 2002 are here by rescinded.

7. RELATED LEGISLATION, POLICIES and PROCEDURES

- 7.1. Municipal Government Act
 I, Rhonda Brown, Municipal Clerk of the Region of Windsor and West Hants, Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Region of Windsor and West Hants at a meeting duly called and held on the ____ day of _____(month), _____ 2020.

(Signature of Municipal Clerk)
 R.N Brown
 Municipal Clerk

Adoption

<i>Notice to Council:</i>	<i>Date</i>
<i>Approval:</i>	<i>Date</i>
<i>Description:</i>	

ATTACHMENT D

ENHANCED NOTIFICATION PRACTICES FOR PLANNING MATTERS EFFECTIVE ONLY UNTIL COUNCIL MAY HOLD IN-PERSON MEETINGS

1. In addition to the methods of notification established in the Public Participation Program Policy, Council shall give notice of any Public Information Meeting or Public Hearing required under the Planning Act by:
 - placing a sign or signs on the site noting the dates and the contact information, including how to find out how to attend virtual meetings;
 - notifying by mail the owners of properties within 500' of the site regarding a proposed amendment to a specific property.

2. Public Information Meetings will be held at one Planning Advisory Committee (PAC) meeting and a recommendation by PAC made at the following meeting once comments have been received from the public by phone, e-mail, regular mail or in the Region's on-site mail-drop box. Comments will be conveyed to PAC with the agenda for the following meeting and read into the record at the meeting for the benefit of the public.

3. Public Hearings will be held prior to one Council meeting and adjourned until prior to the next Council meeting at a date and time specified. This would give the public the opportunity to listen to the presentation during the public hearing and submit comments or ask questions via phone, e-mail, regular mail or in the Region's on-site mail-drop box while the public hearing is still technically in session. This will avoid Council receiving any new information once a hearing has been closed and before making a decision (second reading) but allow the public to comment after a presentation has been made. Comments will be conveyed to Council with the agenda for the following meetings and read into the record at the meeting for the benefit of the public.