

WEST HANTS REGIONAL MUNICIPALITY
Special Council Meeting Agenda
January 30, 2024 – 6 p.m.
(also held via virtual via Zoom and Facebook livestreamed)



Agenda is subject to change due to additions that may not be able to be reflected until after the meeting.

1. Call to Order
2. Attendance
3. Announcements
4. Approval of the Agenda
5. Declaration(s) of Conflict of Interest
6. New Business
 - a) Housing Action Plan – Director Poirier
7. Next Meeting Date / Adjournment



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Mayor Zebian and Members of West Hants Regional Municipality Council

Submitted by: _____
Sara Poirier, Director of Planning and Development

Date: January 30, 2024

Subject: Housing Action Plan

LEGISLATIVE AUTHORITY

Section 59 of the Municipal Government Act.

RECOMMENDATION

If Council wishes to proceed the following motion would be in order:

...that Council approves the Housing Action Plan as submitted to CMHC and directs staff to implement the action plan.

BACKGROUND

Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Canada Mortgage and Housing Corporation (CMHC) opened a new funding stream, the Housing Accelerator Fund, in 2023. The goal of the funding stream is to encourage initiatives that increase housing supply and promote the development of affordable, inclusive and diverse communities that are low-carbon and climate-resilient. The Director of Planning and Development applied to this funding stream on behalf of WHRM on August 16, 2023.

CMHC contacted the Director of Planning and Development on Monday January 29, 2024, to discuss the WHRM application as it is currently undergoing final review. The application review process is late in the final stages of a second round of approvals and CMHC has requested

Councils’ endorsement of the Housing Action Plan by January 31, 2024 in order to be considered.

DISCUSSION

Part of the application process for the Housing Accelerator Fund was to submit a Housing Action Plan. The Director of Planning and Development, in consultation with the CAO and Director of Public Works, developed the Housing Action Plan as attached in Appendix A. This plan outlines seven (7) actions to increase housing, and specifically affordable housing units, in the Municipality (Table 1) and three (3) additional actions that would support increased density in the serviced areas of the Municipality.

Table 1: Action Items 1-7 as outlined in the Housing Action Plan

Action	Anticipated Dates	Funding Allocation	Anticipated Resources
#1: Allow greater density as-of-right	2024	\$390,000	Policy / Planning Documents Internal staff / External consultants
#2: Create affordable housing policy requirements			
#3: Reduce parking requirements			
#4: Remove permit fees for accessory dwelling units			
#5: Promote infill development	2025	\$128,000	Land Inventory / Education Internal staff / External consultants
#6: Promote alternative housing forms	2025	\$204,000	Policy / Planning Documents / Education Internal staff / External consultants
#7: Upgrade permit software	2026	\$200,000	Computer Software Internal staff / External consultants
		\$1,082,000	

Based on the calculation of new units being proposed in the Housing Action Plan, a total of \$1,081,886 was requested from the Housing Accelerator Fund for West Hants Regional Municipality. For CMHC to continue to evaluate the application submitted by WHRM, they require Councils’ endorsement of the Housing Action Plan as submitted to CMHC. This funding represents 100% of the anticipated costs of the Housing Action Plan with no financial commitment from the Municipality.

NEXT STEPS

The Director of Planning and Development will submit the approved motion to CMHC to form part of the WHRM application to the Housing Accelerator Fund that is currently under review.

FINANCIAL IMPLICATIONS

There are no anticipated costs to the Municipality with regard to this application. The Housing Accelerator Fund provides 100% funding of the approved applications.

ALTERNATIVES

In response to the request, Council may decide to:

- approve the Housing Action Plan as submitted to CMHC and direct staff to implement the plan; or
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A Housing Action Plan

CHIEF ADMINISTRATIVE OFFICER REVIEW

This is great news and recognition from the CMHC that the application reflects their goals and targets and for our area. To have the opportunity to complete the components of the action plan, with 100% funding over the next two (2) or three (3) years, would accelerate the work required to support the policy changes scheduled for review in our future. This will also help to address the specific housing needs of our region.

It is regrettable that we have been given such short notice by CMHC for a return confirmation. It is an indication of the final stages of the application review process as we understand the larger cities were given priority in earlier rounds of review.

I support the recommendation.

Report Prepared by: _____
Sara Poirier, Director of Planning and Development

Report Reviewed by: _____
Carlee Rochon, Director of Finance

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



Housing Action Plan

Submitted as part of the requirements for the CMHC Housing Accelerator Funding Program

1.0 Introduction

West Hants Regional Municipality (WHRM) is a centrally located, thriving, and growing collection of communities. With a travel time of only 35 minutes to the Provincial capital of Halifax, the Stanfield International Airport, and the centre of the Annapolis Valley, it is an ideal location to live, work, and grow. WHRM has a population of 19,500 residents, residing on 1,253.11 square kilometres which is dispersed among the former Towns of Windsor and Hantsport, and the former Municipality of the District of West Hants. This includes growth centres and rural expanses resulting in a population density of 15.56 persons per square kilometre.

In the 2021 Census, Statistics Canada reported that there are 9,136 total private dwellings in WHRM. Approximately 80% of those are single detached dwellings, 9% are apartments under 5 storeys in height, 6% are moveable dwellings, and 3% are semi-detached dwellings. There are also 172 units of public housing in the Municipality.

Over the past few years, WHRM has felt the pressure of the housing crisis. The median price of a home increased 78% from 2019 to 2022. The 2021 census reported 15% of households (10% owner, 34% renter) are living in unaffordable conditions, with 8% of households living in core housing need (4% owner, 22% renter). The 2022 Community Support and Serviced-Based Counts reported approximately 230 individuals experiencing homelessness between West Hants to Digby, Nova Scotia. At least 55 individuals are expected to be experiencing homelessness in WHRM specifically.

To combat some of this housing pressure, WHRM has undertaken amendments to its planning documents including permitting secondary suites accessory to any single- or two-unit dwelling, amending definitions to permit small options homes in residential areas, and reducing lot size requirements in certain serviced areas. WHRM has also created a Fees Policy that ensures fees will not be collected from non-profit organizations registered under the Societies Act for any permits required under the Building Code Act By-law, Land Use By-laws, Subdivision By-laws, Hantsport Swimming Pool By-law, and for amendments to the planning documents.

There is still a long way for WHRM to go to increase housing, and specifically affordable housing, in the Municipality. The purpose of the action plan is to outline a housing supply growth target and the specific initiatives that WHRM will undertake to grow housing supply with support of the Housing Accelerator Funding.

2.0 Housing Supply Growth Target

According to the 2021 Census, there are 9,136 total private dwellings in WHRM. In addition, 159 new units have been issued occupancy between January 2022 and July 31, 2023.

It is estimated that WHRM will need 560 new units by 2027 and 1,115 by 2032 to keep up with population increases in the area. Based on historic construction trends it is anticipated that 110 new units could be completed annually. This equates to 330 new units being permitted over a three-year period without support of the Housing Accelerator Funding. If this pace continues, it will leave a remaining gap of 10 units by 2027 and 15 units by 2032.

With the support of Housing Accelerator Funding, the number of permits issued over a three-year period could increase to 370. The additional 40 units have an annual growth rate of 1.33% and annual growth rate percentage change of 12.12%.

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
8	18	14	0	6	40

Anticipated Budget

Total Budget	\$600,000	Plus \$550,000 for action items 8-9
HAF Revenue	\$1,082,000	

3.0 Action Items

WHRM staff recognize the following seven (7) actions to increase housing, and specifically affordable housing units, in the Municipality:

- Allow greater density as-of-right
- Create affordable housing policy requirements
- Reduce parking requirements
- Remove permit fees for accessory dwelling units
- Promote infill development
- Promote alternative housing forms
- Upgrade permitting software

Staff also recognize three (3) additional actions that would support increased density in the serviced areas of the Municipality specifically:

- Hire a housing support worker
- Develop an Integrated Resource Plan
- Develop a Rural Transportation Feasibility Study

Action #1: Allow greater density as-of-right

All the areas of the Municipality are planned. The Town of Hantsport dissolved into the Municipality of West Hants in 2015, but the community of Hantsport still has its own planning documents. The Town of Windsor consolidated with the Municipality of West Hants in 2020, but the community of Windsor and the former Municipality of West Hants still have their own planning documents. Growth centres and the former Towns are served by municipal water and/or sewer and where residential and commercial growth is concentrated.

On June 27, 2023, Council approved planning staff to engage with a consultant to assist with the consolidation and review of the Municipal planning documents. During this review the following amendments will be prioritized to increase housing stock:

- Increase density through rezoning all Single Unit Residential (R-1) zoned properties in serviced areas to Two Unit Residential (R-2)
- Allow an increased number of units and number of storeys as-of-right in serviced areas instead of through a rezoning or development agreement process
- Update the minimum zone requirements to permit development on smaller lots with smaller required setbacks

The Housing Accelerator Funding would speed up the process to ensure the documents are amended to allow greater density as-of-right prior to the full planning document review being completed.

Timeframe

It is anticipated that any amendments to the planning documents would take approximately 6-8 months to be approved by Council. The dwelling units associated with this action are anticipated to be completed within the second year of the Housing Accelerator Funding program (September 2024-September 2025).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
0	8	2	0	0	10

Anticipated Budget

Total Budget	\$250,000	For planning document review associated with action items 1-3.
HAF Revenue	\$390,000	Combination of impact from items 1-3.

Action #2: Create affordable housing policy requirements

The current WHRM planning documents do not have any requirements for developers to provide affordable housing units within multiple unit apartment buildings. On June 27, 2023, Council approved staff to investigate ways to require and regulate affordable housing within developments. The Nova Scotia Municipal Government Act allows municipalities to require and regulate the provision of affordable housing within developments and provide for incentive or bonus zoning in a land use by-law, or accept money instead of any required provision of affordable housing in a municipal planning strategy. The Housing Accelerator Funding would assist WHRM with amendments to the planning documents to ensure affordable housing provisions are added prior to the full planning document review being completed.

Timeframe

It is anticipated that any amendments to the planning documents would take approximately 6-8 months to be approved by Council. The dwelling units associated with this action are

anticipated to be completed within the second year of the Housing Accelerator Funding program (September 2024-September 2025).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
0	0	2	0	2	2

Anticipated Budget

Noted in Action 1.

Action #3: Reduce Parking Requirements

The WHRM planning documents require 1.5 parking spaces for any dwelling containing three (3) or more units. These parking requirements can be a deterrent for small to medium scale infill development especially in areas of the Municipality that have pedestrian infrastructure and are within walking distance to services, amenities and recreation spaces. It is expected that staff will review the current parking requirements and amend the planning documents to reduce these in serviced areas. The Housing Accelerator Funding would assist WHRM with amendments to the planning documents to ensure parking requirements are revised prior to the full planning document review being completed.

Timeframe

It is anticipated that any amendments to the planning documents would take approximately 6-8 months to be approved by Council. The dwelling units associated with this action are anticipated to be completed within the second year of the Housing Accelerator Funding program (September 2024-September 2025).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
0	0	2	0	0	2

Anticipated Budget

Noted in Action 1.

Action #4: Remove permit fees for accessory dwelling units

WHRM planning documents currently allow attached and detached secondary suites accessory to any single or two-unit dwelling. Since 2020, 7 secondary suites have received occupancy. To encourage increased development of secondary suites, staff propose removing the fees associated with the required development and building permits for secondary suites within the time period of the Housing Accelerator Funding program. This would encourage conversion of existing accessory buildings and the construction of new accessory buildings specifically to be used as secondary suites.

Timeframe

It is anticipated that any amendments to the Fees Policy would take approximately 3-6 months to be approved by Council. The dwelling units associated with this action are anticipated to be completed within the first year of the Housing Accelerator Funding program (September 2023-September 2024).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
0	8	0	0	0	8

Anticipated Budget

Total Budget	\$50,000	Includes engagement with residents.
HAF Revenue	\$160,000	

Action #5: Promote infill development

Infill development in serviced areas can increase housing options in existing communities, while making more efficient use of existing services like central water, sewer and sidewalks. Staff recognize many large properties could be subdivided or vacant properties could be utilized for infill development. Staff anticipate mapping all vacant or underutilized properties in the Municipality to determine what land may be suitable for infill development. Engagement and collaboration with these identified properties would then be required. Staff would connect interested property owners with potential developers to encourage infill development on these properties. The Housing Accelerator Funding would assist WHRM with the cost of mapping these properties and engaging the property owners.

Timeframe

It is anticipated that the mapping exercise would take approximately 6 months to complete. The engagement portion of the project would take an additional 6 months. The dwelling units associated with this action are anticipated to be completed within the third year of the Housing Accelerator Funding program (September 2025-September 2026).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
0	0	4	0	0	4

Anticipated Budget

Total Budget	\$100,000	
HAF Revenue	\$128,000	

Action #6: Promote Alternative Housing Forms

As noted previously, the 2021 census reported 15% of households (10% owner, 34% renter) living in unaffordable conditions, with 8% of households living in core housing need (4% owner, 22% renter) within WHRM. Additionally, at least 55 individuals are expected to be experiencing homelessness in WHRM specifically. Promoting alternative housing forms such as boarding houses or single room occupancy would help house more individuals that may not be able to afford to rent or own an entire house. It may also reduce the stigma around these sorts of housing forms within WHRM.

Staff would become subject matter experts on alternative housing forms to promote the benefits of these forms of housing and provide examples of these forms of housing experiences elsewhere including from those using home-sharing platforms such as Happipad. Staff would ensure the planning documents do not impede the development of these forms of housing and assist homeowners determine any development and building permits that may be required.

Timeframe

It is anticipated that any amendments to the planning documents would take approximately 6-8 months to be approved by Council. Staff would have to develop an advertising campaign on alternative forms of housing and create promotional materials and attend community meetings to promote alternative forms of housing. The dwelling units associated with this action are

anticipated to be completed within the third year of the Housing Accelerator Funding program (September 2025-September 2026).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
0	0	4	0	4	4

Anticipated Budget

Total Budget	\$100,000	
HAF Revenue	\$204,000	

Action #7: Upgrade permit software

WHRM currently requires all development and building permit applications to be submitted in person or via mail. There is no opportunity for applicants to submit applications online or make a payment for a permit online. Upgrading the permit software to allow applicants to submit applications and payment online would reduce the time for the applicant and reduce the time for staff to receive a completed application. The Housing Accelerator Funding would assist WHRM in purchasing and implementing this new software.

Timeframe

It is anticipated that the new permitting system would take approximately 1 year to implement and educate developers on. The dwelling units associated with this action are anticipated to be completed within the third year of the Housing Accelerator Funding program (September 2025-September 2026).

Targeted Unit Type

Single detached	Two Unit	Multi-unit (less than 5 storeys in height)	Multi-unit (above 5 storeys in height)	Affordable	Total
8	2	0	0	0	10

Anticipated Budget

Total Budget	\$100,000	
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HAF Revenue	\$200,000	
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Additional Actions

Action #8: Hire a Housing Support Worker

As noted previously, the 2021 census reported 15% of households (10% owner, 34% renter) living in unaffordable conditions, with 8% of households living in core housing need (4% owner, 22% renter) within WHRM. Additionally, at least 55 individuals are expected to be experiencing homelessness in WHRM specifically. A housing support worker would be able to assist developers with applications to CMHC funding opportunities to assist developing affordable housing units and connect those experiencing homelessness or in core housing need to services within the community, including grants for low-income households to upgrade their homes. The Housing Accelerator Funding would assist WHRM developing the position in collaboration with the West Hants Housing Coalition and local non-profits such as POSSE (Peer Outreach Support Services and Education) and the West Hants Family Resource Centre.

Timeframe

It is anticipated that the housing support worker position would be developed and staffed within 1 year of funding approval. The dwelling units associated with this action are anticipated to be completed within the third year of the Housing Accelerator Funding program (September 2025-September 2026).

Anticipated Budget

Total Budget	\$200,000	
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Action #9: Develop an Integrated Resource Master Plan

Growth centres and the former Towns are served by municipal water and/or sewer. This is where residential and commercial growth is concentrated, and infill development is encouraged. Due to the increased concentration of development within these serviced areas, the WHRM Public Works Department would like to develop an Integrated Resource Plan. This plan will produce an optimal servicing strategy for the overall wastewater, treatment / collection and water supply, treatment, fire storage /supply and distribution networks to ensure sufficient service to existing developments and to support future capacity in development. It is anticipated that this plan will identify where efficiencies can be made and where capital additions and or upgrades are necessary within these systems, which will increase the capacity available for future

development. The Housing Accelerator Funding would assist WHRM with development and implementation of this plan.

Timeframe

It is anticipated that the Integrated Resource Management Plan will be completed within 2 years of funding approval. The Plan will be implemented through Council budget cycles once complete.

Anticipated Budget

Total Budget	\$250,000	
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Action #10: Develop a Rural Transit Feasibility Study

WHRM does not currently operate a local transit system for residents. There are small local service providers who provide specialized transportation services where possible. A local transit system would reduce transportation costs and provide another option to residents and visitors.

At the Council meeting on April 25, 2023, Council directed staff to prepare a report on the possibility of creating a local bus service. A Transit Feasibility Study will determine the feasibility of a new transit service and discuss the potential features of a service including routes, size of service, stop locations and frequencies. This would support the development of complete communities and more affordable living situations for residents of WHRM. The Housing Accelerator Funding would assist WHRM with development and implementation of this plan.

Timeframe

It is anticipated that the development of a Transit Feasibility Study would be completed within 2 years of funding approval. The Plan would be implemented through Council budget cycles once complete.

Anticipated Budget

Total Budget	\$100,000	
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