



**WEST HANTS REGIONAL MUNICIPALITY
Hantsport Area Advisory Committee (HAAC) Agenda
June 2, 2020 – 6:30p.m.
Virtual Meeting (Zoom)**

1.0 Call to Order

1.1 Introduction of members

2.0 Election of Chair and Vice Chair

3.0 Approval of Agenda and Additions

4.0 Approval of Minutes

5.0 Business Arising from the Minutes

6.0 Building and Development Activity Report

Monthly Reports: April and May (will be provided in meeting)

7.0 New Business

7.1 Meetings and Procedural Policies (Madelyn LeMay)

7.2 Committee Terms of Reference (Madelyn LeMay)

7.3 Planning and Development Department Overview (Madelyn LeMay)

7.4 What is Planning? (Saira Shah and Sara Poirier)

8.0 Notices from Adjacent Municipal Units

9.0 Questions and Comments from Public

10.0 Adjournment



**WEST HANTS REGIONAL MUNICIPALITY
Hantsport Area Advisory Committee (HAAC)
June 2, 2020 – 6:30p.m.
Virtual Meeting (Zoom)**

- PRESENT:** Paul Morton, Deputy Mayor
Angela Carver, Resident Member
Greg Pace, Resident Member
Bill Preston, Resident Member
Jane Davis, Resident Member
Don Hussey, Resident Member
- STAFF:** Madelyn LeMay, Director of Planning and Development
Sara Poirier, Planner
Saira Shah, Planner
Shelleena Thornton, Administrative Supervisor
Vanessa Lake, Planning Meeting Secretary
- REGRETS:** There were no regrets.
- PUBLIC:** There were no members of the public present.

Call to Order

Deputy Mayor Morton called the meeting to order at 6:33pm.

Introduction of Members

Members and staff briefly introduced themselves. Ms. LeMay informed HAAC that Phil Zamora has resigned due to a conflict in meeting times.

Election of Chair and Vice Chair

Ms. LeMay opened the floor for nominations for HAAC chair. At close of nominations, two people were nominated: Bill Preston and Greg Pace. Following voting by e-mail, Bill Preston was declared elected and took the chair. Chair Preston opened nominations for Vice Chair. At the close of nominations, one nomination for Greg Pace was received. Greg Pace was then declared Vice Chair.

Approval of Agenda and Additions

Two additions to the agenda were accepted:

6.1 Update on Hantsport projects from the Deputy Mayor; and

6.2 Wi-fi in Hantsport

Approval of Minutes

There were no minutes to be approved as this is the first meeting of a new committee.

Business Arising from the Minutes

There was no business arising as this is the first meeting of a new committee.

Building and Development Activity Report

Ms. LeMay noted that Townsuite reports are not available currently, but that as of the end of May 2020, 133 permits (all types) had been approved and as of June 2, 163 applications had been received. Applications and permits are stable – at the end of May in 2019, 138 permits had been issued; in 2018, 124 and in 2017, 118 permits had been issued by the end of May.

Update on Hantsport Projects

Deputy Mayor Morton advised that the budget for the Region was not yet approved, but that the work on Main Street and Prince Street is to be finished this year, and Willow Street is proposed for next year.

Wi-fi in Hantsport

Deputy Mayor Morton agreed to find out what the situation is with Wi-fi and cameras in the center of Hantsport and report back to the HAAC.

Meetings and Procedural Policies (Madelyn LeMay)

The policy had been circulated with the agenda; members had no questions.

Committee Terms of Reference (Madelyn LeMay)

Ms. LeMay noted that revised terms of Reference had been circulated with the changes highlighted. The change clarifies that the resident representative appointed by Council to PAC/HAC acts as liaison between the groups; in this case, the representative appointed by Council from HAAC to PAC/HAC is also the Chair. The Clerk has advised that if the representative is unable to attend a meeting, no one from HAAC may assume this position at PAC/HAC.

It was moved by Resident Member Carver and seconded by Deputy Mayor Paul Morton that the Revised Terms of Reference be approved as circulated.

Planning and Development Department Overview (Madelyn LeMay)

Ms. LeMay gave a brief presentation regarding the planning and development department staff, topics the department covers, and how the components fit together.

What is Planning? (Saira Shah and Sara Poirier)

Ms. Poirier and Ms. Shah gave a presentation which explained the roles and responsibilities of the Planners. They explained the planning strategy, the different types of planning documents, amendments to a planning document, development agreements, the application process, and what a Planner does and does not consider.

There were a few questions about the process. There is a \$800 application fee, which covers the advertising needed for public hearings, etc. The appeal process is taken to the Nova Scotia Utility and Review Board, which makes the final decision. The time frame on appeals varies depending on the situation, but time constraints were recently added.

Notices from Adjacent Municipal Units

Ms. LeMay noted that all municipal units advise adjacent municipalities when changes are made to planning documents or development agreements that may affect the other municipal unit. For the Region, notices will be given to adjacent units for:

- Any change to the Municipal Planning Strategy
- Any text amendment to the Land Use By-law
- Any change to the zoning map or a development agreement within 2 miles of the border of that municipality.

HAAC members agreed to keep this item on the agenda.

Questions and Comments from the Public

There were no members of the public present, so no questions were heard. The Committee agreed to keep this as part of the regular agenda.

Next Meeting

The Committee asked Ms. LeMay to contact Member Zamora and ask if he would be available on Wednesday evening, as he has been a valued member of HAAC. Members will be advised of the next meeting date, as the first Wednesday in July is July 1.

Adjournment

The meeting was called to a close at 7:58 pm. Moved by Resident Member Carver and seconded by Vice Chair Pace that the meeting adjourn.