



West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY
Planning and Heritage Advisory Committee (PAC/HAC) Agenda
April 10, 2025 – 6:00pm
Sanford Council Chambers and Zoom / YouTube Live

- 1.0 Call to Order and Attendance**
- 2.0 Announcements**
- 3.0 Approval of Agenda and Additions**
- 4.0 Declaration of Conflict of Interest**
- 5.0 [Approval of Minutes \(March 13, 2025\)](#)**
- 6.0 New Business**
 - 6.1 Information Presentation: Dalhousie Student Team Project on Housing Infill Opportunities in West Hants Regional Municipality (Will Hong)
 - 6.2 Information Presentation: Old Parish Burying Ground – GIS Mapping Exercise (Hartley Atwell)
 - 6.3 [File #24-26 Rezoning: 1177 King Street, Windsor, PID 45053816 \(Alex Dunphy\) - Pg. 3](#)
 - 6.4 [Information Report: Public Participation Program Policy – Notification Distances \(Kari Fougere\) - Pg. 33](#)
 - 6.5 [Information Report: Planning Advisory Committee and Heritage Advisory Committee Name \(Kari Fougere\) - Pg. 42](#)
- 7.0 Business Arising from the Public Information Meetings (April 2, 2025)**
 - 7.1 File #24-11 Development Agreement: 60 Old Walton Rd, Upper Burlington (Will Hong)
 - 7.2 File #25-05 Development Agreement: PID 45382934, Highway 14, Windsor Forks (Alex Dunphy)
 - 7.3 File #25-04 Development Agreement Amendment: PID 45056363 Upper Water Street, Windsor (Kari Fougere)
- 8.0 Business Arising from the Minutes**

- 8.1 Committee Q&A
- 8.2 Cell Towers Discussion (Guido Furlani)
- 9.0 [File Updates - Pg. 100](#)**
- 9.1 File #24-22 Development Agreement: 411 King Street, Windsor Phase 2 (Alex Dunphy)
- 9.2 File #25-13 Development Agreement: Bear Lake Wind Farm (Kari Fougere)
- 9.3 File #25-07/11/12 Development Agreement and Rezoning: PIDs 45055241, 45190386, and 45366457, Wentworth Rd, Windsor (Will Hong)
- 9.4 File #24-25 Rezoning: 33 Lakewood Drive, Brooklyn, PID 45017183 (Will Hong)
- 9.5 File #25-01 Rezoning and WHLUB Amendments: PID 45405784, College Rd, Windsor (Will Hong)
- 9.6 File #23-21 Windsor, West Hants and Hantsport MPS/LUB Amendments: Housing Accelerator Fund Initiatives #1-3 (Will Hong)
- 9.7 File #24-21 Development Agreement: 439 Clifton Avenue, Windsor (Alex Dunphy)
- 9.8 File #23-33 Development Agreement: PID 45402831 Windsor Back Road, Three Mile Plains (Alex Dunphy)
- 10.0 [Building and Development Activity Reports \(March 2025\) - Pg. 103](#)**
- 11.0 Notices from Adjacent Municipal Units**
- 12.0 Public Comments**
- 13.0 Next Meeting Date (May 8, 2025) / Adjournment**



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Alex Dunphy, Senior Planner

Date: April 10, 2025

Subject: Rezoning: 1177 King Street, Windsor; File # 24-26A

LEGISLATIVE AUTHORITY

Municipal Government Act Section 210

RECOMMENDATION

Staff recommends that the PAC/HAC forward a positive recommendation by passing the following motion:

...that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending Schedule A of the Windsor Land Use By-law to rezone PID 45053816 at 1177 King Street in Windsor from the Single Unit Residential (R-1) to Two Unit Residential (R-2) as shown in the report File #24-26 to the Planning and Heritage Advisory Committee dated March 13, 2025.

BACKGROUND

Property X	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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This application was first brought to the Planning and Heritage Advisory Committee on March 13. At that time, the committee had some questions that staff confirmed they would need to confirm with the Development Officer. The committee then recommended to defer the application to the next PAC/HAC meeting.

DISCUSSION

Staff can provide the following answers to the committee's questions:

Can this subject lot be subdivided with the current zoning?

The Development Officer confirmed that the property is large enough to be subdivided into two Single Unit Residential (R-1) zone lots based on the current lot configuration.

Is this development eligible for secondary suites?

The Development Officer confirmed that both the current usage of the lot and as a duplex after rezoning to the Two Unit Residential (R-2), would be eligible to include a secondary suite.

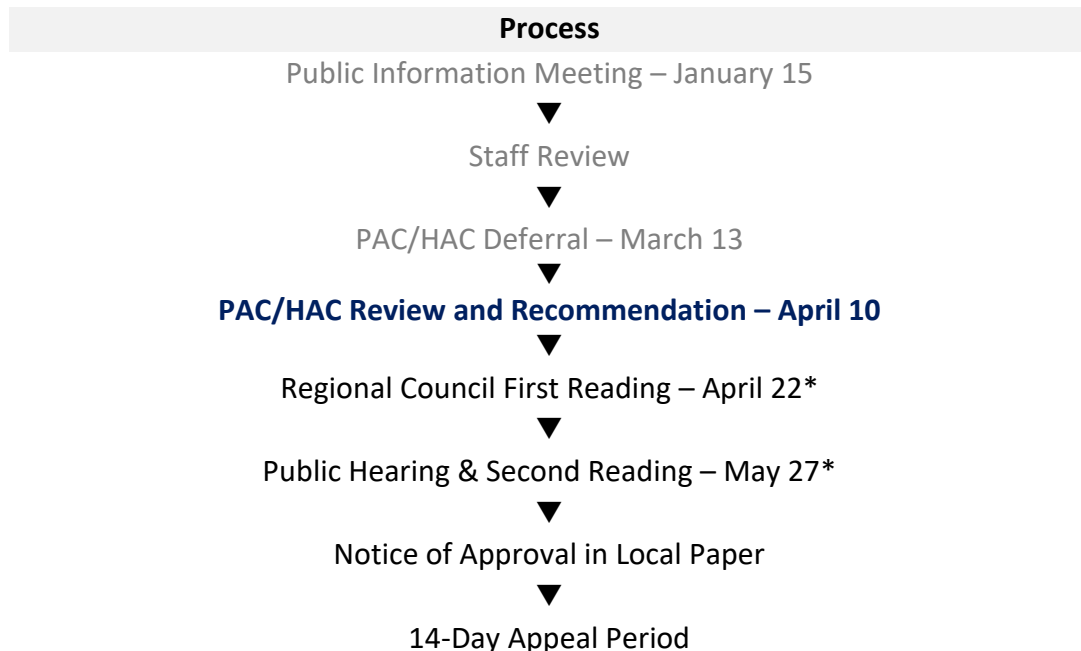
What is the size of the property?

The subject lot is approximately 21,600 sq. ft., which is larger than the majority of other similar lots in the area.

What is the expected configuration of buildings on the subject lot?

The intent of the proposal is ultimately to renovate/construct two duplex units, after subdivision of the property. This process however is for the rezoning of the property and concerns with subdivision will be dealt with through the subdivision process at a later date. As this application is for a rezoning, a site plan cannot be required by the Municipality.

NEXT STEPS



FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

In response to this application, PAC may:

- recommend that Council hold First Reading and authorize a Public Hearing to approve the development agreement as drafted or as specifically revised by direction of PAC/HAC; or
- recommend to Council to provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A 2025-03-13 Staff Report – Rezoning: 1177 King Street, Windsor; File # 24-26

Report Prepared by: _____
Alex Dunphy, Senior Planner

Report Approved by: _____
Kari Fougere, Acting Director of Planning and Development

Attachment A – 2025-03-13 Staff Report – Rezoning: 1177 King Street, Windsor; File # 24-26



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation X	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
 Alex Dunphy, Senior Planner

Date: March 13, 2025

Subject: Rezoning: 1177 King Street, Windsor; File # 24-26

LEGISLATIVE AUTHORITY

Municipal Government Act Section 210

RECOMMENDATION

Staff recommends that the PAC/HAC forward a positive recommendation by passing the following motion:

...that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending Schedule A of the Windsor Land Use By-law to rezone PID 45053816 at 1177 King Street in Windsor from the Single Unit Residential (R-1) to Two Unit Residential (R-2) as shown in the report File #24-26 to the Planning and Heritage Advisory Committee dated March 13, 2025.

BACKGROUND

Property X	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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An application was received from Peter Detmers on November 8, 2024. The application is to rezone the subject lot from Single Unit Residential (R-1) to Two Unit Residential (R-2) to allow for conversion of the existing residence to a two unit dwelling and subdivision of the subject lot.

DISCUSSION

The subject lot is designated Residential on the Generalized Future Land Use Map (GFLUM) of the Windsor Municipal Planning Strategy (WMPS) (Figure 1). The subject lot is zoned Single Unit Residential (R-1) on Schedule A of the Windsor Land Use By-law (WLUB) (Figure 2).

Surrounding Context

Surrounding properties are mostly designated Residential and zoned Single Unit Residential (R-1), apart from the cemetery across King Street being designated Community Use and zoned Open Space. Uses on surrounding properties consist of a variety almost entirely low-density residential uses, apart from the cemetery.

Municipal Planning Strategy Review

Policy 5.1.4 of the WMPS is the primary enabling policy to be considered for this application. This policy provides Council with the ability to consider rezoning land within the Residential designation to Two Unit Residential (R-2). The full list of criteria is included within this report in Attachment A. In summary, the proposal meets the criteria since:

- the proposal is compatible with the traffic generation, population density and architectural design and scale of the area;
- the proposal provides adequate on-site parking and access to the subject lot;
- the Development Officer and the Municipal Traffic Authority have no concerns which have not otherwise been addressed in this report.

Policy 16.3.1 of the WMPS establishes the general criteria that must be considered for all rezoning applications. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria as:

- the proposal is not considered premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Public Works Engineering Division, and Municipal Traffic Authority have no concerns which have not been addressed in this report.

Restrictive Covenant Applicability

Staff determined that a restrictive covenant was registered to the subject lot in 1954, permitting only single unit dwellings, restricting subdivision, in addition to other matters. As restrictive covenants are not especially common in the Municipality, staff reached out to the Municipal Solicitor for confirmation on how it would interact with the Municipal planning process. The Municipal Solicitor explained that staff cannot base their recommendation off of restrictive covenants, as they are based on private law and government authorities are based on public law (i.e., through the Municipal Government Act). Former cases brought to the Nova

Scotia Utility and Review Board (NSUARB) have shown that Restrictive Covenants are not enforceable through methods such as planning appeals.

Staff have been informed by the property owner that they are currently seeking to remove the restrictive covenant from the property.

MUNICIPAL CLIMATE CHANGE ACTION PLAN

The Municipal Climate Change Action Plan (MCCAP) for Windsor (2014) highlights two simulated flooding scenarios. The first scenario is based on a storm surge that occurred in 1997, which shows the expected damage is to occur along the coastline. The second scenario shows the simulated flooding extent for probable maximum flood due to climate change. Under this scenario most of the community of Windsor will experience extensive flooding, including the subject lot.

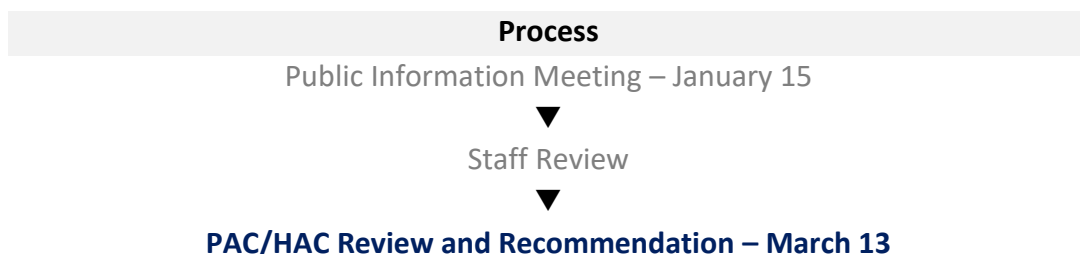
A portion of the subject lot's frontage on Tremain Crescent is within the Environmental Constraints Area and the Dykelands Overlay. This portion is not planned to be developed on as part of the proposal. Any development that may be proposed to take place within this portion will require an Environmental study, as well as permission from the Nova Scotia Department of Environment and Climate Change.

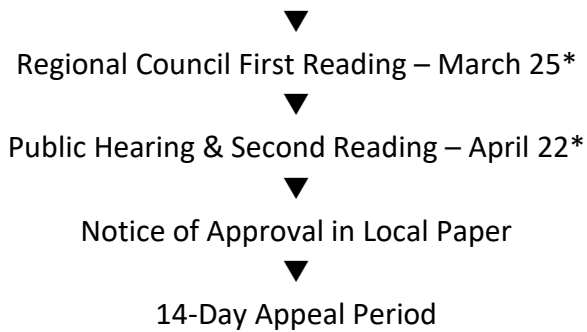
In accordance with the Municipal Services Specifications Manual, the Public Works Engineering Division will require the developer to provide a confirmation from an engineer that the pre- and post-development flows are neutral or better than before the development and a lot grading plan will also be required through the subdivision process.

Property owners are responsible for ensuring that their lot is suitable for the proposed uses.

NEXT STEPS

As noted above, the proposed rezoning has been considered within the context of both the specific and general policies of the WMPS, and is consistent with the intent, objectives, policies and criteria of the WMPS. As a result, it is reasonable to consider permitting rezoning the subject lot from Single Unit Residential (R-1) to Two Unit Residential (R-2) to allow for conversion of the existing residence to a two unit dwelling and subdivision of the subject lot, on PID 45053816 at 1177 King Street in Windsor.





FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

In response to this application, PAC may:

- recommend that Council hold First Reading and authorize a Public Hearing to approve the development agreement as drafted or as specifically revised by direction of PAC/HAC; or
- recommend to Council to provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1	Windsor GFLUM Extract
Figure 2	Windsor Zoning Map Extract
Figure 3	Windsor Proposed Zoning Map Extract
Attachment A	Policy Summary for Rezoning
Attachment B	Public Information Meeting Notes

Report Prepared by: _____
Alex Dunphy, Senior Planner

Report Approved by: _____
Kari Fougere, Acting Director of Planning and Development

Figure 1 – Windsor GFLUM Extract

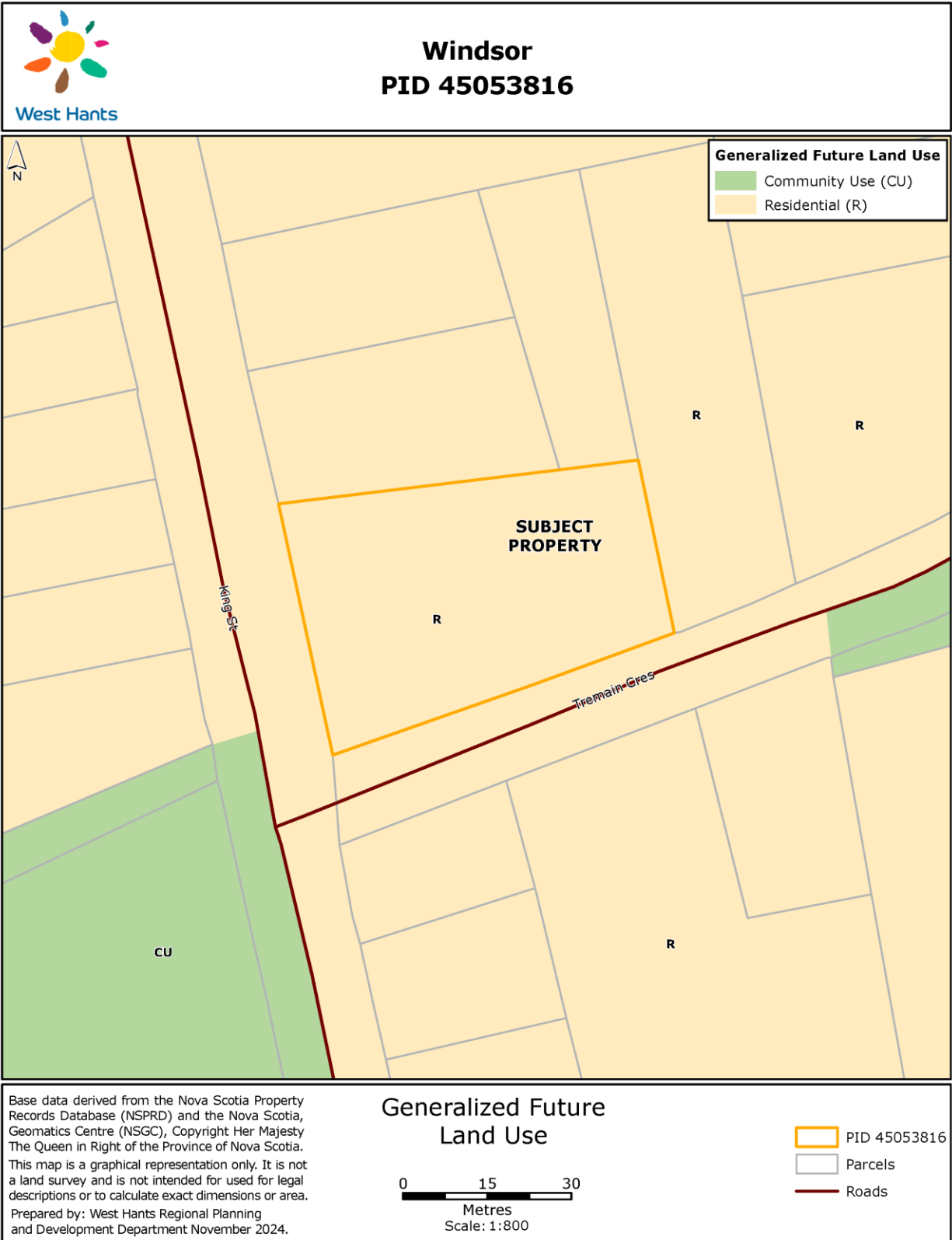


Figure 2 – Windsor Zoning Map Extract

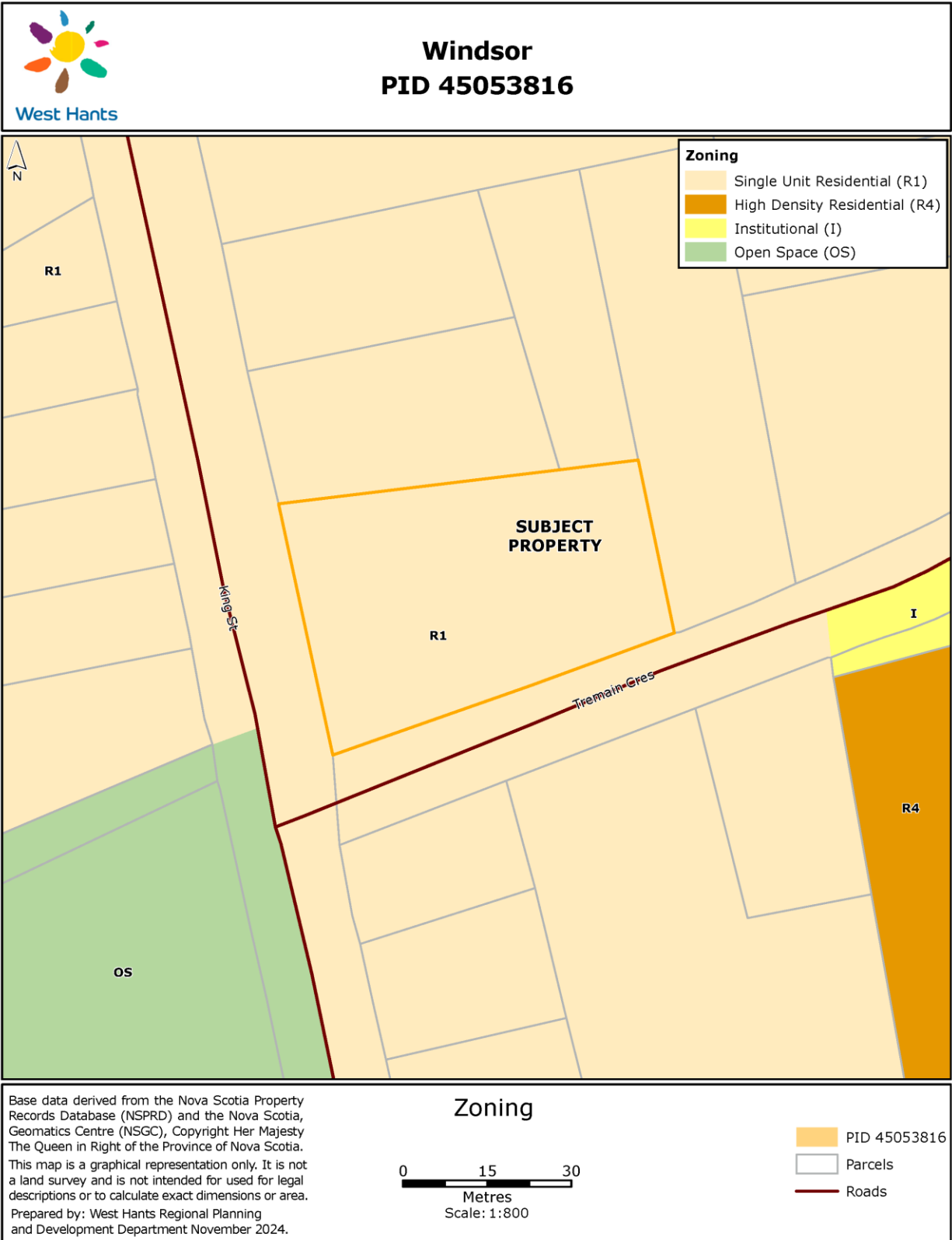
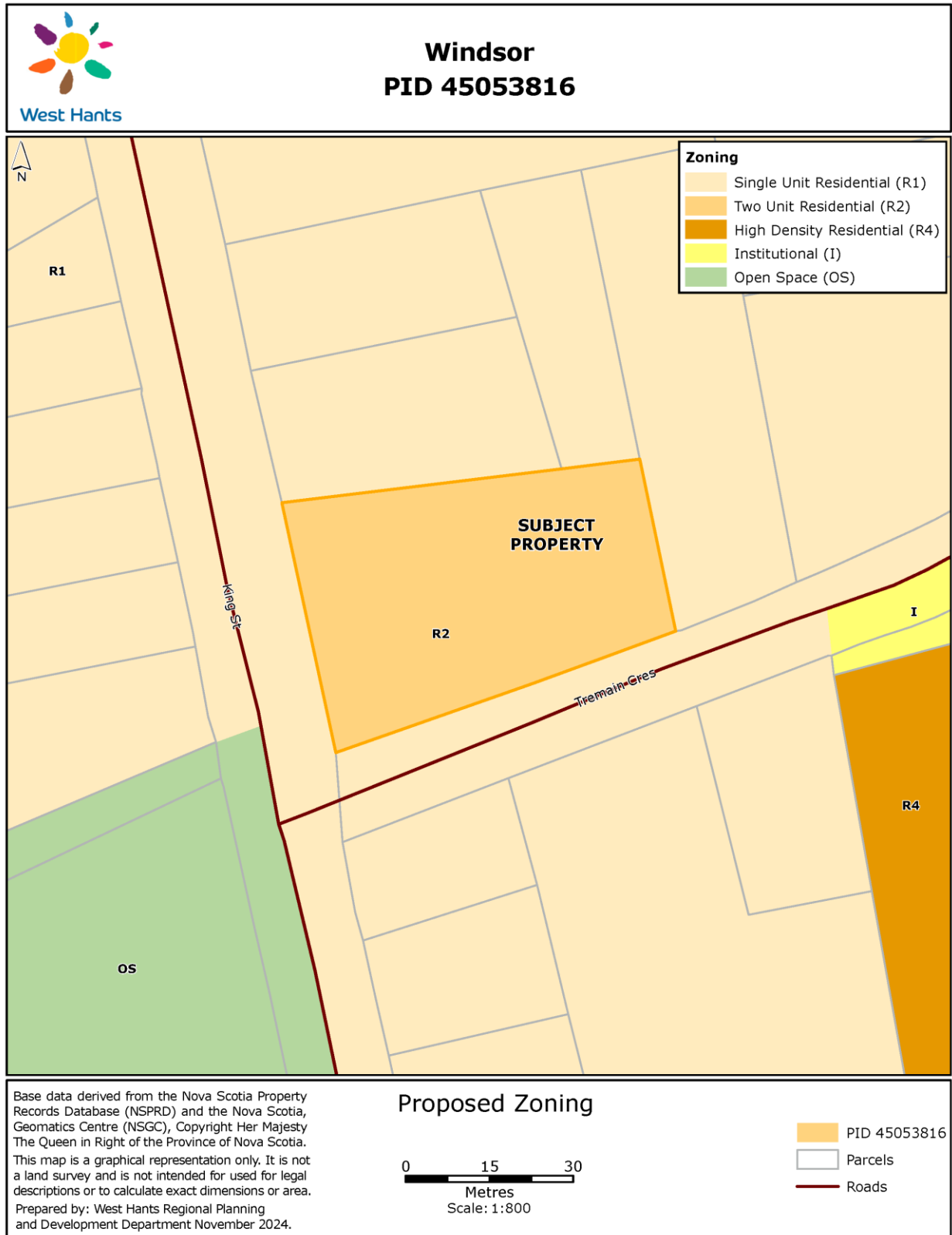


Figure 2 – Windsor Proposed Zoning Map Extract



Attachment A – Policy Summary for Development Agreement

Policy 5.1.4

It shall be the policy of Council that within the Residential designation, areas zoned Single Unit Residential (R-1) may be rezoned to Two Unit Residential (R-2). In considering such a rezoning, Council shall have regard to the following:

(a) the proposed use is compatible with the residential character of the area with respect to such things as traffic generation, population density and architectural design and scale;

It is clear that the original intent of the restrictive covenant registered to the subject lot and surrounding properties was to limit residential development to that of single unit dwellings, however, staff cannot base their recommendation off of it, as restrictive covenants are based on private law and government authorities are based on public law. This understanding is based on a legal opinion from the Municipal Solicitor. Staff is only required to review the rezoning application based on its compliance with the MPS and LUB.

The Development Officer commented that they had no concerns regarding the pattern of development. The Traffic Authority commented that the proposal was considered to be compatible with the residential character of the area regarding traffic generation. As-of-right development following a rezoning would be required to meet all architectural requirements of the Land Use By-law. Lastly, the dissemination area that this subject lot is within has a population of 516 (Stats Canada, 2021 Census), adding a maximum of three dwelling units to this population will not be a significant change to the density.

(b) adequate on-site parking can be provided;

The Development officer commented that they had no concerns regarding adequacy of on-site parking.

<i>(c) access to the site will not be hazardous with respect to traffic flow;</i>	The Public Works Engineering Division commented that a driveway installed on Tremain Crescent to accommodate the provisional second dwelling would meet the sight-stopping distance requirements and is more than 50ft from the King Street intersection. The Traffic Authority also commented that the site was considered to have safe roadway access to both King Street and Tremain Crescent.
<i>(d) adequate landscaping and recreational or open space can be provided;</i>	The Development Officer commented that there are no applicable landscaping or recreational/open space requirements within the Two Unit Residential (R-2) zone.
<i>(e) any other matter which may be addressed in a Land Use By-law; and</i>	All relevant matters have been addressed in this report.
<i>(f) the provisions of Policy 16.3.1 of the Municipal Planning Strategy.</i>	See below.

<p>Policy 16.3.1 <i>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:</i></p>	
<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 Public Works Engineering Division commented that the subject lot has access to Municipal services and there are no concerns regarding capacity for the proposal.
<i>(ii) the adequacy of school facilities;</i>	The Director of Operations for the Annapolis Valley Regional Centre for Education has stated that they will accommodate all students.
<i>(iii) the adequacy of fire protection;</i>	The Manager of Building and Fire Inspection Services commented that they did not have any concerns

	<p>regarding fire separation for two-unit structures. The local Fire Chief commented that they had no concerns regarding the proposal.</p>
<p><i>(iv) the adequacy of road networks adjacent to, or leading to the development; and</i></p>	<p>The Traffic Authority has no concerns regarding the road networks adjacent or leading to the proposed development.</p>
<p><i>(v) the financial capacity of the Town to absorb any costs relating to the development.</i></p>	<p>There are no anticipated costs to the Municipality regarding the proposed development.</p>
<p><i>(b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</i></p>	<p>The Traffic Authority has no concerns regarding movement suitability on the subject lot. There is an existing sidewalk on King Street, directly abutting the subject lot. There is no active rail line in the vicinity.</p>
<p><i>(c) the adequacy of the dimensions and shape of the lot for the intended use;</i></p>	<p>The Development Officer commented that the subject lot is suitable in terms of dimension and shape for this proposal. Any development will need to meet the requirements of the Land Use By-law following rezoning.</p>
<p><i>(d) the pattern of development which the proposal might create;</i></p>	<p>The Development Officer has no concerns regarding the pattern of development that the proposal may create. The proposal will add more density than what currently exists in the surrounding area. However, Council's policies (5.1.4, above) enable the consideration for rezonings within the Residential designation, such as the proposal.</p>
<p><i>(e) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, wetlands, and susceptibility of flooding;</i></p>	<p>There is a small portion of the lot within the Environmental Constraints Overlay and the Dykeland Overlay. The proposal does not coincide with this portion of land. Any development</p>

	<p>proposed to take place within this portion will require an Environmental study, as well as permission from the Nova Scotia Department of Environment and Climate Change. The Public Works Engineering Division confirmed that as a part of the subdivision process, a lot grading plan would be required alongside a memo, stamped by a Professional Engineer, indicating that there will be no increase in stormwater flow off of the property.</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 relevant matters have been addressed in this report.</p>

Attachment B – Public Information Meeting Notes

January 15 - 29, 2025

Rezoning: 1177 King Street, Windsor; File # 24-26

Meeting date and time	A Public Information Meeting was held on January 15, 2025 beginning at 6:11 p.m. The meeting was broadcast live on the Municipal Facebook page.
Attending	In attendance for the meeting: One (1) Chair: <ul style="list-style-type: none">• Mayor Zebian Four (4) members of staff: <ul style="list-style-type: none">• Planner Dunphy• Planner Hong• Planning Assistant Lake• Acting Director Fougere The applicant and 8 members of the public attending the meeting.
Applicant Peter Detmers	Planner Dunphy outlined the application to rezone the subject property.
Property 1177 King Street, Windsor (PID 45053816)	Peter Detmers spoke to the proposal.
Comments	Comments from the public could be submitted by mail, e-mail and telephone between January 15 –29, 2025. Staff received 9 emails and 3 phone calls during the public comment period. The phone calls were not in favour of the proposal and one individual was concerned with the restrictive covenant. Email correspondence is included below. One member of the public spoke during the Public Information Meeting. Staff responses are purple. Ron Phillips asked where the second driveway would be located. Alex explained it will not be finalized at this stage and will be done during the subdivision process. The rezoning must meet safe roadway access requirements and Public Works will provide comments on the matter.
Adjournment	The Public Information Meeting ended at 6:20 p.m.

Public Email Responses Submitted for the Application PIM

January 20, 2025

From Jill Martin

To Mayor Zebian and Alex Dunphy

Dear Mr. Dunphy and Mr. Zebian,

I hope this letter finds you both well. I am writing to express my concerns regarding the proposed residential rezoning at 1177 King Street in Windsor. As a property-owning resident in this area since 2010, I have been recently made aware of the rezoning application and would like to formally submit my opposition and raise several points for consideration.

My primary concerns are as follows:

Increased Traffic and Congestion

The potential increase in traffic resulting from higher density of residents in one small area, in a school zone, would significantly affect the flow of traffic, making our roads less safe and more congested. Our neighborhood is home to many families, school-aged children and seniors that use the sidewalks and roads surrounding that property. The increase in traffic would potentially limit their recreational activities, active transport, and the safety of children going to and from school and the two bus stops at that corner of King and Tremaine.

Strain on Public Services

Increased population density will place undue pressure on public services such as water, waste management, and emergency services. This could lead to a decline in service quality or even delays in response times, which would affect the overall quality of life for residents. Our area already experiences issues with waste water during storms and water line issues that are repaired promptly each time. Extra residents will only increase the wear and tear on these aging infrastructure.

Impact on Community Character

Our neighborhood is characterized by its quiet, family-oriented nature, and I believe that rezoning could alter the sense of community and diminish the quality of life for current tax paying residents. We chose this area for the sense of safety and community to raise our children and help encourage community with interacting with neighbors, both young and those who have been living in this neighborhood for decades. The proposed changes may also be at odds with the recreational and spiritual use of the Maplewood Cemetery across the street from 1177 King Street. It is currently accessed numerous times, by vehicles, dog-walkers and those exercising, by crosswalk between 1177 and 1184 King Street. The increase of noise pollution in construction, living, and traffic will impact all users' experience with Maplewood.

Lack of Public Consultation

I feel that there has been insufficient consultation with residents and stakeholders about the

potential impacts of the rezoning. It is crucial that the municipality consider the views of those who live in and experience the area daily. Even more information about the proposed buildings would help in informing our decisions and opinions about the growth. We know that change is inevitable and often beneficial, but not all growth is completed in the best way and we would like to make sure that this has been considered for our area, not just because one person wants it.

In light of these concerns, I kindly request that the municipality reconsider the proposed residential rezoning or at the very least conduct a more thorough review, with giving more details to the neighbouring property owners and users. I also urge that the municipality explore alternatives that would meet residential growth needs without compromising the character of our neighborhood or the quality of life for its residents.

Thank you for your time and attention to this matter. I trust that the municipality will carefully consider the potential long-term effects of the proposed rezoning on our community. I look forward to your response and to an opportunity for further discussion.

Sincerely,
Jill Martin

January 20, 2025

From Monique Wood

To Alex Dunphy

SEE ATTACHED LETTER

January 22, 2025

From Heather Lunan

To Alex Dunphy

Good day My Dunphy,

I have been away and was just informed by my neighbour of the intention of our mutual neighbour at 1177 King St.

My understanding is that he would like to rezone his lot to a multi resident property.

I find myself questioning what that actually means. Is it possible for you to provide more details to this request? For example, what are the restrictions and possibilities for a lot this size?

I apologize for not having been available to attend the meeting. And in light of this, I look forward to further information from you that I might make a more intelligent decision about the future of our neighbourhood.

Thanking you in advance.

Heather Lunan

January 22, 2025

From Jackie Bacon

To Alex Dunphy

Alex,

I would like to express my opposition to the rezoning of property 1177 King St. Windsor (PID 45053816) from R1 to R2. Since I live within 300 feet of this proposed rezoning lot, I received a letter informing me of this. I am deeply concerned about having multiple duplexes on one lot. The proposal from R1 to R2 will not suit the surrounding established single dwelling homes that are present in the area now.

Again, I am strongly opposed to this proposal.

Thank you,

Jacqueline Bacon.

January 23, 2025

From Patricia Phillips

To Alex Dunphy

In regards to this request, we as in the neighbouring property of ***ADDRESS REDACTED***, Windsor, do not agree with this change. Duplexes on this single dwelling neighbourhood would not be a welcomed change for many reasons; effect value of existing homes, crowding the corner of King St. & Tremaine Cr, extra traffic, driveway specifications, especially next to our property, lack of privacy. Other property owners have purchased single family homes because of the lack of duplexes. Repairing the existing property of 1177 King St. as (R-1) single dwelling would definitely be an agreeable action the the neighbouring homes.

Ronald & Patricia Phillips

January 24, 2025

From Nigel Gutcher

To Alex Dunphy and Kari Fougere

Kari Fougere and Alex Dunphy,

and The Regional Municipality of Windsor-West Hants department of Planning & Development, I hope everyone is doing well. Please consider this formal objection to the application for re-zoning 1177 King Street, here in Windsor, from R1 to R2.

As a resident in the immediate vicinity of the site, I have a few concerns to voice with hope to avoid future issues from impacting the well-being of local residents.

Objection #1: noise -

Residences near the corner of King & Tremain are dealing with increasing through-fare traffic from commercial and local vehicles. Adding a multi-stage development project to the immediate vicinity will disrupt, for example, the working life of anyone who lives nearby and works remotely. My office window and desk face out and are able to see the edge of 1177 King Street property, which is roughly 15-20 meters away.

My spouse, Stephanie Smith (CC'd on this email), also works remotely in very close proximity to the site. We have the well-being of retired individuals and young families living very close by, as well, to consider.

Please refer to the following scientific scholarly article reporting on the health impacts of construction noise:

https://urldefense.proofpoint.com/v2/url?u=https-3A_www.google.com_url-3Fsa-3Dt-26source-3Dweb-26rct-3Dj-26opi-3D89978449-26url-3Dhttps-3A_www.sciencedirect.com_science_article_pii_S2210670723000811-26ved-3D2ahUKEwiwpN7H946LAXV-5FpokEHdRBKa0QFnoECBUQAQ-26usg-3DAOVVaw0TS-5Fz4CMVOciW7cIKNJGub&d=DwICAg&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=1tj02Gr1SNhyPB_0qBF5YmEa9g7bJaHgkYonkfZXtwM&m=fL64ZxY4fzwn79iif76R5veajK-jsBVp8GGdZBpWP0TquZzl2RkpWlvtV8IHgEin&s=OjVzvFeUjqDDNh61nyg_PhB3sYSypLxpbD84SCRZT-M&e=

As someone who witnessed his parents go through extreme stress and fatigue from a re-zoning construction project beside my childhood home, let me convey to you; the impacts on human life can be very real.

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Objection #2: pollution -

In a capacity similar to noise, the amount of pollution this vital corridor of Windsor has been impacted by increased through-fare traffic

- including both air pollution and litter. Construction projects are not a physically 'inert' activity, as solvents, debris, dust could post a threat to the health of those in the immediate area.

My neighbour, John Trinacty (included on this email), grows prize-winning watermelons in the summer that he donates to children and local groups. He is able to sustain himself for several seasons with a modestly-sized garden plot that would be directly in the blast radius of any construction made in this area.

I also garden near this space, and - depending on the building methods and materials - I would likely feel unsafe consuming any of that produce before having my soil tested after any major construction. Air quality impacts are also a concern, since residences here depend on the direction of the wind to keep diesel and persistent traffic pollution away from our homes. Adding dust and solvents to the mix from another vector could have impacts on the health of nearby residents. Persistent and repeat vibration also has the potential to dislodge particles within our homes.

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Objection 3: structural integrity of neighbouring houses - Digging, pile driving, and crushing rock may have geological and structural implications for the neighbouring buildings that would likely need to be assessed. The foundation at my residence - ***ADDRESS REDACTED*** - was poured in the 1950's, and it shows several cracks that have needed to be patched. During the spring thaw, we often get water ingress through the cracks (and via capillary action). If extended high-intensity vibrations are being considered in the building process, they could have a detrimental impact on the value and integrity of surrounding homes.

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Objection 4: privacy -

There is a view through a straight corridor from the north-east section of the property at 1177 King Street that, at elevation, would allow anyone occupying residences in that spot to view the majority backyard activity of at least 4 residences. Currently, we have reasonable barriers (including growing foliage) ensuring privacy between each other at eye level, but adding a new multi-tenant residence to the proposed spot would allow anyone residing there to monitor the activity of their surrounding neighbours, altering the social dynamic and privacy of our neighbourhood.

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Objection 5: road infrastructure -

King Street is already heavily taxed by commercial and industrial vehicles, as well as commuter and local traffic. The edges of the road are crumbling, and while a pedestrian stop has been added to the corner of King and Tremain I would like to convey some concern about the potential of a multi-tenant dwelling on the safety of this corner.

1) local and commercial traffic generally do not respect the speed limit in this area

2) this corner is a hot zone in the morning, with school busses turning in to drop children off at the local elementary school

3) I have recently witnessed, first hand, an automotive accident at this corner when a lady in a mid-sized SUV was attempting to turn onto Tremain, and was rear-ended and pushed into the iron chain fence in the adjacent cemetery.

I must stress that motorists often do not respect the speed limit here, and residents on King Street must be very risk-averse about leaving our driveways. Adding more load to this corner without improvements may require further assessment.

--

Thank you for considering this objection. I am available to field any follow-up questions or concerns you may have.

Sincerely,

Nigel Gutcher

January 27, 2025

From Terry Ferguson

To Alex Dunphy

I spoke to you last week on the phone but decided to also email you with my opposition to 1177 king street application for rezoning from R1 to R2 . All neighbouring properties are opposed to this rezoning application ! Thank you , T F

January 29, 2025

From Jed Martin

To Alex Dunphy and Mayor Zebian

Dear Mr. Dunphy and Mr. Zebian,

I hope this letter finds you both well. I am writing to express my concerns regarding the proposed residential rezoning at 1177 King Street in Windsor. As a property-owning resident in this area since 2010, I have been recently made aware of the rezoning application and would like to formally submit my opposition and raise several points for consideration.

My primary concerns are as follows:

1. **Neighborhood Character and Aesthetic Impact:**

- **Change in Density:** Rezoning could lead to a significant increase in density, potentially altering the character of the neighborhood. Single-family residential areas often maintain a specific look and feel that could be disrupted by introducing more units, leading to overcrowding or overdevelopment.
- **Visual Incompatibility:** The conversion from a single-unit residence to a two-unit dwelling may not blend well with the architectural style and design of existing homes in the neighborhood.

2. Traffic and Parking Concerns:

- **Increased Traffic:** A two-unit dwelling typically means more residents and, consequently, more vehicles. This can put added pressure on already limited parking and lead to congestion in areas not designed to handle increased traffic.
- **Parking Shortages:** If the property doesn't provide adequate off-street parking, this could lead to on-street parking problems for residents and visitors, especially in a neighborhood where parking is already limited.

3. Potential Strain on Infrastructure and Services:

- **Water, Sewer, and Utilities:** The infrastructure in a single-family residential area might not be adequately equipped to support additional units. This could place strain on local water, sewer, and utility systems, possibly leading to increased maintenance costs or the need for costly upgrades.
- **Public Services:** Higher densities could also require more frequent public services, which might be an added cost to the municipality or create service disruptions.

4. Environmental Impact:

- **Loss of Green Space:** Subdividing the lot may reduce green space or yard areas, negatively impacting the local environment and reducing opportunities for residents to have outdoor space for recreational purposes.
- **Stormwater Drainage:** Increased impervious surfaces due to construction or parking areas could lead to runoff and flooding problems, particularly if the neighborhood is not well-equipped for stormwater management.

5. Property Value Concerns:

- **Decreased Property Values:** Residents might worry that converting the lot from R-1 to R-2 could lower their property values due to increased density, reduced privacy, and potential changes in neighborhood dynamics. This concern may impact overall neighborhood desirability.

6. Zoning and Planning Precedents:

- **Encouraging More Rezoning:** Allowing one rezoning request could set a precedent for further rezonings in the area, leading to increased density and a shift in the community's character, potentially spiraling out of control.
- **Consistency with Master Plans:** If the rezoning contradicts existing neighborhood or city plans for future development, it could undermine long-term planning goals or create conflicts with other West Hants priorities.

7. Community Opposition:

- **Local Resident Concerns:** Rezoning may face opposition from local residents who feel that the proposed changes are not in keeping with their expectations for the neighborhood.
- **Loss of Community Cohesion:** Higher-density development can disrupt the sense of community, especially in neighborhoods that value their quiet, single-family character.

In general, a balanced approach should be taken to consider the needs of the existing community, environmental sustainability, and long-term growth strategies. It's important to weigh the benefits against the potential negative impacts of rezoning.

Thank you for your time and attention to this matter.

Sincerely,
Jed Martin

January 29, 2025

From Ben Bennett

To Alex Dunphy and Mayor Zebian

Alex Dunphy – West Hants Regional Municipality,

We would like to start by thanking the West Hants Regional Municipality for allowing us to voice our opinions on the proposed changes to 1177 King Street.

We will keep this relatively brief, as our concerns regarding the proposed rezoning are self-explanatory. We'd also like to note that this is not a case of "NIMBY" (Not in My Backyard). We're happy to see developments and changes that make sense within our community; however, this is not one of them.

MISINFORMATION & POOR PLANNING

Misinformation— I guess that’s what we call it these days. Peter is a nice guy; however, he has told various stories to different neighbours in the surrounding community. These range from flipping the single-unit house to creating a duplex and even adding two more residential structures to the property.

This has created confusion for the neighborhood and the West Hants Regional Municipality. A property can’t be rezoned without a plan. And, there is no plan. Additionally, a property cannot be rezoned to allow someone to develop without restrictions in a densely populated residential area.

If Peter's not able to be clear about his intentions, then there’s an issue and a reason for concern. If it looks like a duck, swims like a duck, and quacks like a duck, then it probably is a duck.

SETTING A PRECEDENT

We believe it’s not a good idea for the West Hants Regional Municipality to set an open-ended development precedent, as noted above. If Peter wants to convert the property into a single duplex, that makes logical sense.

However, adding multiple buildings with multiple dwellings on a single PID is a full-scale development. And no town, city, or municipality allows individuals or companies to develop without a clear, structured plan.

Hopefully, a precedent hasn’t already been set with the development on the corner of Gabriel Road and the Falmouth Back Road. I’ll be frank—We don’t know a single person in the community who thinks that development is a good look or strategy for Falmouth.

Honestly, we believe this also undermines the hard work that the West Hants Regional Municipality’s Mayor, Council, and Staff have put into securing the multi-unit dwellings that are currently under construction, with more to come.

Municipalities and towns are about planning and ensuring developments are placed appropriately. As citizens, we believe the West Hants Regional Municipality is doing an excellent job of this at the moment. That’s because the developments currently happening are being built in the right places at the right time.

INFRASTRUCTURE AND TRAFFIC

We currently have infrastructure issues in this area of town, from sewer concerns to frequent water main breaks. This is an old street with aging infrastructure. More importantly, we have

flooding issues—specifically on that property. The culverts and ditches cannot support the current number of homes in this area.

King Street is one of the oldest streets in Windsor, and it's part of the old Number 1 Highway system. It always has been and always will be busy. The speed limit is 50 km/h; however, 60 km/h or more seems to be the norm.

Adding more structures on a corner where accidents occur regularly is not a good decision. This is especially concerning given the number of school buses that travel to and from Windsor Elementary, leaving from the Termaine Crescent and King Street intersection.

The former Windsor Fire Chief was actually involved in an accident at the very corner of the proposed rezoning site. Furthermore, I've caused two accidents simply by patiently waiting to cross the street. Even with the crosswalk and flashing lights, this intersection is dangerous.

It is not logical to obstruct that corner further.

We'd like to thank you for reviewing and considering our thoughts and opinions. We look forward to discussing the matter further once Peter has a plan that he is able to present to the West Hants Regional Municipality.

Thanks,

Ben Bennett & Alexa Goucher

Monique Wood
ADDRESS REDACTED

January 20, 2025

West Hants Municipality

Alex Dunphy

Regarding Residential Rezoning Proposal 1177 King St Windsor

Dear Mr. Dunphy,

I am writing to express my concerns regarding the rezoning proposal at 1177 King St. I have resided here for 35 years, having actively participated in and been involved in many municipal activities. I was not present for the public meeting, however I did request Zoom access and did review the proceedings.

I understand and support the housing initiatives, and also appreciate that change is difficult and challenging. These are my concerns with the proposal of rezoning:

Traffic/ Safety : Tremain Cresc is narrow, with a short sidewalk leading to the school. During peak times, the area is quite congested with vehicular traffic, posing safety issues for the children travelling to and from school: school busses turning in or out from King St, along with another bus stop at King & Tremain for the high school route, transfer trucks, GFL vehicles, courier vans, traffic to the two Centennial apartments. The narrow street does not have speed bumps or traffic calming measures. Additional driveways onto King and Tremain can potentially negatively impact the flow at and leading to this intersection.

Maplewood Cemetery has become a popular location as a walking path, attracting many seniors, frequently in the morning, adding to the traffic at King St and Tremain.

I would like to hear more details on what rezoning means to our neighborhood.

Does this rezoning to R-2 open the gates for any nearby home owner, with a large property (which was one of the attractions to this area) to add multiple units; what is the height restriction to these units, what is the plan for traffic control?

Flood Mitigation/ Marshland Protection

Many of the homes, including my property and a portion of the property in question, lie in the Tregothic Marsh Land, a protected area. As owners on the marshland, we are responsible for the protection of this area. Construction of a new building, as has been proposed, will be on the marshland and could potentially disrupt drainage. We have already witnessed flooding on the street (Tremain), which is a low lying area. It would be important that this factor be examined more carefully and consideration be given to potential detrimental effects to our Tregothic Marshland.

Follow up: I look forward to having the opportunity to discuss these concerns at a follow up meeting. I trust that the review committee takes my concerns into consideration and carefully examines the Tregothic Marsh Land Use Regulations and bylaws.

Respectfully,

Monique Wood





WEST HANTS REGIONAL MUNICIPALITY REPORT

Information X	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____

Kari Fougere, Acting Director of Planning and Development

Date: 2025-04-10

Subject: Public Participation Program Policy- Notification Distances for Public Information Meetings

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s. 204 Public Participation Program and s. 204A Engagement Program

RECOMMENDATION OR DECISION REQUEST

The report is being provided for information purposes only.

BACKGROUND

Property X	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social X	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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During the PAC/HAC meeting on March 9, 2023, the Committee discussed the current process for notification of PIMs and ways this could be improved, including larger sized signage on site, notification in local community centres and/or post offices, and hosting the PIM in the community where the subject property is located. Council approved the following motion on March 28, 2023:

...that Council have staff explore amending the PPPP to include strengthened public notice of information meetings.

An information report was provided to the PAC/HAC on May 11, 2023, which outlined the Municipal Government Act requirements, the current WHRM Public Participation Program Policy and Fees Policy, and policies in other jurisdictions. The report was discussed at the PAC/HAC meeting and the Committee provided feedback to staff.

Staff recommended the following amendments to the Policy for review by PAC/HAC and Council:

- increase the notification distance of mail letters to 1,000 ft. (300 m.);
- increase the notification time to at least 14 days prior to the meeting; and
- specify signage requirements.

At the July 13, 2023, PAC/HAC meeting the Committee reviewed the staff recommendation report and made the following recommendation:

...that PAC/HAC recommends that Council approve the Public Participation Program Policy in a manner substantively the same as Attachment A to the July 13, 2023, report File 23-08B "Public Participation Program Policy".

This recommendation was reviewed by CoTW on September 14, 2023, and then by Council on September 26, 2023. Council did not provide any direction to staff at the September 26, 2023, meeting.

At the October 24, 2023, Council meeting, Councillor Ivey brought forward a report related to the Public Participation Program Policy. The following motion was approved by Council at that meeting:

...that Council recommends the original report, Public Participation Program be referred back to staff to enhance awareness of Public Information Meetings and come back to Council in a reasonable amount of time.

An information report was provided by staff to Committee of the Whole on January 9, 2024. No further direction was provided to staff by Council at that time.

At the November 26th, 2024 Council meeting Council passed a motion to direct staff to bring back the notification distance for Public Information Meetings to the Committee for review:

... that Council directs staff to bring back the notification distance for public information meetings to the planning and heritage advisory committee for review.

DISCUSSION

Municipal Government Act

The MGA outlines the powers provided to municipalities. Section 204 of the MGA states the

following:

- (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.

Section 204A states:

- (1) A council shall adopt, by policy, an engagement program for engaging with abutting municipalities when the council is adopting or amending a municipal planning strategy.
- (2) Subject to the regulations, the content of an engagement program is at the discretion of the council.
- (3) The Minister may make regulations respecting the content of an engagement program.
- (4) The exercise by the Minister of the authority contained in subsection (3) is regulations within the meaning of the Regulations Act.

Public Participation Program Policy

A Public Participation Program Policy for West Hants Regional Municipality was established on April 28, 2020. Revisions to the policy were approved by Council on January 24, 2023 (Attachment A). The policy requires the following as a minimum for any development agreement, amendments to a development agreement, and adoption of revised documents or amendments to the West Hants, Hantsport and Windsor planning documents or Land Use Bylaws:

- Holding one or more public meetings, usually held prior to a Planning and Heritage Advisory Committee meeting, prior to First Reading.
- Advertising any Public Information Meeting by placing a notice in a newspaper circulating in the local area and notifying by mail the owners of all lots within 300 ft. of the site of both the Public Information Meeting and any Public Hearing. Within a Land Use by-law Council may specify a greater distance for notification.
- Notices for Public Information Meetings shall be placed in the newspaper and sent to

abutting property owners at least seven (7) days prior to any Public Information Meeting. Notices for Public Hearings shall follow the MGA notification requirements.

- In addition, in accordance with MGA 206 (5), when a notice of Public Hearing is published, the clerk shall send a copy of the notice to the clerk of every municipality that abuts an area affected by the proposal.

The WHRM Public Participation Program Policy currently meets all of the requirements of Section 204 and 204A of the MGA.

In regards to notification distances, and in accordance with the Public Participation Program Policy, Planning staff use the following notification distance to advertise a Public Information Meeting for any site specific Land Use Bylaw amendment or development agreement:

- Property owners within 300 ft. (Windsor and Hantsport) or 500 ft. of the subject lot (West Hants) via letter at least 7 days prior to the meeting.

NEXT STEPS

Based on feedback from the Committee, staff will draft amendments to the Public Participation Program Policy regarding notification distances for PIM for review and seek recommendation from the Committee to Council.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to the filing of this report, however, any changes in notification procedures such as wider notification areas could impact the cost being charged to applicants.

ALTERNATIVES

In response to the report, the PAC/HAC may:

- request staff to draft the revisions to the Public Participation Program Policy based on the feedback received from the Committee; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Public Participation Program Policy

Report Prepared by: _____
Kari Fougere, Acting Director of Planning and Development

Report Reviewed by: _____
Alex Dunphy, Senior Planner



1. PURPOSE

- 1.1 Section 204 of the *Municipal Government Act* (MGA) requires Council to adopt a public participation program before undertaking the preparation or amendment of development agreements or planning documents.
- 1.2 The *Engagement Programs Content Regulations* made under Section 204A of the MGA require the public participation program to contain specific content.

2. DEFINITIONS

- 2.1 The terms used in this Policy have the same meaning as those found in the MGA.

3. DEVELOPMENT AGREEMENTS and AMENDMENTS to DEVELOPMENT AGREEMENTS; ADOPTION OF REVISED PLANNING DOCUMENTS, AMENDMENTS to PLANNING DOCUMENTS and AMENDMENTS to the LAND-USE BY-LAW

- 3.1 Council resolves to seek the views of the public and encourage public participation regarding development agreements, amendments to development agreements, and adoption of revised documents or amendments to the West Hants, Hantsport and Windsor Planning Documents or Land Use By-laws by, at a minimum:
 - holding one or more public meetings, usually held prior to a Planning and Heritage Advisory Committee meeting, prior to First Reading of any proposed development agreement or amendment;
 - advertising any public participation or information meeting regarding any proposed development agreement or site-specific amendment through all methods outlined below: (1) placing a notice in a newspaper circulating in the local area; (2) posting a notice on the Municipal website and bulletin board at the Municipal office and notifying by mail the owners of all lots within 300' of the site of both the public information meeting and any public hearing. Within a Land Use By-law Council may specify a greater distance for notification.
 - notwithstanding the above, should one of the required notifications methods be unavailable, a minimum of two (2) shall be used and additional efforts be made to notify the public as needed.

Notices for public participation or information meetings shall be placed in the newspaper, posted on the Municipal website and bulletin board, sent to abutting property owners and signage posted on the affected property at least seven (7)



days prior to any public participation or public information meeting. Notices for public hearings shall follow the MGA notification requirements.

- 3.2 In addition, during any comprehensive review of any planning document, Council resolves to seek the views of the public and encourage public participation 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.
- 3.3 In accordance with the requirements of the MGA, where:
- (a) a revised Municipal Planning Strategy is considered; or
 - (b) where an amendment to the Municipal Planning Strategy affects policy regarding:
 - drinking water;
 - flood risk areas;
 - agricultural land;
 - infrastructure; or
 - housing,Council shall seek input from all abutting municipalities; and
 - (c) where an amendment to the Municipal Planning Strategy is specific to land that lies within 2 km of an adjacent municipality, Council shall seek input from the abutting municipality.

In each case, Council shall seek input by:

- notifying abutting municipalities of the proposal. The notice shall include the date by which a response must be received in order to be considered by Council;
- ensuring that there is sufficient opportunity for a response to be received so that it may be considered before First Reading of the proposal by Council.

- 3.4 In addition, in accordance with MGA 206 (5), when a notice of public hearing is published, the clerk shall send a copy of the notice to the clerk of every municipality that abuts an area affected by the proposal.

4. GENERAL



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

4.2 Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council.

5. REPEAL

5.1 The Public Participation Program Policy COPL-001.00, dated April 28, 2020, of West Hants Regional Municipality is hereby repealed.

6. RELATED LEGISLATION, POLICIES and PROCEDURES

6.1 Municipal Government Act

I, Deanna Snair, Municipal Clerk of West Hants Regional Municipality, Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of West Hants Regional Municipality at a meeting duly called and held on the 10th day of **December, 2024**.

Deanna Snair
Municipal Clerk

Adoption	
Notice to Council:	January 13, 2023
Approval:	January 24, 2023
Initial Approval of the Public Participation Policy RCOPL-006.00	
Adoption	
Notice to Council:	December 3 rd , 2024
Approval:	December 10 th , 2024
First Amendment to the Public Participation Policy RCOPL-006.00 to outline alternative methods of notification to enable the continuation of Public Information Meetings and Public Hearings.	



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information X	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____

Kari Fougere, Acting Director of Planning and Development

Date: 2025-04-10

Subject: Planning Advisory Committee and Heritage Advisory Committee Name

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s. 12(6), s. 200 and s. 202 and the Meeting and Committee Procedural Policy RCOGE-00.300

RECOMMENDATION OR DECISION REQUEST

The report is being provided for information purposes only.

BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social X	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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At the March 13th, 2025 PAC/HAC meeting there were discussion around the name of the committee being Planning Advisory Committee and Heritage Advisory Committee.

As per the Meetings and Committee Procedural Policy RCOGE-00.300, Appendix K speaks to the Planning Advisory/Heritage Advisory Committee and thereby establishes the name of the committee and its acronym being PAC/HAC.

The MGA allows Council to establish an advisory committee in accordance with Section 200 and 2020 of the Act, however, does not specify how the advisory committee must be named.

DISCUSSION

Changes to the name of the PAC/HAC would require an amendment to the Meetings and Committee Procedural Policy. Amendments to this policy would require a decision from Council.

NEXT STEPS

PAC/HAC may choose to recommend a change of committee name to Council.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to the filing of this report.

ALTERNATIVES

N/A

ATTACHMENTS

Attachment A Meetings and Committees Procedural Policy RCOGE-00.300

Report Prepared by: _____
Kari Fougere, Acting Director of Planning and Development

Report Reviewed by: _____
Alex Dunphy, Senior Planner



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1. General

- 1.1. This Policy will be known and cited as the “Meeting and Committee Procedural Policy”.
- 1.2. The purpose of this Procedural Policy is to:
 - a) provide direction to Council and Staff members on conducting Council and Committees of Council meetings. This Policy does not apply to boards, commissions and committees of which the Municipality may be a member, but which was not established solely by the Municipality;
 - b) establish the Committee of the Whole as a Committee of Council; and
 - c) establish various other Committees of Council.
- 1.3. In this Policy:
 - a) “Act” means the Municipal Government Act, Stats. N.S. 1998, C. 18
 - b) “Business day(s)” means a day which the administrative offices of the Municipality are open for business;
 - c) “Chair” means the presiding officer of Council or a Committee of Council;
 - d) “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of the Municipality;
 - e) “Clerk” means the Clerk of the Municipality;
 - f) “Closed Meeting” means a meeting which is not open to the public and may be known as in-camera.
 - g) “Committee of Council” means a committee formed pursuant to a resolution or policy of Council;
 - h) “Council” means all Council members of the Municipality;
 - i) “Councillor” means a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise;
 - j) “Electronic means” the use of any technology that enables the public and all meeting participants to see and hear each other as the meeting is occurring.
 - k) “Majority” means more than one-half of those present
 - l) “Meeting Package” means the package prepared for a meeting consisting of the agenda and associated agenda item material;

- m) "Motion" means the formal mode in which a Council member submits a proposed measure or resolve for the consideration and action of Council or Committee of Council;
- n) "Municipal or Municipality" means the West Hants Regional Municipality;
- o) "Pecuniary interest" means a situation where there is a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons;
- p) "Planning document" means a Municipal Planning Strategy, Land Use By-law, or Subdivision By-law;
- q) "Question" means the subject matter of a motion; when the question is called, the motion is put to a vote without further debate;
- r) "Quorum" means the majority of members required to hold a meeting.
- s) "Resolution" means a formal expression of the opinion or the will of the Council or a Committee of Council adopted by vote, and is a result of an approved motion;
- t) "Staff" means a person employed by the Municipality;
- u) "Two-thirds vote" means a vote where at least two-thirds of the members present and entitled to vote at the meeting vote in favor of the motion.

2. Mandate of Council and Committee of the Whole

2.1. The mandate of Council is:

- a) to exercise the powers of the Municipality as set out in the *Act* through the approval of motions, policies and by-laws;
- b) to provide strategic planning for the Municipality with the goals:
 - i. to provide good government;
 - ii. to provide services, facilities and other things that in the opinion of Council are necessary or desirable for all parts of the Municipality;
 - iii. to develop and maintain safe and viable communities;
 - iv. to work with other municipal units for the best interests of the Municipality within the province.
 - v. to provide active programs of training and upgrading of staff and Council; and
 - vi. such other goals as from time to time are determined;
- c) to conduct the official business of the Municipality;
- d) to carry out any statutory public hearings as required by the *Act* and other legislation;
- e) to provide strategic direction to the CAO through resolutions, policies and by-laws

2.2. The mandate of the Committee of the Whole is:

- a) to discuss, consider, advise and make recommendation to Council for approval concerning the affairs of the Municipality in advance of Council making decisions or taking actions on such matters, except where Council has determined that consideration by Committee of the Whole is unnecessary or inadvisable, and

except that the following matters will normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations:

- i. first and second readings of a by-law enactment, amendment or repeal; and
 - ii. matters which are the subject of statutory hearing of Council;
- b) to carry out the duties and responsibilities of Council set forth in Part XV Dangerous and Unightly Premises of the Act;
 - c) to carry out the duties of the Regional Emergency Management Advisory Committee as set forth the Regional Emergency Management By-law of the Municipality;
 - d) to take such steps not inconsistent with this Policy that the Committee of the Whole reasonably deems necessary to carry out this mandate;
 - e) except for an Order under the Act for Dangerous and Unightly Premises and specific tasks or matters assigned by Council from time to time to the Committee, all resolutions of the Committee of the Whole will be recommendations to Council for Council's approval.

3. Time, Place, Date and Notice of Meetings

- 3.1. All meetings of Council and Committees of Council will be public meetings, except as provided for under Sections 22 (2) and 203(1) of the Act and Section 14 of this Policy.
- 3.2. Unless otherwise specified pursuant to Section 3.5 of this Policy a regular meeting of the Committee of the Whole will be held:
 - a) at the location set by the Committee of the Whole,
 - b) on the second Tuesday of each month, except for August,
 - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.3. Unless otherwise specified pursuant to Section 3.5 of this Policy, a regular meeting of Council will be held:
 - a) at the location set by Council,
 - b) on the fourth Tuesday of each month except for August,
 - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.4. Unless otherwise specified pursuant to Section 3.5 of this Policy, regular meetings of other Committees of Council will be determined in the Administrative Terms of Reference for the Committee.
- 3.5. Meetings may be rescheduled, relocated or cancelled:
 - a) by resolution or consensus, including a contingent resolution or consensus of Council or a Committee of Council at a previous meeting three (3) or more business days in advance of the meeting;
 - b) at the request of majority of the members of Council or Committee of Council;
 - c) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to inclement weather or unforeseen circumstances provided the Mayor, Deputy Mayor, or Chair believes the majority of members would support such a step.
- 3.6. Additional or special meetings of Council or a Committee of Council may be convened:

- a) by resolution or consensus, including contingent resolution or consensus of Council or Committee of Council at a meeting three (3) or more business days in advance of the additional or special meeting;
- b) at the request of the Chair;
- c) at the request of the majority of members;
- d) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to unforeseen circumstances, provided the Mayor, Deputy Mayor or Chair believes that the majority of members would support such a step; or
- e) where the Mayor determines there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances

3.7. Notice to Councillors and the Public of meetings:

- a) subject to any statutory relaxation of the notice requirements, at least three (3) business days' notice to Councillors will be provided for additional or special meetings by telephone, the email address provided by the Municipality or other email address, fax number or messaging service;
- b) subject to any statutory relaxation of the notice requirements, at least two (2) business days' notice to the public will be provided for additional or special meetings by posting a notice of the meeting on the Municipal website and social media pages;
- c) Councillors and the public will be deemed to have received any notice within one (1) day of being notified pursuant to this section;
- d) meeting notice need not be provided of:
 - i. regular meetings held pursuant to Sections 3.2 and 3.3 of this Policy;
 - ii. regular meetings of a Committee of Council whose regular meeting date is contained in a policy or by-law of Council or posted on the Municipal website; or
 - iii. meetings held pursuant to Sections 3.5 (a) and Section 3.6 (a) of this Policy;
- e) notice of meeting cancellations will be provided to Council and the public as soon as possible in the same manner;

3.8. In accordance with Section 19 (7)(a)(b) of the Act no meeting of Council or Committee of Council is illegal or invalid by failure to give notice or by meeting elsewhere than provided in this Policy or the notice of meeting.

3.9. Within thirty (30) days following the first meeting of Council after an election or by-election each Councillor will provide the Clerk the following:

- a) a telephone number with answering machine/voicemail which the Councillor has and will maintain and will check at least once per day;
- b) the unique email address provided by the Municipality, where all municipal notices and correspondence will be forwarded and which the Councillor will check at least once per day;



- c) any other email address, fax number, or messaging service which the Councillor has and will maintain and will check at least once per day.

4. Communications

- 4.1. The Mayor is the official spokesperson of Council and the CAO is the official spokesperson of staff.
- 4.2. Council communication to the public is:
 - a) through the Mayor, as the official spokesperson for the Municipality regarding decisions approved by Council unless another Councillor is designated;
 - b) through Councillors as chief spokespersons for explaining policies, priorities and decisions; and
 - c) through Committee Chairs as chief spokesperson for matters dealt with under the authority of their committee, unless another Councillor is designated;
 - d) media interview requests will be referred to the Mayor or the CAO to determine who is the most appropriate spokesperson for the interview.
- 4.3. Council communication to staff is:
 - a) through a resolution of Council or Committee of Council for advice, information or recommendations on matters which require thoughtful research and review. Staff will normally provide their response through a written information or recommendation report like that in Appendix A;
 - b) through resolutions from Council to the CAO.
- 4.4. Committees will communicate to Council:
 - a) through a written information or recommendation report by Chairs to Committee of the Whole like that found in Appendix A.
 - b) where all Councillors are members; may communicate using excerpts sheets of the motions being recommended to go straight to Council with the previous committee report (referred to in the excerpt), attached as a supporting document.
- 4.5. All Councillors are expected to provide a monthly report to Council stating the Municipal business they were involved in over the previous month, using the report form in Appendix A.
- 4.6. The CAO or designate may, on behalf of Council or Committee of Council, receive correspondence from the public and deliver a copy of the correspondence to all Councillors within a reasonable time provided:
 - a) the correspondence is directed to a Councillor or Committee of Council member;
 - b) is in writing and received by mail or email;
 - c) is legible;
 - d) is not libelous, irrelevant, offensive or improper; and
 - e) is signed by the writer's name.



5. Meeting Attendance and Quorum

- 5.1. Councillors are expected to attend all meetings of Council and Committees of Council to which they are appointed.
- 5.2. Subject to changes of the Act Section 17 (4), Councillors who without leave of Council are absent from three (3) consecutive regular meetings of Council ceases to be qualified to serve as a Councillor.
- 5.3. Councillors who without leave of a Committee of Council and are absent from three (3) consecutive regular meetings of a Committee of Council to which they are appointed, may be removed from the Committee. This also applies to resident members appointed to a Committee of Council.
- 5.4. Council or a Committee of Council will not refuse the leave of a Councillor if such leave is due to employment issues, illness, other Municipal business, or an unforeseen event needing immediate attention.
- 5.5. Sections 5.1, 5.2 and 5.3 do not apply to Councillors on a parental accommodation leave of absence in accordance with Section 17 (4A) of the Act.
- 5.6. Quorum for meetings of Council and Committee of the Whole will be the majority of elected Councillors, or seven (7) Councillors.
- 5.7. Quorum of other Committees of Council will be the majority of the voting members unless otherwise stated in a policy or by-law of Council or administrative terms of reference.
- 5.8. A Council meeting or Committee meeting may be conducted by electronic means pursuant to Section 19A (1) of the MGA.
 - a) One or more Council or Committee members participating in a meeting by electronic means is deemed to be present at the meeting for purposes of quorum and voting.
 - b) Except as provided in section 5.8, all attempts will be made for a Councillor(s) or Committee members to attend meetings in-person.
 - c) Council or Committee members will provide sufficient notice to the Chair or Clerk (prior to the meeting) of the circumstances that prevent them from attending the meeting in person. This notice should clearly indicate that the circumstances are beyond the control of the Council or Committee member, and that all reasonable efforts have been made to resolve the situation so that they are able to attend the meeting in-person.
 - d) It is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
 - e) If used during a closed meeting, the member will ensure confidentiality is maintained at all times;
 - f) Every intention will be made that no Councillor or resident member participates by electronic means in no more than four (4) regularly scheduled meetings per year; with the awareness that emergencies occur.



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- g) The Councillor, resident member or members of the public does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation
- 5.9. All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis, or when determined by the Mayor or designate that a meeting occur to tend to an emergency or time sensitive matter. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).
- 5.10. If a quorum is not present fifteen (15) minutes following the scheduled start time of a meeting and it is deemed not reasonable that quorum will be present within a reasonable time, the meeting will be cancelled and a record of the cancellation along with the names of the members present will be recorded in the minutes.
- 5.11. Where there is a permanent vacancy on Council or a Committee of Council, Councillors may make a decision if a quorum is present at the meeting.
- 5.12. If the number of Council members is reduced to below the number required for a quorum due to vacancies in Council, Council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property, for make any other decision that has an effect after or for a term extending beyond the date of the election to fill a vacancy on Council
6. Election Process for Deputy Mayor, Chair or Vice-Chair
- 6.1. At the first meeting of Council held on the first available date no earlier than 10 days and not later than 4 weeks after ordinary polling day, all Councillors will be sworn in and the Deputy Mayor will be elected as follows:
- a) the Mayor will call the meeting to order and call for nominations for the position of Deputy Mayor three times;
 - b) Councillors may nominate themselves or a fellow Councillor for the position of Deputy Mayor, but may not nominate themselves; nominations do not have to be seconded;
 - c) after the third and final call for nominations, the Mayor will declare nominations closed;
 - d) the Mayor will ask each nominee if they accept the nomination for Deputy Mayor;
 - e) if only one Councillor was nominated and accepted the nomination, that Councillor is declared the Deputy Mayor;
 - f) if there is more than one nominee, the Mayor will provide each of the nominees an opportunity to speak and Councillors will elect the Deputy Mayor by secret ballot;
 - g) two volunteers are asked to be scrutineers, one of which must be a staff member. Ballots are distributed to Councillors, votes will be cast, then the scrutineers will collect and count the ballots;

- h) the scrutineers announce the overall result of the election (not the number of votes for each Councillor). The Deputy Mayor is determined by majority of the number of Councillors present;
 - i) if there is not a winner by majority and there are three (3) or more nominees, another vote will occur by dropping the nominee with the lowest votes and voting again until only two (2) nominees remain. If there is not a winner by majority and there are only two (2) nominees, the Deputy Mayor will be determined by a draw by the Clerk or designated staff member.
 - j) once the Deputy Mayor has been declared elected, a motion will be made to destroy the ballots.
- 6.2. The term of office for the Deputy Mayor will be two (2) years.
- 6.3. The election of a Chair for a Committee of Council will be completed in a similar manner to the election of the Deputy Mayor except that a staff member will perform the duties of the Chair until the Chair of the Committee of Council is elected. Nominees for Chair will be given an opportunity to speak to the members of the Committee of Council before the vote is held.
- 6.4. Once a Chair of a Committee of Council is elected, they may perform the election in the same manner for a Vice-Chair.
- 6.5. The term of office for a Chair or Vice Chair will be two years unless otherwise stated in a policy of Council or administrative terms of reference.

7. Meeting Agendas and Packages

- 7.1. At Council meetings, unless a majority consents to a different order for that meeting, business will be conducted in the following order:
- a) Call to Order
 - b) Attendance
 - c) Approval of Agenda, including additions or deletions and Dashboard items
 - d) Declaration(s) of Conflict of Interest
 - e) Announcements
 - f) Approval of previous meeting's minutes
 - g) Public Hearings
 - h) Unfinished Business/Postponed Motions
 - i) Mayor's Report
 - j) Committees of Council Recommendations
 - k) Councillor Municipal Business Reports
 - l) Correspondence
 - m) New Business
 - n) In-Camera
 - o) Next Meeting Date / Adjournment



- 7.2. At Committee of the Whole, unless a majority consents to a different order for that meeting, business will be conducted in the following order:
- a) Call to Order
 - b) Attendance
 - c) Approval of Agenda, including additions and deletions and Dashboard items
 - d) Declaration(s) of Conflict of Interest
 - e) Announcements
 - f) Approval of the Minutes
 - g) Presentations
 - h) Unfinished Business/Postponed Motions
 - i) Reports
 - j) Correspondence
 - k) New Business
 - l) Public Participation Period
 - m) In-Camera
 - n) Next Meeting Date / Adjournment
- 7.3. Agendas of other Committees of Council and Public Hearings will be determined as needed or detailed in the Committee's Administrative terms of reference.
- 7.4. All topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon five (5) business days before a regular scheduled meeting. Councillors will be required to submit a "Report Form" (Appendix A) to be included in the agenda package.
- 7.5. All agendas will be approved by the Mayor or Chair of the Committee of Council and the CAO or designate.
- 7.6. All agenda items must have an associated report, excerpt sheet, and/or other material outlining the purpose and background of the agenda item put together in one PDF document.
- 7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 5:00 p.m. at least three (3) business days before the meeting by internal communication systems or email.
- 7.8. Meeting packages will be provided to the public by 5:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.
- 7.9. Meeting packages for a special meeting of Council or a Committee of Council will be provided to Councillors, resident members and the public in accordance with Sections 7.7 and 7.8 should time permit, or by 12:00 noon one (1) business day before the special meeting.
- 7.10. If an agenda item's associated material is not distributed in the meeting package and the majority of Council accept the report it will be distributed electronically or by hard copy during or after the meeting.



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- 7.11. Late additions to the agenda will be accepted if approved by the majority of Council at the meeting. No late additions will be accepted for special meetings.
 - 7.12. Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting once approved by the majority of Council. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.
 - 7.13. For instances when a requested agenda item may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum or meeting, the Mayor or Chair will have the authority to delete, defer, or refer the agenda item. The Mayor or Chair will advise the person requesting the agenda item of the action taken.
 - 7.14. All material in a meeting package which is posted on the Municipal website will be deemed received at the time of agenda approval during the meeting. All material not publicly posted that is read or visually presented during the meeting will be deemed received and amended to the posted meeting package posted on the Municipal website.
 - 7.15. Once an agenda item has been dealt with it should not be put on the agenda again for at least six (6) months unless there is a follow up report on actions taken, or a proper motion is made to reconsider, rescind or amend something previously adopted.

8. Council and Committee Chair Duties

- 8.1. The Chair of Council will be the Mayor and the Chair of Committee of the Whole will be the Deputy Mayor except:
 - a) in the absence of the Mayor, the Deputy Mayor will be the Chair
 - b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.
- 8.2. The Chair of a Committee of Council will be the Councillor or resident member elected and, in their absence, the Vice-Chair elected.
- 8.3. It will be the duty of the Chair to:
 - a) open the meeting by taking the chair and calling the members to order and announcing the business before Council or the Committee of Council;
 - b) ask members to declare any Conflicts of Interest;
 - c) receive and put to a vote all motions presented and announce the results;
 - d) decline to put to a vote a motion which infringes upon rules of procedure established by this Policy;
 - e) restrain Councillors when engaged in debate, within the rules of conduct established by this Policy or Robert's Rules of Order;

- f) protect the rights of those attending the meeting and enforce the rules of order; preserve order, and decide on point of order;
- g) call by name any Councillor or resident member persisting in a breach of this Policy, and thereby ordering them to vacate the meeting room;
- h) permit the CAO to speak on any point upon request;
- i) permit staff and invited guests to speak when appropriate on the agenda and at the request of Councillors and/or CAO;
- j) permit proper questions to be asked through the Chair of any Councillor, CAO, staff member, or invited guest in attendance relevant to the issue under discussion in order to provide information to assist debate;
- k) declare a meeting dissolved if no quorum has been achieved;
- l) adjourn to another place and/or time without ending the meeting with the consent of Council;
- m) adjourn the meeting when the business is concluded and a motion to adjourn has been approved by the majority vote; or
 - i. adjourn the meeting when an adjournment time has been set and approved by majority vote or consensus, when the time has been reached except when it is extended by unanimous consent; or
 - ii. adjourn the meeting at the Chair's sole discretion due to inclement weather conditions to a time and date set by the Chair.

9. Minutes and Recordings

9.1. Written minutes of Council and all Committee of Council meetings, including in-camera meetings, will be kept providing a permanent and historical record of the Municipality's business. When required, these minutes may be recognized in court as evidence of decisions made and actions taken.

9.2. Written minutes kept will:

- a) record the names of the members or participants and the time when any member joins or leaves a meeting which is in progress;
- b) contain all motions and decisions by consensus and will record the outcome of each vote;
- c) record the names of all Councillors or resident members who voted "Nay" to a motion put to a vote;
- d) summarize key points of a discussion and mention reports, petitions, correspondence, presentations and other papers submitted only by their respective title, or a brief description of the content;
- e) contain presentation points and timestamps of when the reports were discussed during the meeting.

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- f) be clear, accurate, concise, and formatted to be readable;
 - g) be written in past-tense;
 - h) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.
- 9.3. To assist with accurate composition of draft minutes, public meetings of Council or Committees of Council (including In-Camera sessions) will be recorded using audio recording equipment. Once minutes are approved, the audio recording will be kept for at least seven (7) years after which it may be destroyed in accordance with the Records Management Policy of the Municipality
- 9.4. Draft minutes of Council and Committee of the Whole will be reviewed by the Clerk and CAO. Informational sessions hosted by the Municipality will be recorded using audio and video equipment to accurately reflect information sharing. These meetings will be later uploaded to the Municipal Facebook page for transparency. No written minutes will be available for these meetings.
- 9.5. Draft minutes of other Committees of Council will be reviewed in accordance with the Committee of Council's Administrative Terms of Reference.
- 9.6. Minutes of all meetings will be posted in draft electronic form on the Municipality's website for the public and to the internal communication system for Councillors and staff for information.
- 9.7. The minutes of the last preceding regular meeting and subsequent special meetings will be reviewed at the next meeting of Council or Committee of Council and after all necessary corrections and amendments have been noted, be approved and signed by the Mayor or Chair.
- 9.8. To correct the minutes at the time of approval, the word or words will be crossed out and the corrections written in and initialed before being signed by the Chair. The digital form of the minutes posted to the Municipality's website and internal communication system will be changed accordingly in red font and a footnote of the changes will be added to the electronic minutes stating "Amended".
- 9.9. A request for copies of the audio recordings of public meetings may be submitted in writing or electronic mail to the Clerk of the Municipality and will be provided, if available, for a prescribed fee
- 9.10. Council and Committees of Council may choose to live-stream video on the internet of any or all meetings, with no obligation to live-stream video of a meeting. Should technical difficulties arise and livestreaming not be enabled or if livestreaming is not possible, the meeting will continue as scheduled. There will be no audience participation/comments using the live-streamed video. Commenting on livestream videos have ben turned off.
- 9.11. Except for Section 9.3, 9.9 and 9.11 of this Policy, electronic means recordings and the taking of photos by any device will not be allowed during meetings except by permission of the Chair.



10. Meeting Decorum and Rules of Debate

- 10.1. Robert's Rules of Order will govern the proceedings of Council and Committees of Council in all cases not provided for in this Policy or an Administrative Terms of Reference.
- 10.2. Members of the public present in the meeting room will maintain order and quiet and will not address the Council or Committee of Council except with permission of the Chair.
- 10.3. All cellular phones and electronic devices which emits a sound will be set to silent or turned off during a meeting, with the exception of equipment required for specific use related to the matter (i.e., issued tablets that would contain the agenda and related documents).
- 10.4. No one may bring any sign, poster, placard, banner or other like device into a meeting place without the prior permission of the Chair, subject to an objection by a majority of the members of Council or Committee of Council present
- 10.5. All Councillors, resident members, or other persons presenting to Council or a Committee of Council will not:
 - a) speak disrespectfully of any person;
 - b) use offensive language
 - c) speak on any subject other than the subject for which they received approval to speak;
 - d) disobey any decision of the Chair;
 - e) enter a cross debate with another member; or
 - f) willfully distract the member speaking, unless it is regarding a point of order or to raise a question of privilege.
- 10.6. A Council or a Committee of Council member or other persons may speak to a subject or motion at a meeting only if that member first addresses the Chair.
- 10.7. The Chair may ask questions and speak on a matter in the same manner as all Council or Committee of Council members without leaving the seat of the Chair.
- 10.8. Every Council or Committee of Council member or other person, prior to speaking on any question or motion, will signal their desire to speak by raising their hand or other acceptable manner and wait to be recognized by the Chair. When two or more members signal to speak, the Chair will designate who has the floor based on the opinion of the Chair as to who signaled first.
- 10.9. No Council or Committee of Council member or other person will speak more than twice (and the second time only to raise new information), for a maximum of five (5) minutes each time, without permission of Council on any motion except to explain misconception of his remarks. When a member wishes to explain a misconception, the member will signal to the Chair and ask permission of the Chair, without further comment, and if permitted by the Chair, will explain only an actual misunderstanding of language.



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- 10.10. A Council or Committee of Council member may request the motion under consideration be read at any time during debate but may not interrupt while another member is speaking.
- 10.11. The mover of a motion will have the right to reply and sum up in closing the debate.
- 10.12. The Chair, after having called attention of Council or Committee of Council to the conduct of a member who persists in irrelevant or repetition of an argument during debate, may direct a member to discontinue speaking.
- 10.13. A Council or Committee of Council member, member of the public or other person willfully disregarding the meeting decorum or rules of debate or obstructing the business of the Council or Committee of Council meeting, may be ordered by majority vote of the members present, to leave the meeting, which for clarity means leaving the property of the meeting location.
- 10.14. Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to request presentations at Council meetings.
- 10.15. When a report, by-law, petition or other document is read or received, including those deemed received upon approval of the agenda, the Clerk or appropriate staff member will endorse upon it:
- a) a note of the reading;
 - b) the date;
 - c) the way it was dealt with.
- 10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If the meeting agenda is not completed as of 10:00 pm, the meeting will resume the next business day at 6:00 pm to complete the work from the previous day's approved agenda.

11. Conflict of Interest

- 11.1. In accordance with the Municipal Conflict of Interest Act each Councillor and resident member must self-identify and disclose any pecuniary interest in any item before Council, Committee of Council or external committee or board.
- 11.2. Where a Councillor or resident member, either on their own behalf or while acting for, by or with and/or through, another person has any pecuniary interest, direct or indirect on a subject they will:
- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - b) leave their seat and sit in the gallery or exit the meeting room for the duration of the discussions pertaining to the matter;



- c) not take part in the discussion of or vote on any question with respect to the matter;
 - d) not in any way before, during and/or after the meeting influence the voting on any question pertaining to the matter.
- 11.3. If the meeting is a closed meeting, in addition to complying with the requirements in Section 11.2, the Councillor or resident member will leave the meeting place for the part of the meeting during which the matter is under consideration.
- 11.4. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member will disclose the interest and otherwise comply at the next meeting they attend of Council, Committee of Council or external committee or board where the matter was discussed.
- 11.5. The Clerk or responsible staff member will record the name of the member, the meeting, the time they left their seat and returned, and the nature of the conflict of interest in the minutes of the meeting and a central registry of disclosure.

12. Motions and Voting

- 12.1. The types of motions which may be made at a Council or Committee of Council meeting are:
- a) Main motions – reflects the proposed decision or action to be taken regarding a subject;
 - b) Subsidiary motions – facilitates or modifies the main motion;
 - c) Incidental motions – relates to a question of procedure regarding a main motion;
 - d) Privileged Motions – a motion which does not relate to the main motion but takes immediate priority.
- 12.2. The following are common but not all Subsidiary motions:
- a) Postpone indefinitely – if approved this motion stops the main motion without a vote;
 - b) Amend – changes something within the main motion;
 - c) Postpone definitely – sets the main motion aside until a specified time;
 - d) Refer – sends the main motion to a specific committee or staff for further investigation and report back;
 - e) Limit or extend debate – shortens or lengthens the time for debate;
 - f) Previous Question – closes debate and brings the main motion to a vote;
 - g) Lay on the Table – puts the main motion aside temporarily for more urgent business and is taken up after the urgent business is dealt with.
- 12.3. The following are common but not all incidental motions:

- a) Point of Order – asked the Chair to enforce the rules; more details in Section 13;
 - b) Appeal – takes the decision of the Chair away and gives it to members of Council or Committee of Council;
 - c) Suspend the rules – allow Council or Committee of Council to do something it normally cannot do without breaking the rules;
 - d) Objection to consideration of the question – avoids the main motion if Council or Committee of Council thinks the motion should never have been made or is outside the its mandate;
 - e) Division of a question – separate parts of a main motion into separate motions that can stand on their own for consideration.
- 12.4. The following are common but not all privilege motions:
- a) Raising a question of privilege – is an emergency motion which deals with the rights and privileges of members;
 - b) Recess – provides a short break in the meeting;
 - c) Fix the time to adjourn – sets a time to adjourn the meeting;
 - d) Adjourn – closes the meeting.
- 12.5. All business before Council or Committee of Council for consideration will be made in the form of main motions which proposes specific action be taken.
- 12.6. All main motions will be provided to the Chair or Clerk in writing before being debated.
- 12.7. A motion must be seconded, and when requested read by the Chair or Clerk, before it is debated; except a motion raising a question of privilege or point of order.
- 12.8. Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration.
- 12.9. A motion may at any time after it is seconded and before the Council or Committee of Council has voted on it, be withdrawn or modified by the mover with consent of Council or Committee of Council.
- 12.10. When any main motion is being considered, the only motions in order will be:
- a) to amend;
 - b) to refer;
 - c) to postpone either definitely or indefinitely; or
 - d) to limit or extend debate;
 - e) the previous question.
- 12.11. Amendments will be put in the reverse order of which they are made. Only one amendment will be allowed at a time and one sub-amendment will be allowed to an amendment. Every amendment submitted will be decided on or withdrawn before the main question is put to a vote.
- 12.12. A motion to adjourn will always be in order except in the following cases:
- a) when a Council or Committee of Council member is in possession of the floor;
 - b) when the “yeas” and “nays” are being called;
 - c) while the Council or Committee of Council members are voting; or



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- d) when the motion to adjourn was the last preceding motion.
- 12.13. The following motions will be decided without debate:
- a) a motion to reconsider;
 - b) all motions as to priority of business or as the suspension of the order of the day;
 - c) applications to speak more than the prescribed number of times;
 - d) a motion to allow any person other than a Council member to address the Council;
 - e) a motion to postpone definitely;
 - f) a motion to lay on the table when claiming a privilege over another person; and
 - g) a motion to adjourn.
- 12.14. Before putting the motion to a vote, the Chair will ask “Are you ready for the question” and if no member offers to speak on the motion or they make a motion for the Previous Question, the Chair will put the question, after which no member will be permitted to speak upon it.
- 12.15. The usual form of voting on any motion will be by the Chair calling for “yeas” and “nays”, and members indicating their choice by show of hands or, if provided, by electronic means; but any Council or Committee of Council member, before or after the vote can call for, a recorded vote with each members vote entered into the minutes.
- 12.16. No motion committing the Municipality to the expenditure of funds will be accepted by the Chair for the consideration of Council, unless there is unanimous consent of Council members present, except for matters arising from correspondence, Committee of Council or other reports, agenda items, notices of motions or other material circulated to Council members on or before the day before the meeting, and except for matters arising from a closed meeting.
- 12.17. A majority vote of those present will determine all questions arising in Council and a Committee of Council, except motions to approve a planning document and those requiring a two-thirds (2/3) vote.
- 12.18. The adoption of planning documents or amendment thereof by Council at Second Reading requires a majority vote of number of Council members elected, regardless of number present to achieve quorum. And only those members present during a public hearing are permitted to vote on the matter at which a public hearing was held.
- 12.19. The following motions require a two-thirds vote:
- a) to suspend the rules;
 - b) to limit or extend debate;
 - c) to amend or rescind something previously adopted;
 - d) to object to the consideration of the question; or
 - e) to close nominations.
- 12.20. Subject to the *Municipal Conflict of Interest Act*, all Council or Committee of Council members present including the Chair will vote on a motion and may not abstain.
- 12.21. A member of Council or Committee of Council who fails or refuses to vote on a motion is deemed to have voted in the positive.



- 12.22. In the event of a tie in a vote on a motion, the motion is determined in the negative.
- 12.23. Any notice of motion given by a Council or Committee of Council member for a subsequent meeting may, in the absence of the member giving such notice, be taken up by another member.
- 12.24. The following motions may bring a motion for consideration again:
- a) Take from the table – takes up the motion previously laid on the table;
 - b) Rescind – takes back a motion or policy; for a by-law this is called a repeal, a notice to rescind must be given at a previous meeting;
 - c) Amend something previously adopted – modifies a motion previously presented and adopted;
 - d) Discharge a committee – takes a matter sent to a committee back before a report has been presented;
 - e) Reconsider – allows reconsideration due to new information or situation so the true will of the members is acted on.
- 12.25. No motion can be reconsidered if the actions cannot be undone.
- 12.26. After any main motion has been decided, any Council or Committee of Council member who voted on the winning side may, after the decision has been announced from the Chair, but before adjournment of the meeting may give notice of an intention to move reconsideration at the next meeting. The giving of such a notice operates as a stay or suspension of the decision.
- 12.27. In the event that Council or a Committee of Council member fails to give notice of reconsideration at the same meeting, the member will give notice in writing to the Clerk least 14 days prior to the next meeting but not thereafter, of Notice of Motion to reconsider the motion of a previous meeting, stating the reasons therefore, and if the motion for reconsideration is seconded, the same will be put to a vote after debate (unless it is an undebatable motion) and if carried, the question for reconsideration will then be read and disposed of.
- 12.28. No discussion of the main question will be allowed during the motion for reconsideration.
- 12.29. The following matters are not eligible for reconsideration:
- a) a motion approving the first or second reading of a by-law enactment, amendment or repeal;
 - b) a motion to decide on a matter which was the subject of a statutory hearing by Council;
 - c) a motion which is or was considered by the Committee of the Whole or the Planning Advisory Committee in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected or may adopt or reject, the recommendation;
 - d) a matter which has already been reconsidered once;
 - e) a vote to reconsider; and



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- f) a motion to reconsider or rescind a motion approving the annual budget of the Municipality or a motion authorizing any legal proceedings.
- 12.30. Any rule concerning motions and voting may be suspended for a specific matter with a motion, passed by two-thirds (2/3) vote of Council or Committee of Council members present, stating the specific rule to suspend and the matter for which it is suspended.
- 12.31. A summary of the rules for common motions can be found in Appendix B.
13. Points of Order (also refer to Code of Conduct Policy)
- 13.1. A point of order asks the Chair to rule on or enforce the rules if a Council or Committee of Council member thinks the rules of this Policy have been broken.
- 13.2. A point of order does not need to be seconded but must specify which rule is being broken and must be decided upon before the subject under consideration is proceeded with.
- 13.3. When a Council or Committee of Council member is called to order, the member will be seated and remain silent until the point is determined or until called upon by the Chair to be heard on the point of order.
- 13.4. A point of order is not debatable amongst other Council or Committee of Council members, unless the Chair invites discussion to assist in making a ruling. Where the Chair permits discussion on a point of order, no member will speak more than once.
- 13.5. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the meeting room pursuant to Sections 13.6 and 13.8, are not debatable but are appealable to Council or Committee of Council by any member. When an appeal is made of the decision of the Chair, the Chair will simply put the question, "Will the decision of the Chair be sustained?"
- 13.6. If a Council or Committee of Council member resists:
- a) the rules contained in this Policy;
 - b) willfully obstructs the business of Council or the Committee of Council;
 - c) disobeys the decision of the Chair, or of Council or Committee of Council on appeal, on any question of order or practice or upon the interpretation of the rules after being called to order by the Chair; or otherwise disrupts the meeting proceedings;
- the member may be ordered by the Chair to leave their seat.
- 13.7. If the Council or Committee of Council member refuses to leave the Council members seat, the Chair may, after majority vote is made to support the expulsion, order the member to be expelled and removed from the meeting room.
- 13.8. Such Council or Committee of Council member may, by vote of the members, later in the meeting or at a subsequent meeting be permitted to re-enter the meeting room and to resume participation in Council or Committee of Council business with or without conditions.
- 13.9. Persons who are not Council or Committee of Council members, staff, or invited guests of the Municipality will observe silence and order in the meeting room, unless given



permission to speak. Any such persons disturbing the proceedings of Council or Committee of Council will be called to order by the Chair and, if they fail to comply, will be expelled and excluded from the meeting room by the Chair, provided that a majority vote will be required to sustain the expulsion.

13.10. Such members of the public, by vote of the members, later in the meeting or at a subsequent meeting, may be permitted to re-enter the Council Chambers with or without conditions.

13.11. An order of the Chair to expel a person from the meeting room pursuant to Sections 13.6 and 13.8 of this Policy constitutes a direction from the Municipality to leave the premises for the purpose of the Protection of Property Act and other applicable laws.

14. In-Camera Meetings

14.1. Notwithstanding Section 3.1, Council or a Committee of Council may meet in-camera as per Section 22(2) of the Act, for the following reasons:

- a) acquisitions, sale, lease and security of municipal property;
- b) setting minimum price to be accepted by the municipality at a tax sale;
- c) personnel matters;
- d) labour relations;
- e) contract negotiations;
- f) litigation or potential litigation;
- g) legal advice eligible for solicitor-client privilege;
- h) public security.

14.2. No decision will be made while in-camera except decisions on matters of procedure or to give direction to the CAO or Solicitor. All other decisions will be made during a public meeting.

14.3. The meeting decorum and rules of debate of Section 10 apply during an in-camera meeting.

14.4. A record which is open to the public will be made, noting the fact that Council or Committee of Council had met in-camera, the type of matter as set out in Section 22(2) of the Act, and the date, but no other information.

14.5. Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council. These meetings will be recorded electronically for accuracy in the minute taking process, unless determined by Council to cease audio/video recording during the discussion.

14.6. An agenda and documentation for the in-camera meeting will be provided to Council or Committee of Council members only, in a manner similar to Section 7 of this Policy or may be handed out during the in-camera meeting. Such material will be deleted from the internal communication system or collected after the meeting.

14.7. Minutes of the in-camera meeting will be taken by the Clerk, or other responsible staff member, and approved at the next in-camera meeting of Council or Committee of Council.



Such minutes and meeting packages will be securely kept and will not be subject to mandatory public disclosure unless required for Municipal, legal purposes pursuant to other regulatory requirements, or released by motion of Council or the Committee of Council.

- 14.8. The Mayor, Deputy Mayor, Chair, Solicitor, CAO or designate, or Clerk will have authority to brief one another or any member of Council or Committee of Council who is absent from the closed session.

15. Setting Direction

- 15.1. To practice good governance and ensure that decisions are made in the best interest of the Municipality, businesses and residents; decisions should be assessed through the lenses of property, environment, economics, social and public opinion before recommending an action or making a decision. Appendix C has further details on the decision-making lenses.

- 15.2. Council may set direction and make decisions through resolutions, policies and by-laws. Committees of Council may make motions recommending a direction, policy, or by-law to Council.

- 15.3. The process to approve a resolution at a Council meeting does not require notice or public consultation. A motion becomes a resolution upon approval.

- 15.4. Approval of Policies:

- a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:
- i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;
 - ii. Through a recommendation from Committee of the Whole to Council, provided there is at least seven (7) days between the meetings;
 - iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be emailed to Councillors at least seven (7) days before the meeting.

- 15.5. Approval of By-laws and Planning Documents:

- a) The process for Council to approve a by-law, other than a planning document, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 168 (2) of the Act.
- b) The process for Council to approve a planning document or amendment there of, after the requirements of the public participation program for planning documents

- have been met, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 206 of the Act.
- c) Council will receive no new information regarding the by-law or planning matter once a public hearing is complete.
 - d) Only the Council members present at the Public Hearing may vote on the Second Reading of the by-law and planning document.
- 15.6. Public Hearings are separate meetings which are held immediately before the Council meeting at which the Second Reading of the by-law or planning document is held. The agenda for the Public Hearing will be similar to the following:
- a) Overview of by-law or planning document to be approved – by staff
 - b) Owner or Developer Presentations (if applicable)
 - c) Written Submissions in Favour or Against
 - d) Questions or Comments from the Public in Favour or Against
 - e) Concluding Remarks
- 15.7. Council may reverse a resolution or policy through a motion to rescind or repeal in the same manner it was created. The process to reverse a by-law is to create a new by-law stating the repeal.
- 15.8. The resolution, policy or by-law to be rescinded or repealed:
- a) will have been approved at a previous Council meeting, and
 - b) will not have been carried out to the extent that it is too late to undo for the future.

16. Receiving Public Input

- 16.1. Council and Committees of Council members may obtain public input and opinions from residents in the following manner:
- a) speaking with a resident directly;
 - b) at public consultation and information meetings;
 - c) during Public Hearings;
 - d) through formal presentation during meetings, requests which have been received by staff may be placed on the meeting agenda and approved by the Chair, prior to the meeting;
 - e) during the allotted twenty (20) minutes of Public Participation on all advisory committee agendas. A member of the public may speak for a maximum of five (5) minutes each during this period;
 - f) through formal petitions and written applications to Council, which are required to be signed.
- 16.2. Petitions and applications to Council will be:
- a) legibly written or printed on paper;

- b) will have endorsed upon it the name, address and signature of one or more petitioners, applicants or required persons, and the substance of the matter contained in it.
- c) be presented by a Council member or staff member who will inform Council of the contents and ask permission of Council for it to be read on behalf of petitioners;
- d) Council may decide to hear a summary of a petition or written application in lieu of hearing the reading of the entire petition or written application.

17. Committees

- 17.1. The Council of the Municipality may establish Committees of Council for various matters.
- 17.2. Committees of Council are advisory in purpose and may only make recommendations to Council for final approval and action, unless otherwise enabled under this Policy or by Provincial Legislation.
- 17.3. In addition to the Committee of the Whole, the following Committees of Council are here by established and details of the establishment can be found in the respective appendix to this Policy:
 - a) Accessibility Advisory Committee – Appendix D
 - b) Audit Committee – Appendix E
 - c) Repealed
 - d) Repealed
 - e) Fences Arbitration Committee – Appendix H
 - f) Repealed
 - g) Repealed
 - h) Mill Lakes Watershed Advisory Committee – Appendix J
 - i) Planning Advisory/Heritage Advisory Committee – Appendix K
 - j) Municipal Climate Change Action Plan Committee – Appendix L
 - k) Diverse and Inclusive Communities Committee – Appendix M
 - l) Police Advisory Board – Appendix N
 - m) Davidson Lake and French Mill Brook Watershed Advisory Committee – Appendix O
- 17.4. Council may also form Committees of Council as required under a by-law or agreement approved by Council.
- 17.5. Council may agree to participate in external boards and committees which are established by the Province, legal agreement or is of significant interest to the Municipality.
- 17.6. Council will not be bound by the by-laws or articles of incorporation adopted by an external committee or board providing for the appointment of a member to the committee or board.
- 17.7. Council agrees to participate in the following external boards and committees:



- a) Annapolis Valley Regional Library Board
 - b) Hants County Residence for Senior Citizens Board
 - c) Cogmagun Landfill Community Liaison Committee
 - d) Region 6 Solid Waste Management Board
 - e) Valley Communication Fibre Network
 - f) Valley Regional Enterprise Network
 - g) Highway 101 Twinning Community Liaison Committee
- 17.8. Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the November Committee of the Whole meeting and ratified as a Special Council meeting immediately following to ensure there are no interruptions in the November committee meeting dates. The number of Councillors to be elected:
- a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;
 - b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.
- 17.9. The election of Councillors to various committees and boards will be conducted in similar manner as the election of Deputy Mayor in Section 6.
- 17.10. Councillors not elected to a Committee of Council or external committee or board will not be permitted to participate in the committee debate or the vote; but are authorized to make comments, presentations, and participate in the committee meeting, to the extent authorized by the Chair.
- 17.11. A Councillor ceases to be a member of a Committee of Council or external committee or board when they cease to be a Councillor or as per poor conduct as per the Code of Conduct for Elected Officials Policy.
- 17.12. Council may appoint residents residing in the West Hants Regional Municipality (unless the committee's Terms of Reference state representation outside of the region is required) to serve on Committees of Council or to represent the Municipality on external board and committees.
- 17.13. All resident appointments will be advertised publicly with a request for those interested to submit a letter of interest and application for a committee. The letter of interest will be reviewed by the CAO or designate and staff who will then submit a recommendation to Council for appointment.
- 17.14. Committees of Council will be governed in accordance with this Policy, unless this Policy states that an alternate arrangement may be provided in the Administrative Terms of Reference of the Committee of Council.
- 17.15. Each member of a Committee of Council is to receive a copy of this Policy and the Committee of Council's Administrative Terms of Reference at the first duly called meeting of the Committee of Council after the regular election or appointment of members.



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- 17.16. The Clerk will keep a record of all Councillor and resident appointments to Committees of Council and external committees and boards.
 - 17.17. Councillors and resident members who sit on an external committee and board that has not been a result of an appointment by Council, will disclose the name of the external committee or board to the Clerk. The Clerk will keep a public record and will update the information in November of each year.
 - 17.18. Council may by majority vote remove any Councillor or resident member of a Committee of Council or external committee or board who was elected or appointed by Council.
 - 17.19. Council will fill any vacancy on a Committee of Council or external committee or board as soon as practicable after the vacancy occurs.

18. Conferences and Training

- 18.1. Up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Spring conference held by the Nova Scotia Federation of Municipalities (NSFM). And, up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Fall conference held by the NSFM; however, will be based on opportunity. The schedule of attendance will be revisited annually to promote fairness.
- 18.2. Annually, Council will approve participation in a conference held by the Federation of Canadian Municipalities (FCM), including the number of Council and staff members to participate through the provision of funding during budget deliberations.
- 18.3. Councillors may attend and be reimbursed for other related training opportunities with prior approval of Council.
- 18.4. Remuneration for conferences and training will be in accordance with the Remuneration Policy.
- 18.5. There will be an annual budgeted amount for Committees of Council members to attend conferences relevant to the committee in which they are appointed. This may include up to one resident member per Committee of Council.
- 18.6. The CAO will be responsible for promoting conference and professional development opportunities and for devising a system ensuring overall fairness for the opportunity to attend.

19. Repeal

- 19.1. The following policies of the former Municipality of the District of West Hants are hereby repealed effective April 1, 2020:
 - a) The Council Procedural Policy, COGE-003.00, dated February 14, 2017 as amended to September 10, 2019;
 - b) Audit Committee Policy, COFN-007.00, dated May 8, 2018;

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- c) Policy Establishing Davidson Lake Watershed Advisory Committee, COPW-003.00, dated December 8, 2015 as amended to June 12, 2018;
 - d) Establishment of the Falmouth Watershed Advisory Committee Policy COPW-002.00, dated February 13, 2018 as amended to June 12, 2018;
 - e) Policy to Establish the Fences Arbitration Committee, COGE-008.00, dated June 12, 2018;
 - f) Policy Establishing West Hants Planning Advisory Committee, COPL-006.00, dated December 11, 2018; and
 - g) Policy Establishing the Hantsport Area Advisory Committee, COPL-005.00.
- 19.2. The following policies of the former Town of Windsor are hereby repealed effective April 1, 2020:
- a) Meeting Attendance via Video/Virtual Policy dated September 26, 2017;
 - b) Appointment of Deputy Mayor Policy dated November 25, 2014; and
 - c) Audit Committee Policy dated November 28, 2017.
- 19.3. The following policies of the West Hants Regional Municipality are hereby repealed effective December 10, 2024
- a) Code of Conduct for elected Municipal Officials Policy RCOHR-002.00

20. Related Legislation, Policies, Procedures

- 20.1. The following is a list of related legislation, policies and procedures:
- a) Municipal Government Act
 - b) Municipal Conflict of Interest Act
 - c) Freedom of Information and Protection of Privacy Act
 - d) Protection of Property Act
 - e) Robert's Rules of Order



APPENDIX A
Report Form

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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To: _____ (Name of Committee)

Submitted by: _____
 (Name and Title)

Date: _____ (Date)

Subject: _____ (Title or Subject of Report)

LEGISLATIVE AUTHORITY

(State where ability for consideration comes from if applicable)

RECOMMENDATION or DECISION REQUEST

(State the recommendation or decision request in the form of a motion, if not applicable because it is an Information Report or Councillor Activity Report, state so)

BACKGROUND

Property <input 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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(Provide the Who, What, When, Where and Why. If a Councillor Activity Report check “Councillor Activity” and provide your update/info below in the “Discussion” section.)

DISCUSSION



(Provide new information about the subject, Councillor activity, strategic implications, desired outcome.)

NEXT STEPS

(State what will be done next if anything.)

FINANCIAL IMPLICATIONS

(Inform of any financial implications it may have on current or future budgets of the Municipality, or to residents, if anything.)

ALTERNATIVES

(State any option to the recommendation and implication of the options, if anything)

ATTACHMENTS

(List any attachment to the report, if anything.)

CHIEF ADMINISTRATIVE OFFICER REVIEW

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State "Not Applicable" if report is from staff which already incorporates CAO review.)

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)



APPENDIX B

Rules of Common Motions

Privilege and Subsidiary motions are listed in the order of their precedence, with the highest ranking at the top. After the Chair states a motion, higher ranking motions are in order but not lower ranking motions, except to Amend and Previous Question can be applied to amendable and debateable motions of higher rank than themselves. Incidental Motions have no ranking order. These are the general rules relating to motions, special rules may apply in accordance with Roberts Rules of Order.

Type Of Motion	Motion in Order of Precedence	Seconded Needed?	Amendable?	Debatable?	Decided by?	Reconsider?	Interrupt?
Incidental Motions	Point of Order	No	No	No (unless Chair Permits)	Chair	No	Yes
	Appeal	Yes	No	Yes	Majority (Nays)	Yes	Yes (at time of ruling)
	Suspend the Rules	Yes	No	No	2/3	No	No
	Objection to the Consideration of the Question	No	No	No	2/3 (Nays)	Yes (Nays Only)	Yes (unless debate has begun)
	Division of the Question	Yes	Yes	No	Majority	No	No
Privilege Motions	Fixing the Time to Adjourn	Yes	Yes	No	Majority	Yes	No
	Adjourn	Yes	No	No	Majority	No	No
	Recess	Yes	Yes	No	Majority	No	No
	Raise a question of Privilege	No	No	No	Chair	No	Yes
Subsidiar y Motion	Lay on the Table	Yes	No	No	Majority	No	No
	Previous Question	Yes	No	No	2/3	Yes	No



	Limit or Extend Debate	Yes	Yes	No	2/3	Yes	No
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes	No
	Refer	Yes	Yes	Yes	Majority	Yes	No
	Amend	Yes	Yes	Yes	Majority	Yes	No
	Postpone Indefinitely	Yes	No	Yes	Majority	Yes	No
Main	Original Motion	Yes	Yes	Yes	Majority	Yes	No

APPENDIX C

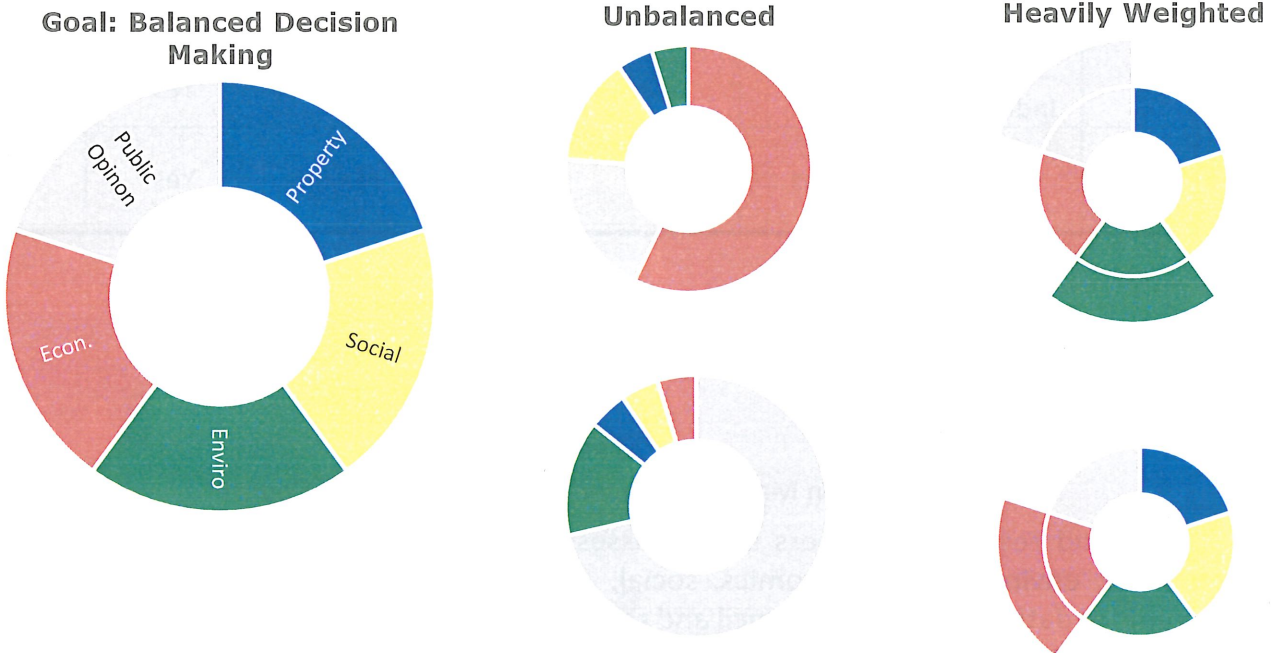
Decision Making by Council and Committee of Council

Council and resident members should assess every issue presented through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council and residents have the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council and resident members strive to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Municipality and the people it serves.

- **Property:** "something at the disposal of a person, a group of persons, or the community or public". Examples: single use, shared use, noise, beautification, traffic, zoning, regulations
- **Environment:** "the air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time". Examples include regulatory requirements and land use.
- **Economic:** "pertaining to the production, distribution, and use of income, wealth, and commodities". Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
- **Social:** "of or relating to human society". Examples: Acceptance, limited available or benefit, values



- **Public Opinion:** "the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like". Examples: feedback, communication, media, other municipal units
- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.



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 West Hants Regional 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 West Hants Regional Municipality.

4. COMMITTEE COMPOSITION

- 4.1. The AAC will consist of no less than seven (7) members as follows:
- To a two-year term – One (1) members of Council and One (1) Alternate
 - To a two-year term – No less than Four (4) Resident members
 - To a three-year term – No less than Two (2) Resident members.
- 4.2. Resident members will not be members of Council or employees of the Municipality.
- 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 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.

APPENDIX E

Audit Committee

1. PURPOSE

- 1.1. The primary purpose of the Audit Committee (the "Committee") is to provide advice to Council on all matters relating to audit and finance. The objective of the Committee is to:
 - a) fulfil the requirements outlined in Section 44 of the *Municipal Government Act*; and

- b) assist Council in meeting its oversight responsibilities by ensuring the adequacy and effectiveness of financial report, risk management and internal controls.

2. SCOPE

- 2.1. This Policy is applicable to all serving members Audit Committee.

3. DEFINITIONS

- 3.1. In Appendix E,
 - a) “Auditor” means the External Auditor conducting the audit of the Municipality;
 - b) “CAO” means the Chief Administrative Officer for the Municipality;
 - c) “Director of Finance” means the Director of Financial Services for the Municipality;
 - d) “Municipality” means the West Hants Regional Municipality.

4. COMMITTEE COMPOSITION

- 4.1. Council will annually appoint members to an Audit Committee.
- 4.2. The Audit Committee will consist of five (5) members: the Mayor, two Council members, and two resident members who are not members of Council or Municipal Staff.
 - a) Resident members should be sufficiently versed in financial matters to understand the Municipality’s account practices and policies and the major judgements involved in preparing the financial statements.
 - b) Where an audit committee does not include any resident members, the audit committee will continue to meet and perform its duties and may exercise its powers. The Municipality will advertise to recruit resident members at least once every six months until the requirement is met.
 - c) The Mayor will chair the Audit Committee meetings, and in their absence, another appointed Council member will chair.
 - d) The CAO and/or Director of Financial Services will provide staff support to the Committee. They are not voting members of the Committee.
 - e) The Council Remuneration Policy will be followed regarding any remuneration for the two resident members.
 - f) All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by CAO.

5. DUTIES AND RESPONSIBILITIES

- 5.1. Audit:
 - a) Review the qualifications, independence, quality of service, performance, and fees of the auditors and recommend the appointment of an auditor to Council.
 - b) Carry out the responsibilities of the Audit Committee contained in Section 44 of the *Municipal Government Act*, in consultation with Management.



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- 5.2. Finance and Risk Management
- a) Review with Management the quarterly financial updates and recommend to Council to be received.
 - b) Management will give a presentation on all financial policies used in the preparation of the external financial statements; at the first annually meeting of the year.
 - c) Review with Management the adequacy of internal controls.
 - d) Review with Management annually risk management practices including insurance coverage.

6. ADMINISTRATION

- 6.1. Meetings of the Audit Committee will be held at least quarterly. Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.

APPENDIX F

Repealed

APPENDIX G

Repealed

APPENDIX H

Fences Arbitration Committee

1. PURPOSE

- 1.1. The purpose is to establish the Fences Arbitration Committee in accordance with the Fences and Detention of Stray Livestock Act.

2. DEFINITIONS

- 2.1. In Appendix H,
- a) "Act" means the Fences and Detention of Stray Livestock Act, as amended from time to time;
 - b) "Clerk" means the Municipal Clerk of the Municipality;
 - c) "Committee" means the Fences Arbitration Committee of the Municipality;
 - d) "Council" means the Council of the Municipality;

- e) "Livestock" means cattle, sheep, swine, goats, horses, ponies, mules, ratites, farmed deer and game farm animals and other livestock designated by the Minister;
- f) "Minister" means the Minister of Agriculture;
- g) "Municipality" means the West Hants Regional Municipality;
- h) "Non-livestock farm" means land upon which no livestock is maintained.
- i) "Owner" includes
 - i. With respect to livestock, any person who has lawful custody of the livestock
 - ii. With respect to a farm, the person occupying or operating a farm.

3. FORMATION OF THE FENCES ARBITRATION COMMITTEE

- 3.1. The Committee will consist of two (2) members, of which one member is appointed by Council and one member of the Municipality appointed by the Nova Scotia Federation of Agriculture.
- 3.2. The member appointed by Council will be the Chair of the Committee and may be an employee of the Municipality.
- 3.3. Alternate members of the Committee may be appointed at the request of the member appointed by the Municipality or the Nova Scotia Federation of Agriculture.
- 3.4. All members or alternates will be residents of the Municipality.
- 3.5. Non-Council members will be paid remuneration in accordance with the Council Remuneration Policy.
- 3.6. The Committee will meet on an as needed basis.
- 3.7. Two (2) members of the Committee will form a quorum.
- 3.8. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

4. DUTIES

- 4.1. The Committee will perform the duties as required by and in accordance with the Act, which include but not limited to:
 - a) Hearing fencing disputes between the owners of a livestock farm(s) or between the owner of a livestock farm and a non-livestock farm; who have notified the Clerk in

writing and paid the accompanied fee. With respect to the matter referred to the Committee, the Committee may, by written order,

- i. Determine the location, height and material of construction of any fence;
 - ii. Determine the manner of maintenance of a fence;
 - iii. Direct the owner of a farm to construct or maintain any fence in accordance with the Act;
 - iv. Determine the proportion of costs of building and maintaining any fences and common boundaries to be borne by each of the adjoining livestock farm owners pursuant to the Act;
 - v. Take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property.
- b) Directing a sale or other disposition of stray livestock, provided subsections (2), (3), and (4) of Section 9 of the Act have been complied with.
 - c) Disposing of stray livestock in such a manner as it deems fit, should no offer or reasonable offer be made at sale.
 - d) Distributing the proceeds of the sale or disposal of stray livestock in accordance with the Act.
 - e) Settling disputes regarding ownership and expenses of stray livestock that arise between the owner of the livestock, the person detaining it or the Municipality.

5. CONFLICT

- 5.1. Where there is a conflict between this Policy and the Act, the Act will prevail.

APPENDIX I

Repealed

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 West Hants Regional Municipality;
 - 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 ADVISORY COMMITTEE

- 4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes 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;
 - c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality on as need basis;
 - 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) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative (voting)

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.

APPENDIX K

Planning Advisory/Heritage 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/Heritage Advisory Committee will advise the Council of the Municipality on planning and heritage 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) Repealed.
 - b) "Municipality" means the West Hants Regional Municipality;
 - c) "PAC/HAC" means the Planning Advisory/Heritage Advisory Committee of the Municipality;
 - d) Repealed.

3. COMMITTEE COMPOSITION

- 3.1. The PAC/HAC will be established under the following terms:
 - a) The Committee will consist of ten (10) members as follows: three (3) resident members from the former Municipality of West Hants area (excluding Hantsport) who are not Council members or Municipal Employees, two (2) resident members from the community of Hantsport who are not Council members or Municipal Employees, two (2) resident members from the community of Windsor who are not Council members or Municipal Employees and three (3) members of Council.

4. ADMINISTRATION

- 4.1. The PAC/HAC 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.



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- 4.3. The PAC/HAC will present recommendations directly to the Council of the Municipality.
 - 4.4. Resident Committee Members may be reappointed for a maximum of three (3) terms.

APPENDIX L

Climate Action Committee

1. PURPOSE

- 1.1. The Climate Action 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 Climate Change Action Plans of the Municipality hereafter referred to as “the CAC”. 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) “CAC Committee” means the Climate Action Plan Committee;
 - b) “Municipality” means the West Hants Regional Municipality.

3. COMMITTEE COMPOSITION

- 3.1. The Committee consists of eleven (11) 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;
 - Director of Financial Services;
 - 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. Designates and alternates are at the discretion of the Chief Administrative Officer.

4. ADMINISTRATION



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- 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.
 - 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 CAC Committee will be as set out in the relevant Terms of Reference for the CAC Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

APPENDIX M

Diversity and Inclusive Communities Committee

1. MANDATE

- 1.1 Through the establishment of this committee, we are committed to strengthening existing partnerships while collaborating with individuals, groups, and organizations to reduce systemic racism and discrimination while strengthening the ability of individuals and community to address issues of diversity, justice, and inequality while providing opportunities for inclusiveness and belonging to improve the lives of all.

2. PURPOSE

- 2.1 The purpose of the Diverse and Inclusive Communities Committee is to serve in an advisory capacity and make recommendations to Council which will formulate strategic action plans achieve the following:
 - a) Advocate, educate, celebrate, address, and advise on issues concerning social marginalization, equity, racism, and discrimination within the Municipality and its workplaces.
 - b) Break down barriers and implement programs, policies, and practices that promote diversity and inclusion and create opportunities which are inclusive and welcoming to all.

3. DEFINITIONS

- 3.1. In Appendix M
 - a) "Municipality" means the West Hants Regional Municipality

4. COMPOSITION

- 4.1 The Committee will consist of eight (8) voting members to ensure all perspectives are represented and side in a tie breaking scenario that promotes progression without uncertainty and ten (10) non-voting supporting members as follows: Eight (8) citizen members of diverse race and ethnicity (including, but not limited to those from the



African Descent, Acadian, Glooscap First Nation, Indigenous, 2LGBTQIA+, Senior, Youth, and Newcomers' communities) (voting)

- One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting)
- One (1) RCMP Representative (non-voting)
- One (1) Community Health Board Representative (non-voting)
- Six (6) non-voting staff members appointed by the Chief Administrative Officer (non-voting)
- One (1) Councillor and one (1) Alternate (non-voting)

5. ADMINISTRATION

- 5.1. A Chair and Vice-Chair will be elected bi-annually based upon the date of the Committee establishment.
- 5.2. Citizen committee members will serve a two (2) year term.
- 5.3. Citizen committee members may be reappointed for a maximum of three (3) terms.
- 5.4. Citizen Committee members will be provided remuneration in accordance with the Council Remuneration Policy.
- 5.5. Administrative services for the Committee will be provided by the Municipality.
- 5.6. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX N

Police Advisory Board Committee

1. PURPOSE

- 1.1 The purpose of the Police Advisory Board Committee is to provide advice to Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the Municipality. The Advisory Board does not, however, exercise jurisdiction relating to the complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

2. DEFINITIONS

- 2.1. In Appendix N
 - a) "Municipality" means the West Hants Regional Municipality
 - b) "PAB" means the Police Advisory Board

3. COMPOSITION

- 3.1 The Police Act of NS – Section 57 - Establishment and composition of Police Advisory Boards, and Section 68(1) – Function of Advisory Board



The Committee will consist of five members:

- (a) two members of council appointed by resolution of the council;
- (b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
- (c) one member appointed by the Minister.

4. ADMINISTRATION

- 4.1. Each Councillor, appointed by Council, serves on the Committee for a designated term (2 years). Members are eligible for reappointment.
- 4.2. A Chair will be elected bi-annually, with the next appointment commencing November 2024.
- 4.3. Citizen and Council committee members will serve a two (2) year term.
- 4.4. Citizen Committee members will be provided remuneration in accordance with the Council Remuneration Policy.
- 4.5. Administrative services for the Committee will be provided by the Municipality.
- 4.6. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.
- 4.7. Meetings will be held at least quarterly.

APPENDIX 0

Davidson Lake & French Mill Brook Watershed Committee

1. OFFICIAL NAME

Davidson Lake & French Mill Brook Watershed Committee

2. MEMBERS/COMPOSITION

- Four (4) Landowner Representatives
- One (1) Councillor and (1) alternate
- One (1) Nova Scotia Department of Natural Resources
- One (1) Water Utility Representative
- One (1) West Hants Regional Municipality Planning Department
- One (1) Nova Scotia Environment Representative (voting)
- One (1) NSTIR Representative (non-voting)

LANDOWNERS



The landowners are responsible for having representation on the Watershed Committee. They are in a unique position of knowing the watershed and their land, in addition to their own and their neighbours' land use practices. The landowners are encouraged to: Express their concerns and interests; advise and provide information to the Committee on land use management and source water protection; communicate with other landowners on Committee activities; and report any problems that they may encounter within the watershed.

WEST HANTS REGIONAL MUNICIPALITY COUNCILLORS

It is the responsibility of the West Hants Councillors to represent the interests of the citizens served by the Falmouth (West Hants) Water Utility. The Councillors will also represent the landowner's interests within the watershed.

DEPARTMENT OF LANDS AND FORESTRY (DLF)

The DLF representative will work with the Committee providing information and advising on topics related to forestry, wildlife, and source water protection. The representative will also represent the Department's interests as a landowner in the watershed.

STAFF (WATER WORKS OPERATOR, WEST HANTS PLANNING DEPARTMENT)

Staff will report to the Committee on activities undertaken by the West Hants Regional Municipality and any approvals in the Protected Water Area. Staff will work with the Committee providing information and advising on topics relating to source water protection, watershed management, land use and the operation of the Falmouth (West Hants) Water Utility. Staff will also bring forth concerns relating to water quality and watershed management.

NOVA SCOTIA ENVIRONMENT (NSE)

The NSE representative will work with the committee providing information and advising on topics related to source water protection, watershed management, the Environment Act and Protected Water Area Regulations.

NOVA SCOTIA DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE RENEWAL (NSTIR)

The NSTIR representative will work with the Committee to provide information and advise on topics related to roads, bridges, and transportation.

TERM OF MEMBERSHIP

All non appointed members (landowners) will serve for a two-year term (except for the first term whereby half of the members shall serve for a three-year term to ensure continuity of membership). Subsequent appointments or re-appointments of landowners to the Committee shall be for a term of two years. Should there be several interested volunteers an election will be held amongst landowners to determine landowner membership.

3. GOALS

The primary goal of the Davidson Lake & French Mill Brook Watershed Advisory Committee is to provide a forum for the Landowners, the West Hants Municipality Water Utility, and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Davidson Lake & French Mill Brook 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. DELIVERABLES

The Davidson Lake & French Mill Brook Watershed Advisory Committee advises the West Hants Regional Municipality Council and Director of Public Works on issues pertaining to the French Mill Brook Watershed. In addition, the Watershed Advisory Committee shall:

- Assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically.
- Assist with revisions of the regulations for the Protected Water Area as required.
- Amend these Terms of Reference for the Davidson Lake & French Mill Brook Watershed Advisory Committee as needed.
- Provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources.
- Provide a forum to deal with issues and concerns in the watershed. The Committee will address problems and solutions on matters of concern, as they arise.
- Advise on forest matters and other land use issues.
- Develop Best Management Practices for activities in the watershed. These Best Management Practices will also be used to guide any approval processes for activities.
- Review and make recommendations on activities affecting the Protected Water Area, as requested by the West Hants Regional Municipality.
- Provide and develop information and education about the Protected Water Area for residents, landowners, and users of the watershed.
- 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).
- To provide information on Committee activities to landowners in the Protected Water Area.

5. JURISDICTION

The West Hants Regional Water Utility, which is a combined utility with the former Hantsport, Falmouth and Three Mile Plains Water Utilities is operated by the West Hants Regional Municipality and supplies potable water to the areas of the communities of Hantsport, Hants Border and Glooscap First Nations Source water for the utility is withdrawn from the Davidson Lake, which is supplied by a



near by spring. The Community of Falmouth Source water for the utility is withdrawn from the French Mill Brook Reservoir, which is supplied by the French Mill Brook and its watershed.

In 2017, the area surrounding Davidson Lake, West Hants, 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 former Municipality along with NSE had been working together on this process for several years prior to the official designation. The Davidson Lake Watershed Protected Water Area covers approximately three hundred and twenty-nine (329) acres of land (133ha). The Davidson Lake Watershed Advisory Committee was established in January 2006 to manage the Davidson Lake Watershed through the involvement of stakeholders, including landowners, municipal staff, and government representatives. In 1983, the area surrounding French Mill Brook, West Hants, was designated as a Protected Water Area at the request of the Municipality of West Hants. Regulations were also enacted for the designated area to protect the water supply. The Municipality along with NSE had been working together on this process for several years prior to the official designation. The regulations were updated in 2004 and again in 2007, due to the requirements under the environment act. The French Mill Brook Watershed Protected Water Area covers approximately two thousand eight hundred and fourteen (2814) acres of land (1139ha), according to the plan prepared in 1974. The Falmouth Watershed Committee was established in 1992 to manage the French Mill Brook Watershed through the involvement of stakeholders, including landowners, municipal staff, and government representatives.

6. GOVERNANCE

The role of this committee is an advisory role to council. All approved motions within the Committee pertaining to the direct affect of the Davidson Lake & French Mill Brook Watershed and/or the Source Water Protection Plan shall be submitted to Council for final approval.

MEETING DETAILS:

- Meeting Quorum: Five (5) Committee Members, of which a minimum must be two (2) private landowners and one (1) councillor.
- Motions must be approved by 50% plus 1 to be carried.
- Chair: The Committee Chair will be elected biannually on even numbered years by the Committee.
- All Landowners are welcome to attend Watershed Advisory Committee meetings as observers.
- An Annual General Meeting may be called at the discretion of the Committee.
- Secretarial Services will be provided by the Municipality of West Hants.
- Meetings shall be held biannually April & October.



7. COMMUNICATIONS

A contact list will be circulated to the committee members and updated as required. Meeting invites and packages will be circulated via an email list a minimum of one week prior to each meeting.

7. RELATED POLICIES, PROCEDURES AND LEGISLATION

RCOGE-003.00 Meeting and Committee Procedural Policy

I, Deanna Snair, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **25th** day of **February 2025**.

Deanna Snair
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	March 9, 2020
<i>Approval:</i>	March 23, 2020
<i>Description:</i> Initial approval of the Meeting and Committee Procedural Policy, RCOGE-003.00. Approved by the Co-ordinating Committee of the Region of Windsor and West Hants Municipality.	
<i>First Amendment</i>	
<i>Notice to Council:</i>	October 13, 2020
<i>Approval:</i>	October 27, 2020
<i>Description:</i> Amended Policy to add the Diversity and Inclusion Committee, changed the report form, terminology changes and amend agenda package procedures.	
<i>Second Amendment</i>	
<i>Notice to Council:</i>	February 9, 2021



<i>Approval:</i>	February 23, 2021
<i>Description:</i> Amended Policy to delete the words “and December” from Sections 3.2(b) and 3.3 (b), to enable meetings in December.	
<i>Third Amendment</i>	
<i>Notice to Council:</i>	March 9, 2021
<i>Approval:</i>	March 23, 2021
<i>Description:</i> Amended Policy to remove the Hantsport and Windsor Area Advisory Committee, change the membership of Planning Advisory / Heritage Advisory Committee, and change the definition of “Municipality” within the Appendices.	

<i>Fourth Amendment</i>	
<i>Notice to Council:</i>	April 12, 2022
<i>Approval:</i>	April 26, 2022
<i>Description:</i> Amend Policy (Section 9.3) to add that In-Camera meeting sessions be recorded to ensure accuracy which results in all meetings are recorded.	
<i>Fifth Amendment</i>	
<i>Notice to Council:</i>	June 14, 2022
<i>Approval:</i>	June 28, 2022
<i>Description:</i>	
<ul style="list-style-type: none"> • Amend Appendix K, Section 3.1 to read that the committee will consist of ten (10) members as follows: seven (7) resident members from the region of West Hants who are not council members or municipal employees or immediate family members (defined as children, brother, sister, spouse, mother, father) of either Council or municipal employees and three (3) members of Council and further that this will take effect at the November PAC/HAC meeting. • Amend Appendix K to remove section 3.1 B that reads “council members will be appointed to the committee in November for a term of one (1) year and the term will expire following the October meeting the next year. the appointments made as of April 2021 will expire October 2022”, as per section 17.8 it automatically makes it a 2 yr. term. • Amend Appendix K to add a Section 4.1 to read resident members may be reappointed for a maximum of three (3) terms. • Amend Appendix M to reflect the changes noted in Attachment B; and further direct staff to advertise for interested parties who will become the voice and support of the diverse and inclusive communities committee. 	



<ul style="list-style-type: none"> Amend Section 8.1 to read “the chair of council will be the Mayor and the Chair of Committee of the Whole will be the Deputy Mayor except: a) in the absence of the Mayor at Council, the Deputy Mayor will be the Chair and b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting. 	
<i>Sixth Amendment</i>	
<i>Notice to Council:</i>	<i>July 12, 2022</i>
<i>Approval:</i>	<i>July 26, 2022</i>
<i>Description:</i>	
<ul style="list-style-type: none"> Amend the Policy to make the necessary changes to the minute taking process to add presentation points and timestamps to the reports in the official minutes. Amend the Policy such that “all topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon three (3) business days before a regular scheduled meeting. 	
<i>Seventh Amendment</i>	
<i>Notice to Council:</i>	<i>September 13, 2022</i>
<i>Approval:</i>	<i>September 27, 2022</i>
<i>Description:</i> Amend Appendix K, section 3.1 to read “ the committee will consist of 10 members as follows: 3 resident members from the former Municipality of West Hants area (excluding Hantsport) who are not council members or municipal employees, 2 residents from the community of Hantsport who are not council members or municipal employees, 2 resident members from the community of Windsor who are not council members or municipal employees and 3 members of Council.	
<i>Eighth Amendment</i>	
<i>Notice to Council:</i>	<i>October 11, 2022</i>
<i>Approval:</i>	<i>October 25, 2022</i>



Description:

- Amend Appendix M to reflect the changes noted in Attachment B (Section 4.1 to reflect that the committee will consist of seven (7) voting members (to ensure all perspectives are represented and side in a tie breaking scenario that promotes progression without uncertainty, and ten (10) non-voting supporting members as follows: Seven (7) resident members of diverse race and ethnicity (including, but not limited to, those from the African Descent, Acadian, Glooscap First Nation, LGBTQ+, Indigenous, 2SLGBTQIA+, Senior, Youth, and Newcomers' communities) (One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting), One (1) RCMP Representative (non-voting), One (1) Community Health Board Representative (non-voting), Six (6) non-voting staff members appointed by the Chief Administrative Officer and One (1) Councillor and 1 Alternate (non-voting)
- Amend Section 10.16 of the Policy to read: “a meeting of Council or Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. if the meeting agenda is not complete as of 10:00 p.m., the meeting will resume the next business day at 6:00pm to complete the work from the previous day’s approved agenda.

Ninth Amendment

<i>Notice to Council:</i>	<i>January 10, 2023</i>
<i>Approval:</i>	<i>January 24, 2023</i>

Description:

- Amend Section 1.3 (j) to include the definition of “Electronic means”. The use of any technology that enables the public and all meeting participants to see and hear each other as the meeting is occurring.”
- Amend Section 5.8 to read “A Council meeting or Committee meeting may be conducted by electronic means pursuant to Section 19A (1) of the MGA.”
 - a) One or more Council or Committee members participating in a meeting by electronic means is deemed to be present at the meeting for purposes of quorum and voting.
 - b) Except as provided in section 5.8, all attempts will me made for Council or Committee members to attend Meetings in-person.
 - c) Council or Committee member will provide sufficient notice to the Chair or Clerk (prior to the meeting) of the circumstances that prevent them from attending the meeting in person. This notice



should clearly indicate that the circumstances are beyond the control of the Council or Committee member, and that all reasonable efforts have been made to resolve the situation so that they are able to attend the meeting in-person.

- d) It is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
- e) If used during a closed meeting, the member will ensure confidentiality is maintained at all times;
- f) Every intention will be made that no Councillor or resident member participates by electronic means in no more than four (4) regularly scheduled meetings per year; with the awareness that emergencies occur.
- g) The Councillor, resident member or members of the public does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;

- Amend Section 7.7 and 7.8 to read as 5:00 p.m.
- Amend Section 7.10 to add “and the majority of Council accept the report”
- Amend Section 7.11 to read as “Late additions to the agenda will be accepted if approved by the majority of Council at the meeting.”
- Amend Section 7.12 to include “once approved by the majority of Council.”
- Amend Section 9.12 to read as “electronic means” and remove audio and video.
- Amend Section 10.14 to read as “For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to approve presentations at Council meetings.”
- Amend Section 14.5 to include “These meetings will be recorded electronically for accuracy in the minute taking process.”
- Amend Appendix D, Section 4.1 to include “and One (1) Alternate”
- Amend Section 17.3 to include the Police Advisory Board (PAB).
- Amend the Policy to include an Appendix N, for the Police Advisory Board.
- Amend Section 17.7 to include the Highway 101 Twinning Community Liaison Committee (CLC)

Tenth Amendment

Notice to Council:

January 9, 2024

Approval:

January 23, 2024



Description:

- Amend Section 9.4 to include “Informational sessions hosted by the Municipality will be recorded using audio and video equipment to accurately reflect information sharing. These meetings will be later uploaded to the Municipal Facebook page for transparency. No written minutes will be available for these meetings”.
- Amend Section 14.5 to include the wording “unless determined by Council to cease audio/video recording during the discussion”.

Amend Appendix D Committee Composition

- The AAC will consist of a minimum of seven (7) members as follows:
- Add the wording “No less than” to Resident members

Amend Appendix L

- Committee name changed from Municipal Climate Change Action Plan (MCCAP) to Climate Action Committee.
- Amend Section 1.1 to read as “The Climate Action Committee provides a forum for all municipal departments and Council representatives to work cooperatively on implementing and evaluating the adaptation and mitigation actions outlined in the Climate Action Plans of the Municipality. These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change”.
- Remove Section 2(a) “MCCAP Committee” means the Climate Action Plan Committee.
- Amend Section 4.3 to remove “MCCAP” wording and replace with Climate Action.

Amend Appendix M

- Section 4.1 to read as the Committee will consist of eight (8) voting members to ensure all perspectives are represented and removing the wording “and side in a tie breaking scenario that promotes progression without uncertainty”.
- Add Section 5.3 “Resident Members may be reappointed for a maximum of three (3) terms”.

Eleventh Amendment

<i>Notice to Council:</i>	<i>July 24, 2024</i>
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<i>Approval:</i>	<i>July 24, 2024</i>
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<i>Description:</i> Amend Section 16 to read as “during the allotted twenty (20) minutes of Public Participation on all advisory committee agendas. A member of the public may speak for a maximum of five (5) minutes each during this period

Twelfth Amendment

<i>Notice to Council:</i>	<i>January 14, 2025</i>
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Approval:	January 28, 2025
<p><i>Description:</i></p> <p>Section 6.2, the wording “the very first term being April 1, 2020 - October 31, 2022 and the nomination process be held again for a term of November 2022 – October 2024, at which time it will re-align with municipal elections in Nova Scotia” be removed and replaced with the wording “and aligns with municipal elections in Nova Scotia” was added for clarity.</p> <p>Section 7.4 the deadline for all topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon be changed from three (3) days to five (5) days.</p> <p>Section 7.6, the word “should” be changed to the word “must”.</p> <p>Section 9.9, add wording “the only person(s)”.</p> <p>Section 9.11, removes the wording “but residents may leave messages; however, staff will be unable to address said messages” to align with the revised practiced during meetings.</p> <p>Section 17.3 (c) and (d) be repealed.</p> <p>Section 17. 7(c), add the word “Cogmagun”.</p> <p>Section 17.8, remove the wording “For clarification, the first appointment after April 1, 2020 will be in November 2022”.</p> <p>Section 17.11, adds the wording “for Elected Official’s”.</p> <p>Section 17.12, adds the wording “residing in West Hants Regional Municipality”.</p> <p>Appendix F - Appealed</p> <p>Appendix G – Appealed</p> <p>Appendix J - 4.2 (c) – add the wording “on an as needed basis”.</p> <p>Appendix K, Section 3.1: Committee composition to read “the committee will consist of fourteen (14) members as follows: two (2) resident members appointed at large from West Hants Regional Municipality who are not municipal employees and all twelve (12) members of Council.</p> <p>Appendix O – Newly combined Davidson Lake and French Mill Brook Watershed Advisory Committee.</p>	
Thirteenth Amendment	
Notice to Council:	February 11, 2025
Approval:	February 25, 2025
<p><i>Description:</i> Amend Appendix K, Section 3.1: Committee composition to read “the committee will consist of ten (10) members as follows: three (3) resident members from the former Municipality of West Hants area (excluding Hantsport) who are not Council members or Municipal Employees, two (2) resident members from the community of Hantsport who are not Council members or Municipal Employees,</p>	



West Hants

WEST HANTS REGIONAL MUNICIPALITY
MEETING AND COMMITTEE PROCEDURAL POLICY

RCOGE-003.00

two (2) resident members from the community of Windsor who are not Council members or Municipal Employees and three (3) members of Council.

9.0 Business Arising from the Minutes (File Updates)

Staff Review

9.1 File #24-22 Development Agreement: 411 King Street, Windsor Phase 2 (Alex Dunphy)

This is a development agreement application for Phase 2 of the residential development at 411 King Street, Windsor. The first phase is already approved and is for 18 stacked townhouse units on the site of the old Baptist church. The second phase is a 7-storey, 60-unit apartment building on the land behind the church. The PIM was held on November 6, 2024. Alex is processing feedback from inquires and working with the developer to address that feedback before he brings this file forward to the PAC/HAC.

9.2 File #25-13 Development Agreement: Bear Lake Wind Farm (Kari Fougere)

This is an application to permit eleven 5.9-megawatt wind turbines on PIDs 45060068, 45399540, 45399573, 45399532, 45060076, 45060092, 45061694, 45062957, 45399557, 45399581, 45401833, 45401841, 45401858, 45042660, and 45042694 in the Upper Vaughan area. This application was originally submitted as File #24-03. The applicants withdrew their application and resubmitted them under the amended wind farm criteria in the West Hants Municipal Planning Strategy (WHMPS). The application is the same as the one submitted for File #24-03. On March 13, 2025, the PAC/HAC recommended to Council that another Public Information Meeting should be held. On March 25, 2025, Council directed staff to hold another Public Information Meeting. Staff will schedule a date.

9.3 PIDs 45055241, 45190386, and 45366457, Wentworth Rd, Windsor (Will Hong)

This is a rezoning and development agreement application to permit large-scale retail development on PID 45055241 and a portion of PID 45190386 on Wentworth Rd, Windsor. It is part of an application containing multiple requests. The Public Information Meeting for the application was held on March 5, 2025. The comment period was open until March 19, 2025, and staff did not receive any comments from the public during this period. Staff is in the process of drafting the Development Agreement and expects to present this application to PAC/HAC within the next few months.

First Readings / Public Hearings

9.4 File #24-25 Rezoning: 33 Lakewood Drive, Brooklyn, PID 45017183 (Will Hong)

This is an application to rezone 33 Lakewood Drive, Brooklyn, PID 45017183, from the split zoning of Highway Commercial (HC) and Two-Unit Residential (R-2) to entirely Two-unit Residential (R-2). The intent is to subdivide into three separate residential lots after rezoning. The Public Information Meeting was held on January 15, 2025. The PAC/HAC recommended in favour of this application on March 13, 2025. First Reading was held on March 25, 2025, and the Public Hearing Second Reading are scheduled to be held on April 22, 2025.

9.5 File #25-01 Rezoning and WHLUB Amendments: PID 45405784, College Rd, Windsor (Will Hong)

This is an application to rezone PID 45405784 on College Rd, Windsor, from Single Unit Residential (R-1) to Institutional (I) and amend the Windsor Land Use By-law (WLUB) to allow agrivoltaics systems as an accessory use in the Institutional (I) Zone. The Public Information meeting was held on February 5, 2025. The PAC/HAC recommended in favour of this application on March 13, 2025. First Reading was held on March 25, 2025, and the Public Hearing and Second Reading are scheduled to be held on April 22, 2025.

Notice of Approval / Minister Review / Appeals

9.6 File #23-21 Windsor, West Hants and Hantsport MPS/LUB Amendments: Housing Accelerator Fund Initiatives #1-3 (Will Hong)

The Housing Accelerator Fund is a federal funding program initiated by the Canadian Mortgage Housing Corporation (CMHC). Through this program, municipalities can access funding and resources to help streamline the development process to accelerate housing development. As part of the application, a Housing Action Plan was submitted with 7 initiative items to support housing development. To fulfill the funding agreement, staff have drafted amendments to Initiatives #1-3, which include amendments to the West Hants, Windsor, and Hantsport Municipal Planning Strategies and Land Use By-laws. PAC/HAC recommended in favour of the amendments on January 9, 2025. At First reading on February 25, 2025, Council requested further amendments. Public Hearing and second reading were held on March 25, 2025, and Council approved the amendments at this time. The amendments have been sent to the Department of Municipal Affairs for review.

9.7 File #24-21 Development Agreement: 439 Clifton Avenue, Windsor (Alex Dunphy)

This is a development agreement application to convert the existing single unit dwelling and detached garage at 439 Clifton Avenue, Windsor, into 8 dwelling units (7 in the main building, 1 within the garage). The Public Information Meeting was held on September 4, 2024. PAC/HAC recommended in favour of this application on November 14, 2024. First Reading was held on November 26, 2024. Public Hearing and Second Reading were held on February 25, 2025. At this time, Council approved the development agreement. A Notice of Approval was placed in the paper on March 7, 2025, with a 14-day appeal period. There were no appeals, and this item may now be removed from the agenda.

9.8 File #23-33 Development Agreement: PID 45402831 Windsor Back Road, Three Mile Plains (Alex Dunphy)

This application is for a development agreement to permit 87 residential units in 3 multi-unit buildings on a vacant property on Windsor Back Road in Three Mile Plains. The Public Information Meeting was held on November 2, 2023. PAC/HAC recommended in favour of this application on June 13, 2024. First Reading was scheduled to be held on June 25, 2024, however Council requested staff get written confirmation from NSECC regarding the watercourse on the property. First Reading was then postponed until such confirmation is received. Written confirmation was received, and First Reading was held on July 23, 2024. The Public Hearing and Second Reading were held on September 24, 2024, where Council refused the application. Notification was sent to the applicant on September 27, 2024, outlining Council's reasonings for refusal and initiating the 14-day appeal period. The developer has appealed Council's decision on October 10, 2024. The appeal hearing was held mid-February 2025. Staff are now awaiting the UARB's decision.

ACTIVITY REPORT

For Month of March 3/31/2025

Type	Mar 2024			Mar 2025		
	Permits	Units	Value of Construction	Permits	Units	Value of Construction
Single Family	9	4	493,500	17	9	3,229,000
Duplex/Semi	0	0	0	3	6	1,650,000
Apartments	0	0	0	0	0	0
Other Residential	7	0	234,000	6	0	108,500
Commercial	1	0	1	3	0	140,000
Industrial	0	0	0	0	0	0
Inst & Gov	0	0	0	1	0	82,500,000
Agriculture	0	0	0	1	0	35,000
Other	0	0	0	0	0	0
Total	17	4	727,501	31	15	87,662,500
Year To Date	64	18	7,684,296	75	40	93,203,962
Demolition	0	0		0	0	
Sign Permits	1			0		
Sub Applications	3	3 (Lots Requested)		5	8 (Lots Requested)	