



**WEST HANTS REGIONAL MUNICIPALITY  
Planning Advisory Committee (PAC) Agenda  
June 11, 2020 – 6:00p.m.  
Virtual Meeting (Zoom)**

**1.0 Call to Order**

1.1 Introductions and background of members

**2.0 Election of Chair and Vice Chair**

**3.0 Approval of Agenda and Additions**

**4.0 Approval of Minutes**

(none)

**5.0 Business Arising from the Minutes**

(none)

**6.0 Hantsport Area Advisory Committee (HAAC) Updates (Bill Preston)**

**7.0 Windsor Area Advisory Committee (WAAC) Updates (Shelley Bibby)**

**8.0 Building and Development Activity Report**

8.1 Monthly Application and Permit Reports

**9.0 New Business**

9.1 File # 20-01 Ski Martock Rd. LUB Amendment Application Recommendation Report and PIM Notes (Saira Shah)

9.2 File # 20-16 543 O'Brien Street, Windsor, Discharge of Development Agreement (Sara Poirier)

9.2 Meetings and Procedural Policies (Madelyn LeMay; questions from members?)

9.3 Committee Terms of Reference (Madelyn LeMay; discussion of draft & possible recommendation)

9.4 Planning and Development department overview (Madelyn LeMay)

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

**10.0 Notices from Adjacent Municipal Units**

(none)

**11.0 Questions and Comments from Public?**

**12.0 Adjournment**



**WEST HANTS REGIONAL MUNICIPALITY  
Planning Advisory Committee (PAC)  
June 11, 2020 – 6:00p.m.  
Virtual Meeting (Zoom)**

PRESENT: Abraham Zebian, Mayor

Ed Sherman, Councillor

Trevor McEachern, Resident Member

Shelley Bibby, WAAC Representative

Jim Ivey, Councillor

Bill Preston, HAAC Representative

Richard Murphy, Councillor

STAFF: Madelyn LeMay, Director of Planning and Development

Sara Poirier, Planner

Saira Shah, Planner

Shelleena Thornton, Administrative Supervisor

Vanessa Lake, Planning Meeting Secretary

REGRETS: There were no regrets.

PUBLIC: There were no members of the public present.

**Call to Order**

Mayor Zebian called the meeting to order at 6:00 pm.

## **Introduction of Members**

Committee members and staff briefly introduced themselves.

## **Election of Chair and Vice Chair**

Ms. LeMay opened the floor for nominations for PAC/HAC Chair. At close of nominations, only one nomination had been received: Councillor Jim Ivey. Ms. LeMay declared Councillor Ivey elected. Chair Ivey then opened nominations for Vice Chair: Councillor Richard Murphy was nominated. At close of nominations, Chair Ivey declared Councillor Murphy Vice Chair.

## **Approval of Agenda and Additions**

Moved by Mayor Zebian and seconded by Councillor Sherman the agenda be approved as circulated. Motion carried.

## **Approval of Minutes**

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

## **Business Arising from the Minutes**

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

## **Hantsport Area Advisory Committee (HAAC) Updates**

HAAC Representative Bill Preston provided an overview of the first HAAC meeting.

## **Windsor Area Advisory Committee (WAAC) Updates**

WAAC Representative Shelley Bibby provided an overview of the first WAAC meeting.

## **Building and Development Activity Report**

Ms. LeMay noted that Townsuite reports are not currently available, but that as of the end of May 2020, 133 permits (all types) had been approved and as of June 2, 163 applications had been received. Applications received and permits issued are stable. Mayor Zebian noted that house sales are up.

## **New Business**

### **File # 20-01 Ski Martock Rd. LUB Amendment Application Recommendation Report and PIM Notes (Saira Shah)**

Ms. Shah explained the application for a LUB amendment for tourist accommodations on Ski Martock Rd. and the response from the Public Information Meeting. The application would change the designated area from General Resource (GR) to Rural Commercial (RC) and all uses permitted in the RC zone would apply. There had been four written comments and one verbal comment received from the public, mostly for clarification of the intended use.

Moved by Mayor Zebian and seconded by Councillor Sherman that PAC recommends that Council give First Reading and hold a Public Hearing to consider:

1. amending the map of the West Hants Land Use By-law for PID 45038510 from the General Resource (GR) zone to the Rural Commercial (RC) Zone as shown on Figure 3; and
2. amending the text of the West Hants Land Use By-law to ensure adequate separation is provided for residential uses abutting a property zoned Rural Commercial (RC) as shown in Appendix A,

all in a manner substantively the same as attached to the planning staff report dated June 11, 2020.

Motion carried.

### **Discharge of Development Agreement: 543 O'Brien Street, Windsor (Sara Poirier)**

Ms. Poirier explained that an application has been received from Clark Wilkins to discharge a development agreement on the property at 543 O'Brien Street, Windsor. This site was once the location of the Co-Op Atlantic which was demolished in 2011 and is now vacant. The development agreement permitted a "retail gas bar for members of the developer only and all accessory uses normally associated with a gas bar; business and professional office; existing dwelling; garden centre; and grocery store." The property is currently designated Commercial (C). Uses permitted after the development agreement is discharged are the uses permitted in the General Commercial (GC) Zone.

Moved by Vice Chair Richard Murphy and seconded by WAAC Representative Shelley Bibby that PAC recommends that Council discharge the development agreement entered into between the Town of Windsor and Hants Cooperative Services Limited and Co-Op Atlantic Limited for the property at 543 O'Brien Street, Windsor, PID 45055928 recorded at the Registry of Deeds on June 23, 1992 as document 3189.

Motion carried.

### **Meetings and Procedural Policies (Madelyn LeMay)**

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

### **Committee Terms of Reference (Madelyn LeMay)**

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

Moved by Mayor Zebian and seconded by Councillor Murphy that the PAC/HAC accept the Terms of Reference as circulated with amendments. Motion carried.

### **Planning and Development Overview (Madelyn LeMay)**

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

### **What is Planning? (Sara Poirier and Saira Shah)**

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

### **Notices from Adjacent Municipal Units**

Ms. LeMay noted that all municipal units advise adjacent municipalities when changes are made to planning documents or development agreements that may affect the other municipal unit. PAC/HAC members agreed to keep this item on the agenda.

### **Questions and Comments from Public**

The PAC/HAC committee agreed to keep this as part of their regular agenda.

### **Adjournment**

Moved by Mayor Zebian and seconded by Councillor Murphy that the meeting adjourn at 8:15pm. Motion carried.