



WEST HANTS REGIONAL MUNICIPALITY
Planning & Heritage Advisory Committee (PAC/HAC) Minutes
January 9, 2025, 6:00pm
Sanford Council Chambers, Zoom / YouTube Live

PRESENT: Tim Carr, Chair, Hantsport Representative
Abraham Zebian, Mayor
Kayla Leary-Pinch, Councillor (District 7)
Jim Ivey, Councillor (District 11)
Paul Beazley, Windsor Representative
Guido Furlani, Windsor Representative
Jane Davis, Hantsport Representative
Michel Bourgeois, WHRM Representative
Mark Kehoe, WHRM Representative

STAFF: Kari Fougere, Acting Director of Planning and Development
Alex Dunphy, Senior Planner
Will Hong, Planner
Vanessa Lake, Planning Assistant
Mark Phillips, CAO

PUBLIC: There were no members of the public present.

REGRETS: KJ Conyers-Steede, WHRM Representative

1.0 Call to Order and Attendance

The Chair called the meeting to order at 6:01pm. Vanessa Lake took attendance. KJ Conyers-Steede had sent regrets, and all other Committee members were present.

2.0 Announcements

West Hants Regional Municipality acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People and that this land is governed by the treaties of Peace and Friendship signed in 1726. West Hants Regional Municipality recognizes that we are all treaty people and have responsibilities to this land and each other. West Hants Regional Municipality also recognizes African Nova Scotians are a distinct people whose history, legacies, and contributions have enriched that part of Mi'kma'ki known as Nova Scotia for over 400 years.

Chair Carr wished everyone a Happy New Year.

3.0 Approval of Agenda and Additions

Moved by Councillor Leary-Pinch and seconded by Mayor Zebian that the agenda be approved as circulated. Motion carried unanimously.

4.0 Declaration of Conflict of Interest

No conflicts were declared.

5.0 Approval of Minutes (December 12, 2024)

Moved by Jane Davis and seconded by Michel Bourgeois that the minutes be approved as circulated. Motion carried unanimously.

Councillor Ivey noted that the activity reports seem to have carried over a substantial number under Industrial development in the November 2023 year-to-date total that had to be corrected in a previous report. It will need to be corrected again, and the package amended.

6.0 New Business

6.1 File #23-21: Housing Accelerator Fund Initiatives #1-3: Amendments to Planning Documents (Will Hong)

Will gave a presentation to summarize the amendments proposed as part of Initiatives #1-3 of the Housing Accelerator Fund. His presentation has been included with the minutes and his report is available on the website with the agenda package. The funding agreement requires the first three initiatives to be delivered by March 2025. These initiatives are 1) allow greater density as of right within the serviced areas, 2) create affordable housing policies, and 3) reduce minimum parking requirements. All three sets of documents (Hantsport, West Hants, and Windsor) will be amended, and the changes will be consistent with each other.

The first initiative will see changes to the Residential zones in serviced areas, where both municipal water and sewer are available. Single Unit (R-1), Two Unit (R-2), and Multiple Unit (R-3 and R-4) residential zones will be rezoned to Low Density, Medium Density, and High Density Residential respectively, and allow more units as of right. Maximum heights will remain the same and other lot development standards will still be in place. Will explained that in Windsor, the current R-3 and R-4 zones will be consolidated into the High-Density Residential zone. In other areas, “R-4” represents Rural Residential zone, which applies to un-serviced areas. As a result, the zoning will remain the same.

Mark K. asked how density will increase affordability. Will replied that the amendments are to create opportunities for property owners and developers who want to build multiple unit residential buildings in the community. Potentially, with the housing supply increased, this could support affordability over time.

Councillor Ivey asked if the Municipal Climate Change Action Plan (MCCAP) was considered for these amendments. Will replied that the nature of the amendments is not tied to a specific property, and it is up to the property owner to ensure the site is suitable for development. Councillor Ivey was concerned about the Single-unit and Two-unit Residential zoned areas in Windsor that are part of the flood zone and was concerned that increasing density in those areas may exacerbate the flooding issues. The amendments would allow as-of-right development, which has less control over the developer than a development agreement regarding stormwater management. He said that the 2014 MCCAP recognized the importance of taking the flooding

into account when amending the planning documents or entering into a development agreement.

Jane was concerned that as-of-right development would remove public input from the process and would have little control over the developer. The policies would need more teeth.

The second initiative is amendments related to affordable housing policies. A clear definition of “affordable housing unit” will be added, aligned with the definitions from the Canada Mortgage and Housing Corporation (CMHC) or the Government of Nova Scotia. Policies and provisions to incentivize affordable housing units through bonus zoning, such as an increased number of units or lot coverage, will be created. Policies to allow Council to identify suitable surplus Municipal property to be sold below market rate for affordable housing development will also be created. This creates a robust framework to promote affordable housing development.

Councillor Leary-Pinch asked if the rate of annual income will be set so the developer can’t set the rate for 30% of a \$100k annual income. Will replied that when the developer applies for funding with the Province, they will have specific terms in relation to the location of the development. It would be a discussion between the developer and the Province on a case-by-case basis. They will also be subject to an annual review. Jane commented that the sale of surplus property seems to be the most tangible method to provide affordable housing. She also suggested an incentive like Bill 177 to defer property assessments over 10 years. She asked if any local developers have applied for this type of funding. Kari will investigate.

The third initiative is to reduce the number of required minimum parking spaces. The previously suggested amendment lowered it to one parking space per dwelling unit across the whole Municipality, but after public engagements, the proposed relaxed standard will apply to Growth Centres only.

The Committee discussed the issues associated with reducing parking requirements. Often, households have 2 or more working individuals who each have a car and need to travel. There is not adequate public transportation in this region and many people are still reliant on vehicles. Will added that it is only a 1 parking space *minimum*, and it does not prevent the developer from providing more.

6.1A Windsor MPS and Windsor LUB Amendments (Will Hong)

Councillor Ivey reiterated the need to incorporate the MCCAP into the amendments. Chair Carr reminded the Committee of the time-sensitive nature of these amendments. It was specified that these initiatives be submitted prior to the completion of the Plan Review. The Plan Review has no specified timeline, but the HAF has strict deadlines within the contract. Jane felt the policies still need stronger language to ensure affordability and developer accountability. Guido asked about the utilization of the \$1.08M HAF grant, and Chair Carr asked staff to re-send the link to the public document. The Committee discussed the already limited parking in the former Town. Michel commented that the CMHC has a detailed parking report available to read.

Moved by Mayor Zebian and seconded by Paul Beazley that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the text of the Windsor Municipal Planning Strategy and Windsor Land Use By-law to accommodate a wider range of “missing middle” housing forms, create affordable housing policies, and relax parking requirements in a manner substantively the same as the draft set out in Attachment A and Attachment B of the Planning and Heritage Advisory Committee report #23-21 dated January 9, 2025. Motion carried with Jane Davis, Councillor Leary-Pinch, Councillor Ivey and Mark Kehoe opposed.

Moved by Councillor Leary-Pinch and seconded by Mayor Zebian that PAC/HAC recommends that Council give First Reading and hold Public Hearing to consider amending the map of the Windsor Land Use By-law to reflect the proposed zoning changes in a manner substantively the same as the draft set out in Figure 1 of the Planning Advisory Committee report #23-21 dated January 9, 2025. Motion carried with Jane Davis, Councillor Ivey, and Mark Kehoe opposed.

6.1B Hantsport MPS and Hantsport LUB Amendments (Will Hong)

Moved by Councillor Leary-Pinch and seconded by Mayor Zebian that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the text of the Hantsport Municipal Planning Strategy and Hantsport Land Use By-law to accommodate a wider range of “missing middle” housing forms, create affordable housing policies, and relax parking requirements in a manner substantively the same as the draft set out in Attachment A and Attachment B of the Planning and Heritage Advisory Committee report #23-21 dated January 9, 2025. Motion carried with Councillor Ivey, Jane Davis, and Mark Kehoe opposed.

Moved by Paul Beazley and seconded by Councillor Leary-Pinch that PAC/HAC recommends that Council give First Reading and hold Public Hearing to consider amending the map of the Hantsport Land Use By-law to reflect the proposed zoning changes in a manner substantively the same as the draft set out in Figure 1 of the Planning Advisory Committee report #23-21 dated January 9, 2025. Motion carried with Jane Davis, Mark Kehoe, and Councillor Ivey opposed.

6.1C West Hants MPS and West Hants LUB Amendments (Will Hong)

Moved by Councillor Leary-Pinch and seconded by Paul Beazley that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the text of the West Hants Municipal Planning Strategy and West Hants Land Use By-law to accommodate a wider range of “missing middle” housing forms, create affordable housing policies, and relax parking requirements in a manner substantively the same as the draft set out in Attachment A and Attachment B of the Planning and Heritage Advisory Committee report #23-21 dated January 9, 2025. Motion carried with Jane Davis, Mark Kehoe, and Councillor Ivey opposed.

Moved by Paul Beazley and seconded by Mayor Zebian that PAC/HAC recommends that Council give First Reading and hold Public Hearing to consider amending the map of the West Hants Land Use By-law to reflect the proposed zoning changes in a manner substantively the same as the draft set out in Figure 1, Figure 2, Figure 3, and Figure 4 of the Planning Advisory Committee report #23-21 dated January 9, 2025. Motion carried with Jane Davis, Mark Kehoe and Councillor Ivey opposed.

7.0 Upcoming Public Information Meetings (January 15, 2025)

7.1 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 Highway Commercial (HC) to Two-unit Residential (R-2). The meeting will be held on January 15, 2025, at 6:00pm in the Council Chambers. There were no questions or comments.

7.2 File #24-26 Rezoning: 1177 King Street, Windsor, PID 45053816 (Alex Dunphy)

This is an application to rezone 1177 King Street, Windsor, PID 45053816, from Single-Unit Residential (R-1) to Two-unit Residential (R-2). The meeting will be held on January 15, 2025, at 6:00pm in the Council Chambers. There were no questions or comments.

8.0 Business Arising from the Minutes (File Updates)

The file updates were circulated with the agenda package and are available on the Municipal website. Jane asked if staff had heard anything back regarding item 8.7, File #24-10 WHMPS Amendments: Wind Turbine Setbacks. Notice was received in mid-November 2024 that the Minister of Planning would review the file and give a verdict in 60 days. Kari explained that there has been no response yet, but there are still some days left before the deadline. Paul asked if there had been any updates on item 8.8, File #24-01 Rezoning: PID 45045879 Willow Street, Hantsport. Around 4:00pm that day, notice was received from the Utility and Review Board that the appeal had been dismissed. Staff have not had a chance to review the document yet and will provide a more detailed update at the next meeting.

9.0 Building and Development Activity Report (December 2024)

The report was circulated with the agenda package and is available on the Municipal website. As noted previously, the year-to-date total for 2023 seems to contain an error and will need to be corrected.

10.0 Notices from Adjacent Municipal Units (None)

No notices were received.

11.0 Public Participation

The public is encouraged to attend the meetings or contact staff directly if they have any questions or comments. Contact information is available on the municipal website. There were no members of the public present at this time.

12.0 Next Meeting Date / Adjournment

The next scheduled meeting of the PAC/HAC is February 13, 2025. A notice will be sent out if there are any changes. With no further business, the meeting adjourned at 7:30pm.



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HAF Initiatives #1-3 Amendments to Planning Documents

JAN-09-2025

Presentation Overview

- Purpose of HAF
- Purpose of amendments to the planning documents
- Amendments in relation to #1
- Question period
- Amendments in relation to #2
- Question period
- Amendments in relation to #3
- Question period
- Recommendations



Housing Accelerator Fund

- A federal funding program to support local municipalities reducing systemic barriers to housing supply and helping develop **complete, affordable, inclusive, and climate-resilient** communities.
- West Hants Regional Municipality was selected and approved for **\$1.08 million** funding. In February 2024, the Municipality entered into an agreement with CMHC for HAF funding to pursue 7 initiatives in the Housing Action Plan
- The funding agreement requires the Municipality to deliver on the first three initiatives by March 2025 prior to the full Plan Review being completed

#1 - Allow greater density as-of-right within the serviced areas

#2 - Create affordable housing policies

#3 - Reduce minimum parking requirements





Purpose of Amendments

Housing Challenges

Median Housing Sale Price



Source: WHRM Housing Needs Assessment, 2023

Survey Finding: percentage of residents pay over 30% of income toward housing

58.8%
Affordable

41.2%
Unaffordable

Survey Findings: Housing Tenure

- **76% of renters** in the Municipality reported living in unaffordable housing, compared to **33% of homeowners**.
- Renters are **more likely to support** the statement that the municipality should provide incentives to developers to provide affordable housing units within proposals.



Affordability by Income-level

Income level	2022 median sale price:			\$325,000	\$277,500
	% of HHs below income level			Single Detached Dwelling	Semi Detached
	Couples	Lone parents	Single persons		
\$50,000	15%	36%	68%	no	no
\$55,000	18%	44%	73%	no	no
\$60,000	20%	51%	78%	no	no
\$65,000	24%	56%	82%	no	no
\$70,000	28%	61%	84%	no	no
\$75,000	32%	66%	87%	no	no
\$80,000	36%	70%	89%	no	no
\$85,000	40%	74%	91%	no	no
\$90,000	44%	79%	92%	no	no
\$95,000	48%	82%	93%	no	yes
\$100,000	53%	84%	94%	no	yes
\$105,000	56%	87%	95%	no	yes
\$110,000	60%	88%	96%	yes	yes

Table 1, Source: 2023 West Hants Regional Municipality Housing Needs Assessment

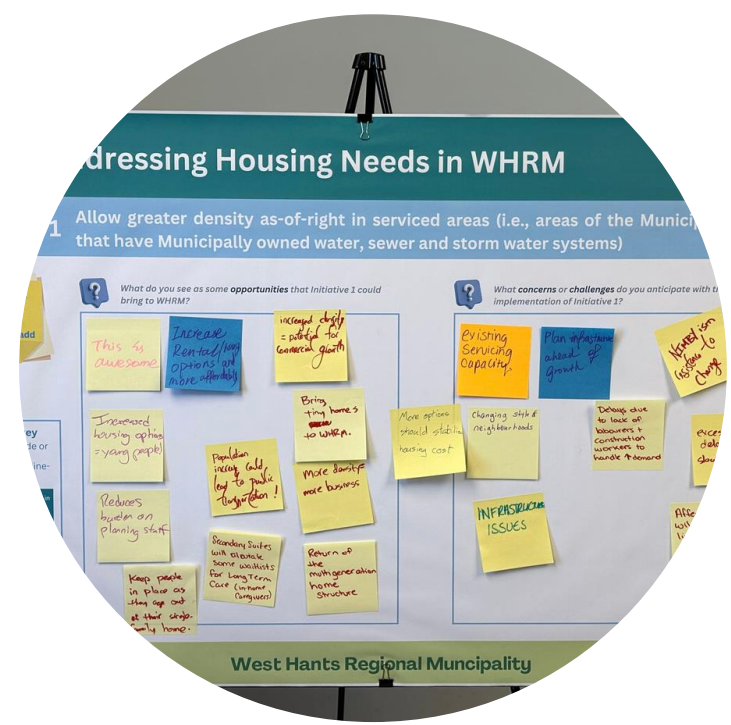




Purpose of Amendments

Public Engagement

Channels/Event	# of Touchpoints
Social Media (17 Facebook Posts)	1,200 people per post
Open House Sessions	20 Attendees
Online Survey	320 Responses
Unique Comments	376 comments



What We Heard:

Housings:

- greater choice in housing
- more housing
- more affordable options
- increased density

Others:

- increase heights
- support for lot coverage
- concerns about reducing parking





Summary of Changes to Planning Documents

Municipal Planning Strategy

- Allow 4 units on a residential lot serviced by municipal water and sewer
- Provide missing middle housing options
- Recognize housing needs of vulnerable populations
- Encourage and promote affordable housing developments

Land Use By-law

- Introduce lot coverage requirement to residential lot
- Adjust minimum lot area and setbacks to be consistent in zones across the board
- Enable bonus zoning for affordable housing units
- Reduce parking requirements within Growth Centres





Initiative 1: Changes to Residential Zones

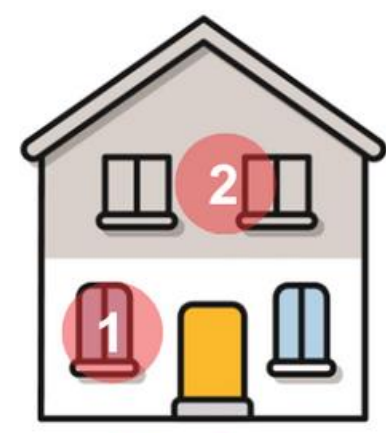
Current Zones	Proposed Zones	Current Density as-of-right	Proposed Density as-of-right
Single Unit Residential (R-1)	Low Density Residential (R-1)	2 Units (1 main unit + 1 ADU)	4 Units
Two Unit Residential (R-2)	Medium Density Residential (R-2)	4 Units (2 main units + 2 ADUs)	6 Units
Multiple Units Residential (R-3)	High Density Residential (R-3)	Varied in areas	12 Units

- Maximum height remain unchanged with 35 ft (3 storeys) as-of-right

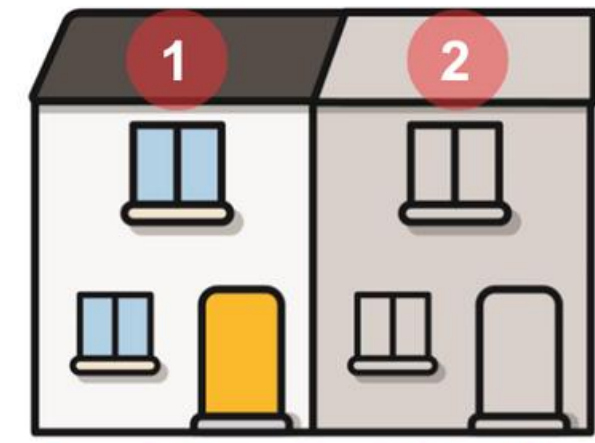


Initiative 1:

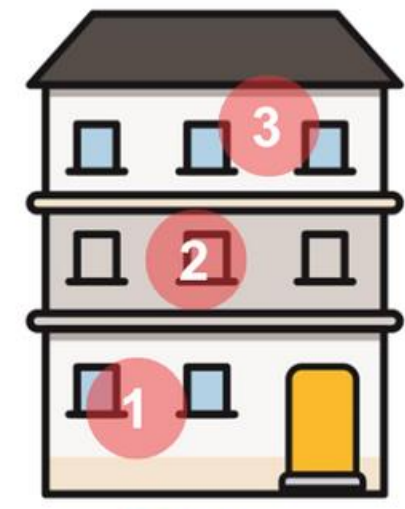
What does up to four units look like in R-1?



Duplex
(Two-unit Dwelling)



Semi-detached Dwelling
(Two-unit Dwelling)



Triplex
(Three-unit Dwelling)



Fourplex
(Four-unit Dwelling)



Townhouse



Three Single Unit Dwellings on the same lot



← Lot Line →



Four Single Unit Dwellings on the same lot





Initiative 1: What will R-2 and R-3 look like?

Medium Density Residential (R-2)

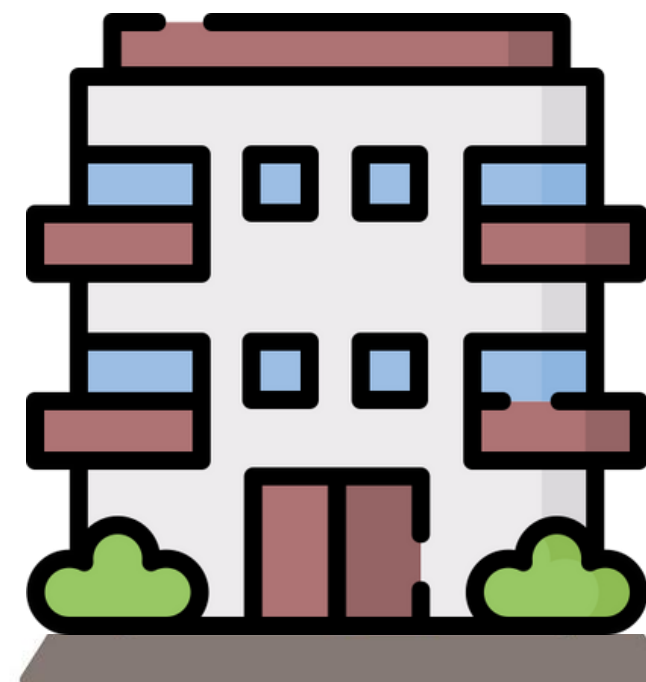


Small Apartment (up to 6 units)



- Maximum lot coverage 50% and landscaping requirements
- Recreational space requirements

High Density Residential (R-3)



Apartment (up to 12 units)



- Maximum lot coverage 40% and landscaping requirements
- Recreational space requirements

Questions regarding Initiative 1?



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Initiative 2: Amendments in relation to Affordable Housing Policies

- Adding a clear definition of “Affordable Housing Unit” to the Land Use By-law
- Introducing policies and provisions to encourage affordable housing units within a development through bonus zoning.
- Introducing policies to allow Council to identify suitable surplus Municipal-owned properties for the purpose of affordable housing development and sell such properties below market value if Council determines that it is in the best interest of the Municipality to do so.



Initiative 2: Amendments in relation to Affordable Housing Policies

Proposed Definition of “Affordable Housing Unit”

Affordable Housing Unit means:

- (a) housing that costs less than 30% of before-tax household income or as otherwise defined by the Canada Mortgage and Housing Corporation (CMHC) or the Province of Nova Scotia; and
- (b) dwellings constructed under the Province of Nova Scotia and/or Federal Affordable Housing cost sharing or funding program.





Initiative 2: Amendments in relation to Affordable Housing Policies

Bonus Zoning Provision in Medium Density Residential (R-2)

Bonus Zoning for Affordable Housing Units

The following bonus zoning shall be permitted if the proposal provides a minimum of five dwelling units that meet the definition of Affordable Housing Unit under this By-law, by way of subsidization through written agreement between the applicant and the Province and/or Federal Government(s) for a specified period of time:

- (a) Maximum number of dwelling units: increased by up to 35%; and
- (b) Lot coverage: increased to a maximum of 60%.



Initiative 2: Amendments in relation to Affordable Housing Policies

Bonus Zoning Provision in High Density Residential (R-3)

Bonus Zoning for Affordable Housing Units

The following bonus zoning shall be permitted if the proposal provides a minimum of five dwelling units that meet the definition of Affordable Housing Unit under this By-law, by way of subsidization through written agreement between the applicant and the Province and/or Federal Government(s) for a specified period of time:

- (a) Height of the main building: increased to a maximum of 4 storeys (45 feet);
- (b) Maximum number of dwelling units: increased by up to 40%; and
- (c) Lot coverage: increased to a maximum of 50%.





Initiative 2: Amendments in relation to Affordable Housing Policies

Surplus Municipal-owned land for the purpose of affordable housing

Section 51 (1) of the MGA allows municipalities to sell or lease property at a price less than market value for any purpose that the council considers to be beneficial to the municipality.

- It shall be the policy of Council to identify surplus Municipal-owned properties that may be suitable for affordable housing development.
- It shall be the policy of Council to consider the disposal of identified surplus Municipal-owned properties to housing providers at a price less than market value for the purpose of affordable housing development, where Council determines that it is in the best interest of the Municipality to do so.



Questions regarding Initiative 2?



P Initiative 3: Amendments in relation to parking

Previous Proposal:

1 parking space per dwelling unit for all dwellings across the Municipality



Revised Proposal after Public Engagement:

Growth Centres (Falmouth, Hantsport, Three Mile Plains and Windsor):

1 parking space per dwelling unit for all dwellings

Outside Growth Centres: parking requirements remain unchanged

Questions regarding Initiative 3?

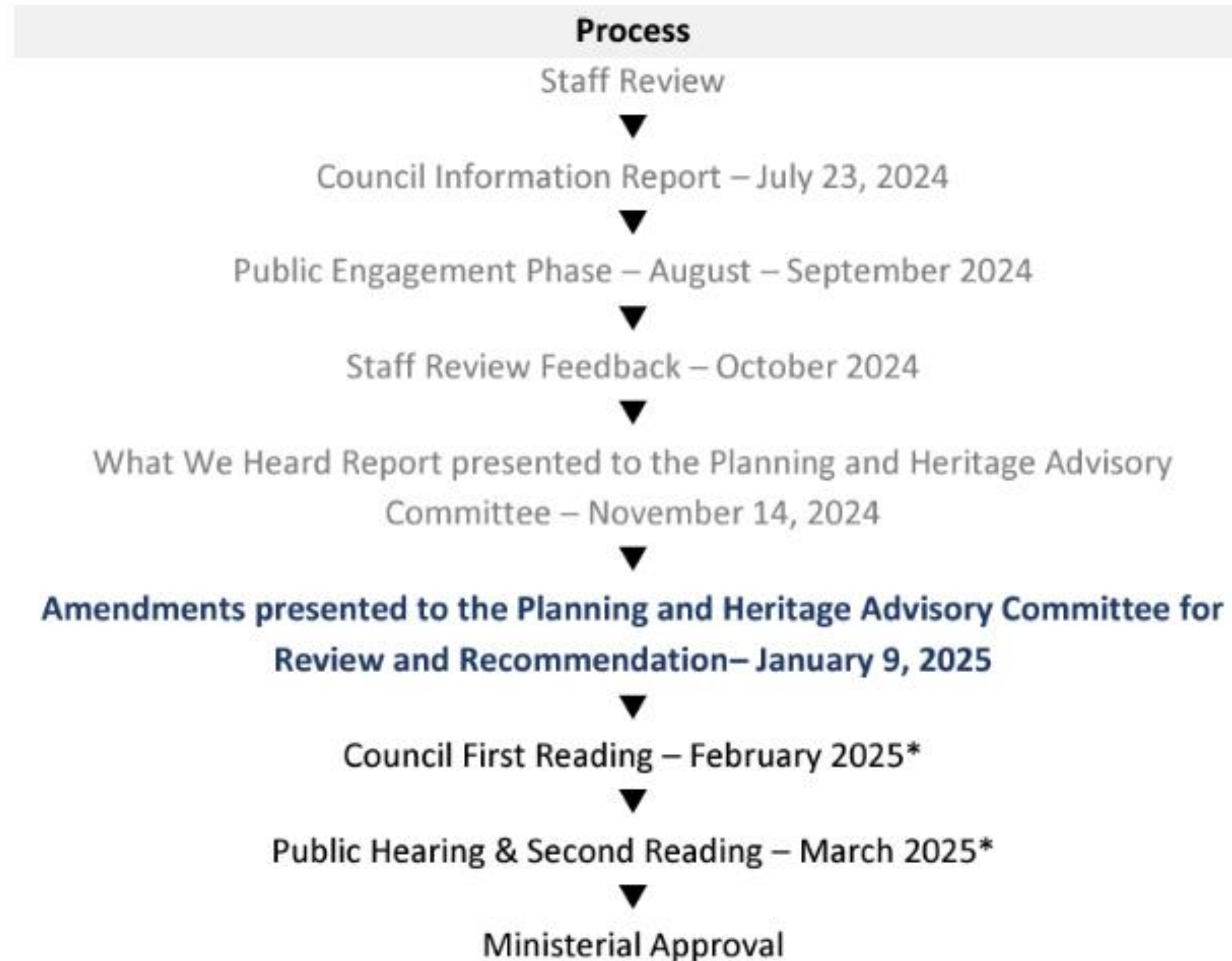


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Next Steps



Recommendation - Windsor (1 of 2)

- ...that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the text of the Windsor Municipal Planning Strategy and Windsor Land Use By-law to accommodate a wider range of “missing middle” housing forms, create affordable housing policies, and relax parking requirements in a manner substantively the same as the draft set out in Attachment A and Attachment B of the Planning and Heritage Advisory Committee report #23-21 dated January 9, 2025.



Recommendation - Windsor (2 of 2)

- ...that PAC/HAC recommends that Council give First Reading and hold Public Hearing to consider amending the map of the Windsor Land Use By-law to reflect the proposed zoning changes in a manner substantively the same as the draft set out in Figure 1 of the Planning Advisory Committee report #23-21 dated January 9, 2025.



Recommendation - Hantsport (1 of 2)

- ...that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the text of the Hantsport Municipal Planning Strategy and Hantsport Land Use By-law to accommodate a wider range of “missing middle” housing forms, create affordable housing policies, and relax parking requirements in a manner substantively the same as the draft set out in Attachment A and Attachment B of the Planning and Heritage Advisory Committee report #23-21 dated January 9, 2025.

Recommendation - Hantsport (2 of 2)

- ...that PAC/HAC recommends that Council give First Reading and hold Public Hearing to consider amending the map of the Hantsport Land Use By-law to reflect the proposed zoning changes in a manner substantively the same as the draft set out in Figure 1 of the Planning Advisory Committee report #23-21 dated January 9, 2025.



Recommendation - West Hants (1 of 2)

- ...that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the text of the West Hants Municipal Planning Strategy and West Hants Land Use By-law to accommodate a wider range of “missing middle” housing forms, create affordable housing policies, and relax parking requirements in a manner substantively the same as the draft set out in Attachment A and Attachment B of the Planning and Heritage Advisory Committee report #23-21 dated January 9, 2025.



Recommendation - West Hants (2 of 2)

...that PAC/HAC recommends that Council give First Reading and hold Public Hearing to consider amending the map of the West Hants Land Use By-law to reflect the proposed zoning changes in a manner substantively the same as the draft set out in Figure 1, Figure 2, Figure 3, and Figure 4 of the Planning Advisory Committee report #23-21 dated January 9, 2025.





Thank You!



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