



**WEST HANTS REGIONAL MUNICIPALITY**  
**Planning & Heritage Advisory Committee (PAC/HAC) Minutes**  
**April 10, 6:00pm – 8:52pm**  
**Sanford Council Chambers, Zoom / YouTube Live**

- PRESENT:** Tim Carr, Hantsport Representative, Chair  
Abraham Zebian, Mayor  
Kayla Leary-Pinch, Councillor (District 7) – 6:13pm  
Jim Ivey, Councillor (District 11)  
Guido Furlani, Windsor Representative – 6:03pm  
Jane Davis, Hantsport Representative  
Michel Bourgeois, WHRM Representative  
KJ Conyers-Steede, 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  
Hartley Atwell, GIS Technician
- GUESTS:** Layth Abou Ezzeddine, Hongnan Sun, Kwan Ki Tsoi, and Jared Friesen (Dalhousie University)
- GALLERY:** Councillor Bonnie Smith

**REGRETS:** Paul Beazley, Windsor Representative

### **1.0 Call to Order and Attendance**

Chair Carr called the meeting to order at 6:00pm. Vanessa Lake took attendance. Paul Beazley had sent regrets. Guido Furlani joined the meeting at 6:03pm. Councillor Leary-Pinch joined the meeting at 6:13pm. 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 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. The Committee and members of the audience are reminded of the proper behaviour expected of them from the Municipal Code of Conduct.

Chair Carr commended the Municipality for their commitment to providing a safe space with their words and actions in the Code of Conduct. He congratulated Will for his excellent presentation at the Committee of the Whole Meeting on the Housing Accelerator Fund project and thanked Michel for Chairing the March meeting in his absence. On behalf of Councillor Leary-Pinch, Chair Carr mentioned that there will be a community breakfast at the Vaughan community hall on Saturday. Mark Kehoe advised that the location is the fire hall rather than the community hall. They provided directions for anyone interested in attending.

### **3.0 Approval of Agenda and Additions**

Moved by Jane Davis 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 (March 13, 2025)**

Moved by Mayor Zebian and seconded by Councillor Ivey that the minutes from March 13, 2025, be approved as circulated. Motion carried unanimously.

## **6.0 New Business**

### **6.1 Information Presentation: Dalhousie Student Team Project on Housing Infill Opportunities in West Hants Regional Municipality**

The Municipality worked in collaboration with four Master of Planning students from Dalhousie University, Layth Abou Ezzeddine, Hongnan Sun, Kwan Ki Tsoi and Jared Friesen, on the Housing Action Plan Initiative #5, Promote Infill Development. Over the past three months, the students have done considerable background research with the help of Planning Staff and Public Works. Infill development is described as “new projects developed on under-utilized land where sufficient municipal services, environmental policies and regulatory conditions are already in place or could realistically be in place in the future.” This will utilize the existing infrastructure more efficiently and avoid costly capital infrastructure improvements. The students acknowledged the aging infrastructure and limited capacity in some areas. They further defined “under-utilized” with a two-part definition: land use by-laws already permit more housing on a parcel than what is currently developed, and existing municipal servicing and environmental policies can support more housing units than existing land use by-laws currently permit.

They had five key findings for promoting infill development: 1) Reducing the minimum parking requirements for new housing, 2) enable more housing along the transportation corridors or community hubs, 3) expand as-of-right zoning permissions for residential uses, 4) end exclusionary zoning that only allows one unit per lot, and 5) introduce form-based codes to allow design flexibility. The recent amendments for Initiatives #1-3 filled in some of the gaps they discovered but there is still room for improvement.

They developed an inventory of under-utilized lands, infrastructure capacity, environmental policies, and existing regulatory challenges, and provided policy recommendations to guide a balanced approach to infill housing development. They provided a map showing the most

suitable locations for infill development based on various criteria, including (but not limited to) infrastructure capacity, sidewalks, neighbourhood character, and environmental constraints.

The Committee thanked the students for their excellent presentation and hard work. Committee members were happy to see their recommendations on community hubs, form-based codes, and sidewalks. The information provided is extremely valuable and will help shape future policy development.

### **6.2 Information Presentation: Old Parish Burying Ground – GIS Mapping Exercise (Hartley Atwell)**

Hartley Atwell is a Geographic Information Services (GIS) technician for the Municipality. In the summer of 2023, the West Hants Historical Society approached Hartley for her assistance in mapping and documenting the Old Parish Burying Ground to create an online, interactive map. The cemetery was designated a Municipal Heritage Site in 2007 and was active from 1776 to 1884. Hartley conducted research and made several trips with a handheld GPS to map the cemetery and collect data points for each monument. With ArcMap Desktop software, she input the data and created a map of the cemetery. Each data point holds as much information as possible on a monument; if no information could be deciphered, the monument was given a number, so the content could be added later if more information came to light. The final product will be an online, interactive, and informative map that will help families when conducting genealogy research. Hartley thanked the Historical Society, particularly Juanita Giles, for their assistance. The map is still a work in progress, and they hope to release it publicly soon.

The Committee thanked Hartley for her presentation and spoke of the value of such a resource for families, students, and those interested in history. Hartley explained that she will be the one maintaining the map and adding more information if/when it is available. The data is shared between the Municipality and the Historical Society and is not shared with outside companies.

### **6.3 File #24-26 Rezoning: 1177 King St, Windsor, PID 45053816 (Alex Dunphy)**

This application is for a request to rezone the subject lot from the Single Unit Residential (R-1) zone to the Two Unit Residential (R-2) zone to permit converting the existing dwelling into a two-unit structure as well as subdividing the lot for an additional two-unit structure. This application was originally brought to the PAC/HAC on March 13, 2025, where it was deferred so Alex could

confirm some information with the Development Officer. This information was provided in Alex's report, which was circulated with the agenda package and is available on the Municipal website. Councillor Ivey asked if this property would qualify for the as-of-right permissions which will be in place once the Housing Accelerator Fund amendments are reviewed by the Province. Alex replied that the rezoning is being considered under the current documents. The applicant's intent is to have two duplex units and at the time, the rezoning is the only way forward. The applicant would be able to have two duplex units as-of-right once the amendments are approved, however the applicant wishes to move forward as quickly as possible.

Moved by Councillor Leary-Pinch and seconded by Michel Bourgeois 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. Motion carried with Councillor Ivey, Guido Furlani, and Jane Davis opposed.

#### **6.4 Information Report: Public Participation Program Policy – Notification Distances (Kari Fougere)**

Kari's report was circulated with the agenda package and is available on the Municipal website. Increasing the notification requirements for Public Information Meetings has been discussed by this Committee numerous times. It has gone to Council before where no direction was given, and no changes were made. Many on the Committee felt it was best to inform as many people as possible and that increasing the notification distance to 1000' (304.8m) and the lead time for ads to 14 days would be beneficial. A development could potentially affect more people than within the 300' (91.44m) or 500' (152.40m) notification distance and it is a disservice to the neighbourhood to not inform them of what is going on. Others felt that public engagement has been at an all-time high. The Public Information Meetings are open to the public and are advertised in numerous places at the cost of the applicant. The application fee is \$1600, consisting of a \$500 administrative cost and a \$1100 deposit to cover postage and advertising. Increasing the notification distance would use more of that deposit and ultimately cost more for the applicant, and not all applicants are big-time developers. It was also noted that since the last

recommendation to Council, the newspaper began publishing on Fridays instead of Tuesdays, which has already affected the advertising timeline.

The Committee discussed this topic at length. They were not ready to make a motion at this time. This file was deferred to the next meeting for further consideration and for the public to share any feedback in the interim.

### **6.5 Information Report: Planning Advisory Committee and Heritage Advisory Committee Name (Kari Fougere)**

Kari's report was circulated with the agenda package and is available on the Municipal website. To change the name of the Committee would require action from Council and it was not considered a priority at this time. The Committee is already referred to in many ways (PAC, PACHAC, etc.) and the public is familiar with the Committee's name as it is. A new name would also bring a new acronym. It was noted that there should be a conscious decision made to not use acronyms, when possible, for clarity and accessibility.

## **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)**

This is a development agreement application to permit an automotive repair shop on the subject lot. The Committee did not have any questions or comments.

### **7.2 File #25-05 Development Agreement: PID 45382934, Highway 14, Windsor Forks (Alex Dunphy)**

This is a development agreement application to permit tourist accommodation on the subject lot. There were a few questions from the public during the Public Information Meeting about the location of the proposed geodomes, washroom facilities, and management, and the feedback was mostly positive. The Committee did not have any questions or comments.

### **7.3 File #25-04 Development Agreement Amendment: PID 45056363 Upper Water Street, Windsor (Kari Fougere)**

This is a development agreement amendment application to allow for updated unit designs, updated exterior finish, adding two (2) units to the second floor, and updating the required parking. There was a positive response from the community during the Public Information Meeting. The Committee did not have any questions or comments.

## **Break**

Chair Carr called for a short break at 7:57pm. At this time, Hartley Atwell and the four Dalhousie students left the meeting. The meeting resumed at 8:15pm.

## **8.0 Business Arising from the Minutes**

### **8.1 Committee Q&A**

Jane provided a Dashboard for the Committee with outstanding questions from past meetings.

Chair Carr reminded everyone that staff may not have the answers readily available, and to consider the extra work that may be required of staff to get those answers. Questions should be assessed for how relevant they are to the Committee's mandate.

The notification distance for Public Information Meetings was previously addressed during the meeting. The Town of Windsor Industrial Lands Study was attached to the March 14, 2024, minutes for reference.

Kari provided an update for the Minas Basin Flood Study. She had reached out to the provincial planner and was informed that the map is not yet available to the public. It is expected to be released in 2027 with supporting documents. The planner did offer to meet with the Committee to discuss the program and its intent. KJ asked how this map differs from the NS Coastal Hazard Map guide. Kari was not sure and will investigate. KJ also suggested that staff reach out to the Atlantic Infrastructure Management Network. Mayor Zebian mentioned that he will be attending a Mayor's meeting next week to discuss the future of Nova Scotia coastlines with the Minister. He hopes to bring information back to the April Council meeting.

Regarding inquiries on Bill 177, a commercial taxation incentive, Alex spoke to the manager of economic development and confirmed that there have been no inquiries so far. Jane suggested promoting the Bill on the website to spread the word of this opportunity.

The last item on the Dashboard was additional documentation for development agreements and rezonings on the website. Currently, staff reports and presentations are uploaded until Council approval, at which point the file is no longer updated. The Committee discussed what other information could be shared and how. Some concern was expressed for staff time and resources in keeping this updated for every step. It was noted that development agreements are tied to the property, and it may be years before any development may commence.

Mark asked if he could add a discussion on the Province's state of emergency regarding fire protection in Windsor to the next Q&A. He wondered if any consideration has been given to this state of emergency and the dry hydrants in the former Town. This question would be better addressed by Public Works, though it could be presented to the Committee if requested.

Jane asked to add a discussion on the Meeting and Committee Procedural Policy to the next Q&A regarding conflicting motions. Unfortunately, that is a Council policy and outside the Committee's scope. KJ asked to discuss a construction mitigation fund at the next Q&A.

Chair Carr reminded the Committee of the timeline for submitting agenda or Q&A items and encouraged members to submit any requested material as soon as possible to himself and Planning staff. Potential agenda and Q&A items will be evaluated based on their relevance to the Committee's mandate.

### **8.2 Cell Towers Discussion (Guido Furlani)**

Due to a busy schedule, Guido was unable to submit his report in time for the agenda package. Chair Carr deferred this item to the next meeting so Committee members would have a chance to read the material that was provided at this meeting. Staff and the Chair will determine if and how this information pertains to the Committee's mandate and next steps.

### **9.0 File Updates**

The file updates were circulated with the agenda package and are available on the Municipal website. There were no questions or comments at this time.

### **10.0 Building and Development Activity Reports (March 2025)**

The report was circulated with the agenda package and is available on the Municipal website. Mayor Zebian asked about the large amount listed under Institutional and Government. Will replied that he had investigated this number himself and found it to be the new Dykeland Lodge (long-term care facility) on College Rd, Windsor.

## **11.0 Notices from Adjacent Municipal Units (None)**

### **11.1 County of Kings – Upcoming Public Information Meetings**

The notice was received and sent out to the Committee on Monday, April 7, 2025, and will be included with the minutes. There were no questions or comments at this time.

## **12.0 Public Comments**

The public is encouraged to attend the meetings or contact staff directly if they have any questions or comments. An email can be sent to [planning@westhants.ca](mailto:planning@westhants.ca) and the appropriate staff member will respond. Contact information is also available on the Municipal website. There was one (1) member of the public present at this time but there were no questions or comments.

## **12.0 Next Meeting Date / Adjournment**

The next meeting is scheduled for May 8, 2025, at 6:00pm. A notice will be sent out if there are any changes. With no further business, the meeting adjourned at 8:52pm.