



**WEST HANTS REGIONAL MUNICIPALITY**  
**Planning & Heritage Advisory Committee (PAC/HAC) Minutes**  
**September 11, 2025, 6:00pm – 7:47pm**  
**Sanford Council Chambers, Zoom / YouTube Live**

**PRESENT:** Tim Carr, Hantsport Representative, Chair  
Abraham Zebian, Mayor  
Kayla Leary-Pinch, Councillor (District 7)  
Jim Ivey, Councillor (District 11)  
Guido Furlani, Windsor Representative  
KJ Conyers-Steede, WHRM Representative  
Jane Davis, Hantsport Representative  
Michel Bourgeois, WHRM Representative

**STAFF:** Kari Fougere, Acting Director of Planning and Development  
Will Hong, Planner  
Vanessa Lake, Planning Assistant

**GALLERY:** Paul Wheadon, Councillor (District 4)  
Bonnie Smith, Councillor (District 10)

**REGRETS:** Mark Kehoe, WHRM Representative

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

The Chair called the meeting to order at 6:00pm. Quorum was achieved. Mark Kehoe sent regrets. All other Committee members were present.

## **2.0 Announcements**

Chair Carr read the Land Acknowledgements, reminded everyone of the expectations from the Code of Conduct, and outlined the emergency exit procedure.

The Hants County Exhibition starts this weekend. The Garlic Fest in Windsor will be held on Saturday, September 13, as well as the Hantsport Community-wide Yard Sale. It will be a busy but very fun weekend.

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

Staff had to remove item 6.1, Files #25-07/11/12, after a discussion with the developer. They are not quite ready to bring this item forward yet. Item 7.0, the Special Council Meeting, was also removed as a result. There were no further changes to the agenda, and it was approved as amended by unanimous consent.

## **4.0 Declaration of Conflict of Interest**

No conflicts were declared.

## **5.0 Approval of Minutes (July 10, 2025)**

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

## **8.0 New Business**

### **8.1 File #25-15 Development Agreement: PID 45053220 King St, Windsor (Will Hong)**

This is a development agreement application to permit a 4 storey, 72-unit residential building, plus a basement level. The Public Information Meeting was held on June 4, 2025, with approximately 17 members of the public present. The comment period was open until June 18, 2025. Several comments were received at the meeting and during the comment period. Concerns included traffic impact, compatibility with the existing neighbourhood, infrastructure and sewer

capacity, and the loss of green space. The report was circulated with the agenda package and is available on the Municipal website.

Planner Hong explained that the applicant submitted their proposal through the Provincial Land for Housing Program. This program identifies sites from the provincial land inventory that could be used for housing, and developers can submit their proposals for review. The successful applicant may purchase the land at a discounted price if their proposal provides a certain percentage of affordable housing units. This proposed development would be 25% affordable housing, or 19 units. This is the first application for this program in the Municipality.

This application was received before the Housing Accelerator Fund amendments came into effect in May 2025 and is measured against the previous Windsor Municipal Planning Strategy (WMPS) policies. Based on public feedback, staff negotiated a requirement in the draft development agreement for the developer to maintain as many trees as is feasible on the site, and any trees that cannot be kept must be replaced at a 1:1 ratio of the same species. This requirement may be waived by 50% if the developer incorporates a low impact development feature (such as a rain garden) that satisfies the Municipal Engineer. This provides the developer with flexibility in case replacing the trees acts as a barrier. The Committee discussed how many and where the replacement trees may be planted and which low impact features may be feasible. An arborist assessment would be up to the developer. Concerns were raised over the nature of the neighbourhood and the height of the proposed building, as well as the reduced setbacks outlined in the development agreement.

The municipal traffic authority did not have any concerns regarding this development, so a traffic impact study is not required at this time.

The current draft development agreement indicates that one of the 72 parking spots will be accessible parking space. The Committee questioned if this aligned with accessibility regulations. Staff will investigate the requirements and bring this information back to the Committee. This information will be relayed to the developer as well. It was noted that bike parking will also be provided.

Moved by Mayor Zebian and seconded by Michel Bourgeois that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider entering into a development

agreement to allow for a new multiple unit residential building at PID 45053220 on King Street, Windsor in a manner substantively the same as the draft set out in Attachment C of the report File #25-15 to the Planning and Heritage Advisory Committee report dated September 11, 2025. Motion carried unanimously.

Moved by Mayor Zebian and seconded by Councillor Leary-Pinch that PAC/HAC recommends that Council require that the development agreement with Pinnacle Construction Ltd. be signed within 120 days from the date of final approval by Council or the date that any appeals have been disposed of; otherwise this approval will be void and obligations arising hereunder shall be at an end. Motion carried unanimously.

### **8.2 A Historic Downtown Revitalization Framework for Windsor (KJ Conyers-Steede)**

KJ Conyers-Steede provided an information report to the Committee. His report was circulated with the agenda package and is available on the Municipal website.

The report is comprised of both academic research and lived experiences. There has been ongoing discussion since the end of COVID; what is the future of downtowns? How do downtown cores play a role in regional economic development across the country? Halifax has done a good job figuring out how to balance new development with preserving its unique heritage. It has connected its downtown core to other communities in their municipality. KJ also provided case studies from Bonavista, Newfoundland and Collingwood, Ontario. A key component in these projects was allowing business leaders and community champions to come together.

WHRM may be limited by staff capacity and resources, but passionate groups exist in WHRM and are already doing great work. The Municipality can provide a space for them to come together and offer support. The Windsor Township Business Association and the Community Development department are also great partners to consider. Chair Carr can connect KJ with some of these groups to continue the conversation. Mayor Zebian noted that Council recently approved an Active Transportation strategy and invested in sidewalk improvements in the downtown core. The Committee commended KJ for the excellent report.

## **9.0 Business Arising from the Minutes**

### **9.1 Committee Q&A Dashboard**

The dashboard was circulated with the agenda package and is available on the Municipal website. There was one topic on the Dashboard, improved public engagement methods. After a long discussion, the Committee decided to remove this item from the Dashboard. It may return if the need arises, and/or a more actionable method is suggested. WHRM is currently on par with neighbouring municipalities when it comes to public notification and engagement. Staff time and resources are a concern, as well as increased costs to applicants.

## **10. Business Arising from the Public Information Meetings (September 3, 2025)**

### **10.1 File #25-20 Rezoning: PID 45285103, Old Walton Rd, Upper Burlington (Will Hong)**

This is an application submitted by CAO Mark Phillips on behalf of Council to rezone PID 45285103, Old Walton Rd, Upper Burlington, from Open Space (OS) to provide an opportunity for the Hants Shore Childcare Association to explore establishing a licensed childcare centre on the property. The property is currently owned by the Municipality and will be donated to the Hants Shore Childcare Association for this purpose. There were 6 members of the public present at the meeting and four people gave comments. There were concerns about the existing heritage trail, traffic impacts, and suitability for the area. The comment period remains open until noon on September 17, 2025. The Committee had no questions or comments.

### **10.2 File #25-21 Rezoning: PID 45038510, Highway 14, Windsor Forks (Alex Dunphy)**

This is an application to rezone PID 45038510 Highway 14, Windsor Forks, from Rural Commercial (RC) to General Resource (GR) with the intent to subdivide. There were four members of the public present at the meeting, and no comments were received. The comment period remains open until noon on September 17, 2025. The Committee had no questions or comments.

## **11.0 File Updates**

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

## **12.0 Building and Development Activity Reports (July and August 2025)**

The reports were circulated with the agenda package and are available on the Municipal website.

Chair Carr asked about the \$45 million under Industrial construction in the August report. Acting Director Fougere did not have the information on hand but guessed it was Phase 2 of the Benjamins Mill Wind Project. Staff will follow up at the next meeting.

### **13.0 Notices from Adjacent Municipal Units – None**

### **14.0 Public Comments**

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. If you are unsure who to contact, an email can be sent to [planning@westhants.ca](mailto:planning@westhants.ca) and the appropriate staff member will respond. There were no members of the public present at this meeting.

### **15.0 Next Meeting Date / Adjournment**

The next meeting is scheduled for October 9, 2025, at 6:00pm. A notice will be sent out if there are any changes.

Chair Carr shared that Paul Beazley has stepped down from the Committee due to work commitments and other priorities. The Committee expressed their thanks for his time and contributions and wished him well.

With no further business, the meeting adjourned at 7:47pm.