



WEST HANTS REGIONAL MUNICIPALITY
Planning & Heritage Advisory Committee (PAC/HAC) Minutes
November 13, 2025, 6:06pm – 8:05pm
Sanford Council Chambers, Zoom / YouTube Live

PRESENT: Councillor Kayla Leary-Pinch (District 7)
Councillor Jim Ivey (District 11)
Guido Furlani, Windsor Representative
Dave Moore, Windsor Representative
Tim Carr, Hantsport Representative
Jane Davis, Hantsport Representative
Michel Bourgeois, WHRM Representative

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

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

REGRETS: Abraham Zebian, Mayor
Mark Kehoe, WHRM Representative

1.0 Call to Order and Attendance

Tim Carr called the meeting to order at 6:06pm. Quorum was achieved. Mayor Zebian and Mark Kehoe had sent regrets. Acting Director Fougere introduced new member Dave Moore. There is one vacancy on the Committee, but a new member recommendation will be going forward to Council later this month.

2.0 Election of Chair and Vice-Chair

Per the Committee's Terms of Reference, a new Chair is elected annually. Thanks and appreciation were passed on to Tim Carr for his past terms as Chair. Tim Carr opened the floor to nominations for a new Chair. Everyone gave a brief introduction beforehand.

Jane Davis nominated Michel Bourgeois. Guido Furlani and Tim Carr also nominated Michel Bourgeois. Michel Bourgeois accepted the nomination and position as Chair. Tim Carr stepped down, and Michel Bourgeois assumed the Chair.

Chair Bourgeois called for nominations for a Vice-Chair.

Jane Davis nominated Councillor Ivey. Tim Carr and Guido Furlani also nominated Councillor Ivey. Councillor Ivey accepted the nomination and position of Vice-Chair.

3.0 Announcements

Chair Bourgeois read the Land Acknowledgements, reminded everyone of the expectations from the Code of Conduct, and outlined the emergency exit procedure. There were no further announcements.

4.0 Approval of Agenda and Additions

Moved by Jane Davis and seconded by Tim Carr that the agenda be approved as circulated. Motion carried unanimously.

5.0 Declaration of Conflict of Interest

No conflicts were declared.

6.0 Approval of Minutes (October 9, 2025)

There were no changes to the minutes, and they were approved as circulated by unanimous consent.

7.0 New Business

7.1 File #25-22 Rezoning: 5988 Highway 215, Kempt Shore (Will Hong)

This is an application to rezone the subject property from Rural Commercial (RC) to General Resource (GR) to construct a single-unit dwelling. This property was the former site of a Credit Union, and the building has since been demolished. The Public Information Meeting was held on October 8, 2025. No questions or comments were received during the public comment period. The Committee had no questions or comments on this file.

Moved by Councillor Leary-Pinch and seconded by Tim Carr that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending Schedule A of the West Hants Land Use By-law to rezone PID 45179462 at 5988 Highway 215 in Kempt Shore from Rural Commercial (RC) to General Resource (GR) zone as shown in the report #25-22 to the Planning and Heritage Advisory Committee dated November 13, 2025. Motion carried unanimously.

7.2 File #25-07/11/12 Development Agreement and Rezoning: PIDs 45055241, 45190386, and 45366457, Wentworth Rd, Windsor (Will Hong & Alex Dunphy)

This application is being considered in three parts: a development agreement, a rezoning, and a redesignation. The development agreement requested is to permit a large-format retail store and several smaller retail stores. The rezoning and redesignation set the foundation for future residential development by the applicant. The files are not contingent on one another and may be considered separately. As they are part of the same application, they are being considered concurrently. Full details are available in the staff reports in the agenda package and on the municipal website. The Public Information Meeting for this application was held on March 5, 2025. 2 members of the public attended the meeting. The deadline for comments was March 19, 2025, and staff did not receive any comments.

Planner Hong's files, #25-11/12, deal with the redesignation and rezoning of PIDs 45439098 and 45190386, Wentworth Road, Windsor. The request is for PID 45439098 to be redesignated from the split designation of Commercial and Residential to entirely Commercial, and to rezone from

the split zone of Wentworth Road Commercial (WR-C) and Agriculture (AG) to entirely Wentworth Road Commercial (WR-C); and for PID 45190386 to be rezoned from Agriculture (AG) to Medium Density Residential (R-2), and to exclude this property from the Wentworth Road Gateway District (WRGD). Planner Hong explained that PID 45190386 crosses the boundary of the Windsor/West Hants planning areas, but the application area is entirely within Windsor and is evaluated only by Windsor criteria.

Planner Hong noted that the recommendations in his presentation are slightly different from the recommendations in his report. This is because of the recent consolidation of lots by the landowner. His presentation shows the updated PID numbers. Senior Planner Dunphy's file provides more context for this application, and it will be helpful to understand the full scope of the project before the Committee votes on any recommendations.

Councillor Ivey asked for clarification that the Agricultural lands are designated as Future Residential within the Generalized Future Land Use Map (GFLUM), and that an agrologist report was not required. Planner Hong explained that within the long-term planning documents, which outlines Council's vision for future development, this area is designated as Residential. This means that previous Council had expressed their intention for this land to eventually transition into Residential. Senior Planner Dunphy added that the Windsor criteria for rezoning Agricultural lands has no mechanism in place to require an agrologist report. The criteria states, "Council shall have regard to the potential impact of the new development on adjacent active farms." There is no active farmland adjacent to the subject property.

Senior Planner Dunphy's file, #25-07, deals with the development agreement. As with Planner Hong's file, due to the recent consolidation of lots, his presentation contains the updated PID numbers while his report does not. In the Next Steps section of his report, he also noted an outdated reference to a Special Council Meeting. This paragraph no longer applies.

The purpose of the development agreement is to permit a large-format retail store and three smaller retail stores on the subject properties, which will front on Cole Drive. The development agreement also includes land conveyance and easements. These will provide the developer with access to the site, and the municipality with access to the stormwater management ponds.

The Committee discussed the application at length. Staff explained that the consolidation of lots happened after the reports had been filed, and staff will correct the PID numbers in reports going forward. The PAC/HAC staff reports are filed well in advance and were unable to reflect such a recent change. Staff can't say for sure how much preliminary earthworks have been done on the property, but work has been done already. There were concerns about pedestrian access and safety, as well as traffic generation and congestion. The Municipal Traffic Authority felt that the submitted traffic study and associated recommendations were acceptable and will follow through on what was required in the study. The Committee felt the study underrepresented pedestrians and the traffic generated by the exhibition grounds during operations.

A major topic of discussion were the stormwater management ponds and the potential cost to the municipality. Staff explained that the stormwater management plan was submitted by the developer and approved by the Public Works Engineering Division. A cost-sharing agreement had been negotiated between the developer and Public Works to provide stormwater management on site, and staff believe that a part of this cost is going towards improvements to the existing stormwater situation in the area. Staff will follow-up with Public Works. The Committee asked if two of the ponds were preexisting and if this meant that the municipality is providing all the stormwater management resources. Staff responded that the pond parcel along Cole Drive is already existing but has limited capacity. The developer will be conducting the earthworks and construction for the additional pond parcel. The Committee would like to see clarification on the financial impact and ownership of these ponds going forward.

Moved by Councillor Ivey and seconded by Tim Carr that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the Generalized Future Land Use Map of the Windsor Municipal Planning Strategy to include PID 45439098 in the Commercial designation as shown in the report #25-11/12 to the Planning and Heritage Advisory Committee dated November 13, 2025. Motion carried. Opposed: Guido Furlani.

Moved by Councillor Ivey and seconded by Tim Carr that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the zoning map of the Windsor Land Use By-law to rezone PID 45439098 from a split zone of Wentworth Road Commercial (WR-C) and Agriculture (AG) to Wentworth Road Commercial (WR-C) entirely, and rezoning PID

45190386 from Agriculture (AG) to Medium Density Residential (R-2) and amending the Schedule B of the Windsor Land Use By-law to adjust the Wentworth Road Gateway District boundary as shown in the report #25-11/12 to the Planning and Heritage Advisory Committee dated November 13, 2025. Motion carried. Opposed: Guido Furlani and Dave Moore.

Moved by Tim Carr and seconded by Councillor Ivey that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider entering into a development agreement to allow a large-format retail store and several smaller retail stores on Cole Drive (PIDs 45439098, 45190386 & 45055282) in Windsor by development agreement, which is substantively the same as the draft set out in Attachment B of the report File #25-07 to the Planning and Heritage Advisory Committee dated November 13, 2025. Motion carried. Opposed: Guido Furlani and Jane Davis.

Moved by Councillor Leary-Pinch and seconded by Tim Carr that PAC/HAC recommends that Council require that the development agreement with J. D. Irving, Limited which permits a large-format retail store and several smaller retail stores on Cole Drive (PIDs 45439098, 45190386 & 45055282) in Windsor 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. Opposed: Guido Furlani and Jane Davis.

Moved by Councillor Ivey and seconded by Tim Carr that PAC/HAC recommends that Council approves the necessary land transfer of a portion of PID 45055282 to the Owner and a portion of PID 45439098 to the Municipality, as well as an easement across a portion of PID 45055282 in favour of the Municipality and two easements across PID 45439098 in favour of the Municipality, as part of this Development Agreement. Motion carried. Opposed: Guido Furlani, Jane Davis, and Tim Carr.

7.3 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 for low-density residential use. The applicant recently informed staff that they may wish to retain a portion of the lot as Rural Commercial (RC). The Public Information Meeting was held on September 3, 2025. No questions or comments were received during the public comment period. Staff noted that they have not received a response from the local Fire Chief yet. The Manager of Building and Fire Inspection

Services had no concerns regarding this rezoning, and based on previous responses for similar applications, no concerns are anticipated. Staff hope to have a response from the Fire Chief before this application goes to First Reading.

Councillor Leary-Pinch asked if it was possible to ask the Fire Chief from another fire department for their opinion on this application. Senior Planner Dunphy replied that this is an option, and staff will look into it. Staff are also considering discussing new terms on how responses are processed with the Fire Chiefs.

Guido Furlani asked what the purpose of the Rural Commercial (RC) zone is. Senior Planner Dunphy replied that the intent is to allow for small-scale commercial uses, including tourist accommodation, in rural areas of the municipality. A dwelling unit is permitted in conjunction with the commercial use and there is a maximum floor area for the commercial use.

Councillor Leary-Pinch asked if tourist accommodations such as an Air B&B could be put on the lot after rezoning. Senior Planner Dunphy responded that short-term rentals (such as Air B&Bs) are not specifically defined within the planning documents. Any dwelling unit may be used as a short-term rental if the zoning permits residential uses.

Councillor Ivey asked if the property owner was able to do as desired without rezoning the property. Senior Planner Dunphy replied that the intent is to subdivide the lot for standalone residential units, which are not permitted in the current zone. The applicant does not intend to use it for short-term rentals. To meet the applicant's intention, rezoning is the best option.

Councillor Leary-Pinch asked if there were any downfalls to not rezoning the entire lot. Senior Planner Dunphy replied that split zoning (one PID with two or more zones) is generally avoided by staff. As long as the portion that remains Rural Commercial (RC) aligns with the new boundaries after subdivision, it shouldn't be an issue.

Moved by Tim Carr and seconded by Councillor Leary-Pinch that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending Schedule A of the West Hants Land Use By-law to rezone PID 45038510 on Highway 14 in Windsor Forks from the Rural Commercial (RC) zone to the General Resource (GR) zone as shown in the report #25-21 to the Planning and Heritage Advisory Committee dated November 13, 2025. Motion carried unanimously.

8.0 Business Arising from the Minutes – None

9.0 Business Arising from the Public Information Meetings – None

10.0 File Updates

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

11.0 Building and Development Activity Reports (October 2025)

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

12.0 Notices from Adjacent Municipal Units – None

13.0 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 and the appropriate staff member will respond.

14.0 Next Meeting Date / Adjournment

The next meeting is scheduled for December 11, 2025, at 6:00pm. A notice will be sent out if there are any changes. With no further business, the meeting adjourned at 8:05pm.