



**WEST HANTS REGIONAL MUNICIPALITY
Windsor Area Advisory Committee (WAAC) Agenda
June 4, 2020 – 6:30p.m.
Virtual Meeting (Zoom)**

- 1.0 Call to Order**
- 1.1 Introduction of members
- 2.0 Election of Chair and Vice Chair**
- 3.0 Approval of Agenda and Additions**
- 4.0 Approval of Minutes**
- 5.0 Business Arising from the Minutes**
- 6.0 Building and Development Activity Report**
 - Monthly Reports: April and May (will be provided in meeting)
- 7.0 New Business**
- 7.1 Meetings and Procedural Policies (Madelyn LeMay)
- 7.2 Committee Terms of Reference (Madelyn LeMay)
- 7.3 Planning and Development Department Overview (Madelyn LeMay)
- 7.4 What is Planning? (Saira Shah and Sara Poirier)
- 8.0 Notices from Adjacent Municipal Units**
- 9.0 Questions and Comments from Public**
- 10.0 Adjournment**

WINDSOR AREA ADVISORY COMMITTEE TERMS OF REFERENCE

1. Official Name

The official name of this committee is the Windsor Area Advisory Committee. It may be referred to as WAAC.

2. Members/Composition

The Committee consists of a minimum of four and maximum of eight members:

- one (1) Municipal Councillor, usually a Councillor whose district includes part of the community of Windsor; and
- up to seven (7) members of the public who live in the community of Windsor.

All members of the Committee are appointed by resolution of Council, and each member appointed serves the Committee for a term specified in the policy establishing the Committee. Members are eligible for reappointment.

Resident members are chosen through an evaluation process and recommendation of the Planning and Heritage Advisory Committee (PAC/HAC) to Council.

All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the specified term is over.

In the case of any unexpected vacancy, Council may undertake the selection process to fill the position, with that new person appointed to serve the remainder of the term of the person replaced.

The Chair and the Vice-Chair are elected by a majority of the members and hold office for a one-year term. The Chair acts as the liaison with PAC/HAC.

PAC/HAC members are requested to notify the Planning Meeting Secretary and Director of Planning and Development if they are unable to attend a meeting. PAC/HAC may recommend to Council that a Committee member who fails to attend three (3) consecutive meetings of WAAC, without good reason accepted by the WAAC Chair be dismissed from the Committee. Council may only dismiss Committee members on recommendation of PAC/HAC, if PAC/HAC considers that they failed to adequately fulfill the identified responsibilities/mandate of the Committee.

WAAC may meet with PAC/HAC once a year to discuss any planning issues or concerns.

3. Goals

The Committee will provide considered advice to PAC/HAC on planning matters in the community of Windsor, including but not limited to matters related to the Windsor

WINDSOR AREA ADVISORY COMMITTEE TERMS OF REFERENCE

Municipal Planning Strategy (MPS), Land Use By-law (LUB), Subdivision By-law (SUB), and any successor legislation.

The Committee will strive to reflect the best interests of both the community of Windsor and the Region in any recommendation.

4. Deliverables

The Committee will:

- work with staff and residents of the Windsor community to develop and recommend draft land use policy and regulations for the community of Windsor to PAC/HAC;
- make recommendation regarding any amendments to the MPS, LUB, and SUB which affect the community of Windsor to PAC/HAC;
- advise staff and PAC/HAC regarding any public participation program respecting planning matters in the community of Windsor;
- advise PAC/HAC with respect to planning issues affecting the community of Windsor; and
- help raise public awareness on planning matters in the community of Windsor.

5. Jurisdiction

WAAC is an area advisory committee under Sections 201-204 of the Municipal Government Act (MGA) and was formed pursuant to the Meeting and Committee Procedural Policy dated March 23, 2020.

The Committee's duration is indefinite, based on:

- Council's continued support of the above Goals and Deliverables; and
- the existence of an MPS, LUB, and SUB for the community of Windsor, including a secondary or community plan within a Regional document.

6. Resources/Budget

Following their appointment new Committee members will be given an introductory workshop organized by staff to assist them in their duties.

WAAC resident members are remunerated in accordance with the Councillor Remuneration Policy.

Municipal planning staff will provide ongoing support to the Committee. Staff will:

- arrange meeting times and venues and take Committee minutes;
- circulate meeting agendas and minutes;
- provide reports or status updates on identified projects or applications; and
- make public presentations on behalf of the Committee as required.

7. Governance

WAAC meetings will generally take place on the first Thursday of the month but additional meetings may be called by the Chair on an as-needed basis or as directed

WINDSOR AREA ADVISORY COMMITTEE TERMS OF REFERENCE

by Council. Members will be informed of all meetings and supplied with an agenda prior to each scheduled meeting date.

A quorum is a majority of the number of appointed members at the time of the meeting.

Orders and rules of conduct for debate for WAAC meetings are the same as those for Council in the Meeting and Committee Procedural Policy.

8. Communications

WAAC members and staff will communicate with each other at meetings (in person or electronic), by telephone or by email.

Draft minutes of WAAC meetings are available to the public and will be approved at the next meeting.

All WAAC meetings are open to the public, except as specified in Section 203 of the MGA.

Public notice of meetings is in accordance with Section 203(2) of the MGA.

WAAC agendas may set aside a period of time during the meeting for public comment or presentation.

9. Related Policies, Procedures and Legislation

- Municipal Government Act
- Windsor Municipal Planning Strategy
- Windsor Land Use By-Law
- Windsor Subdivision By-Law
- Meeting and Committee Procedural Policy
- Council Remuneration Policy

Approved by: _____
Committee Chair

Adoption	
Notice to Council:	Not Applicable
Approval:	
Description:	



Welcome

Windsor Area Advisory Committee

Agenda

- ▶ What is planning?
- ▶ What are planning documents?
- ▶ What is an amendment to a planning document or a development agreement?
- ▶ What is the process for an application?
- ▶ Roles and responsibilities
- ▶ What is a Municipal Planning Strategy Review?

I. What is Planning?

Planning

- What does the community want to become?
- What kind of land uses will help the community get there?
- Where should these land uses be located?
- What conflicts can arise from those land uses?
- How can we prevent or minimize those conflicts?



**Do you have any
questions about what
planning is?**

II. What are Planning Documents?

Planning Documents

- 1. Municipal Planning Strategy (MPS)**
- 2. Land Use By-law (LUB)**
- 3. Subdivision By-law (SUB)**

Note: There are currently separate documents for Windsor, Hantsport and West Hants.

1. Municipal Planning Strategy (MPS)

- Sets out what Council intends for development
- Policies are the “policy of Council”

Text

- Divided into sections with background and policies

Map

- Generalized Future Land Use Map (GFLUM)

Windsor MPS Example

Background

5.1 Single Unit Residential

The single unit residential zone encompasses areas in which the predominant existing use is single detached dwellings. The previous Land Use By-law also pre-zoned several blocks of vacant land for single detached residential development. Those areas, located on College Road, Payzant Drive and Underwood Drive, will also be zoned Single Unit Residential under this Strategy and Land Use By-law.

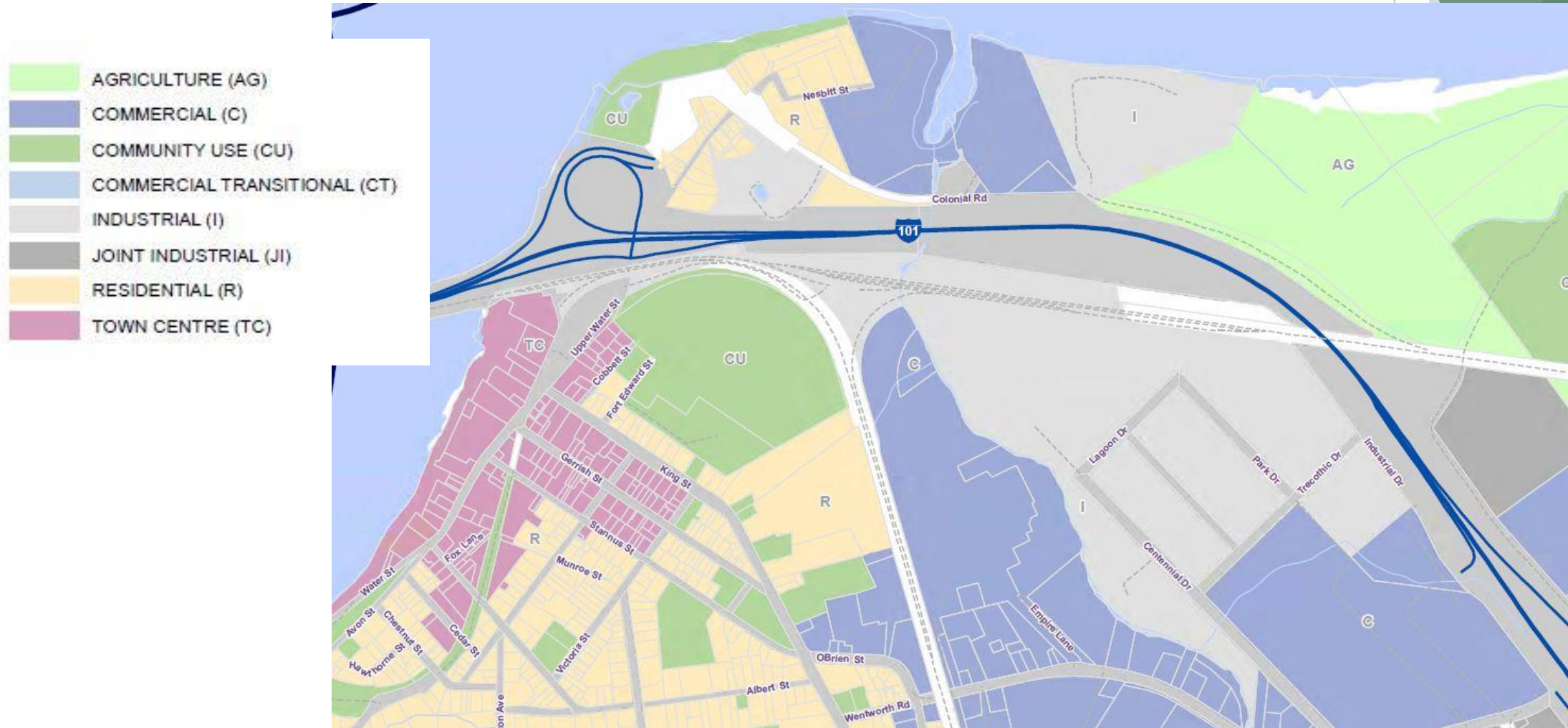
With an aging population, the need for flexible housing options will continue to grow in the future. Small accessory apartments in single unit dwellings can provide a solution for those wishing to keep elderly or dependant family members nearby. Although tenancy cannot be restricted to family members, by strictly regulating the size and appearance of these apartments, Council can ensure that the building retains the appearance of a single unit dwelling and remains compatible with the neighbourhood.

Windsor MPS Example Cont.

Policies

Policy 5.1.1 It shall be the policy of Council to establish a Single Unit Residential (R-1) zone for areas where the predominant existing use is single unit dwellings.

Generalized Future Land Use Map (GFLUM)



2. Land Use By-law (LUB)

- Regulations to achieve the goals of the MPS
- Administered by the Development Officer

Text

- Sections dealing with general matters (signs, parking)
- Specific zones
- Definitions

Map

- Zoning Map

Windsor LUB Example

Specific Zones & Regulations

8.0 SINGLE UNIT RESIDENTIAL (R-1)

Permitted Uses

8.1 The following uses shall be permitted in the Single Unit Residential (R-1) zone:

- Single unit dwellings
- Accessory apartments

Windsor LUB Example Cont






















Specific Zones & Regulations

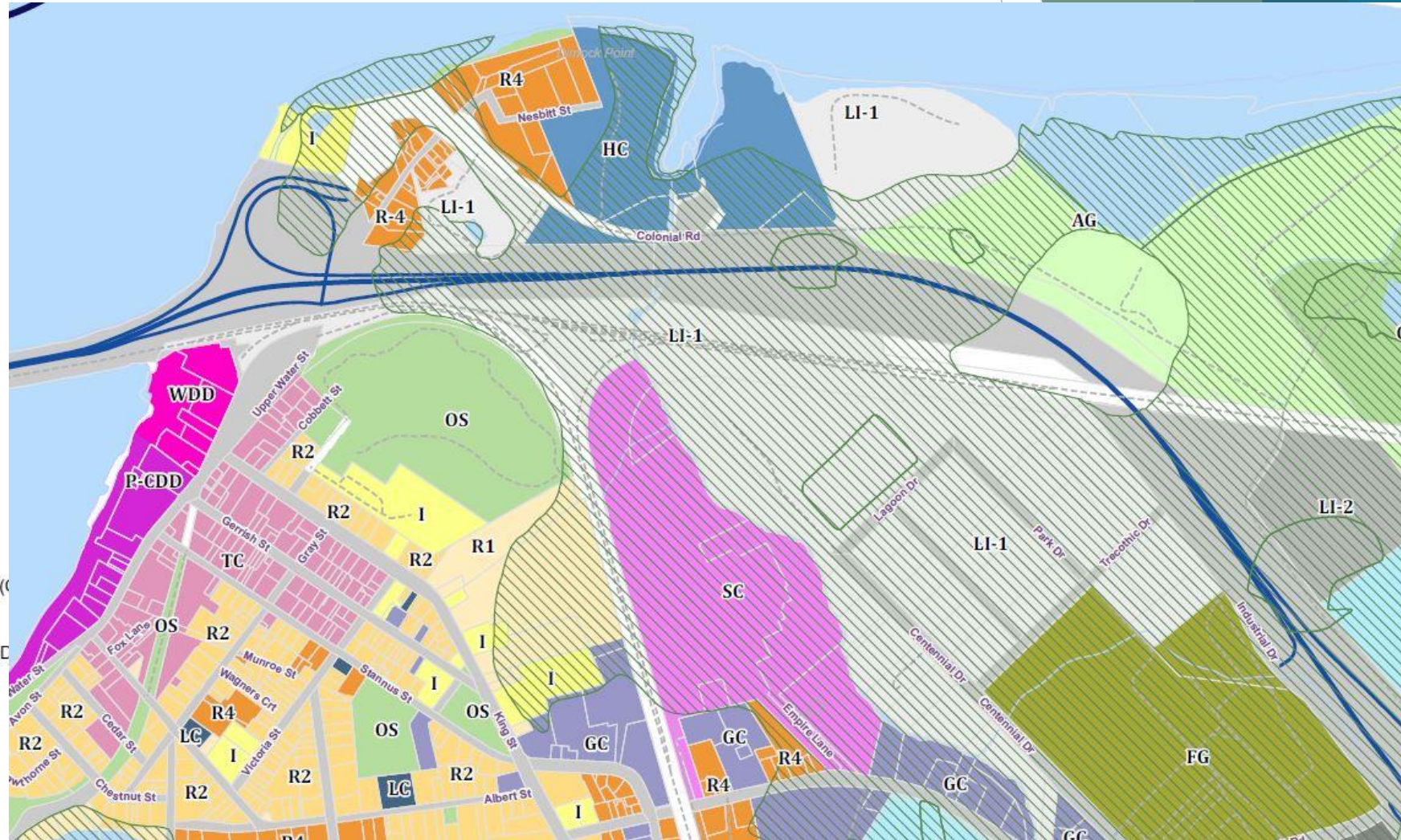
R-1 Zone General Requirements

8.2 (a) In the R-1 zone, no development permit shall be issued except in conformity with the following:

		with town services	with on-site services
Minimum lot area		6,000 ft ² (557.40 m ²) ,000 ft ² (650.30 m ²) for corner lots	30,000 ft ² (2,787.00 m ²)*
Minimum lot frontage		60 ft (18.29 m)	120 ft (36.58 m)
Minimum front yard		25 ft (7.62 m)	
Minimum rear yard		25 ft (7.62 m)	
Minimum side yard	one side	4 ft (1.22 m) for the first storey plus 2 ft (0.61 m) for each additional storey	
	other side	10 ft (3.05 m)	
Maximum height of main building		35 ft (10.67 m)	
Maximum height of accessory building		15 ft (4.57 m)	

Zoning Map

-  ENVIRONMENTAL CONSTRAINTS
-  AGRICULTURE (AG)
-  FAIRGROUND (FG)
-  WENTWORTH ROAD COMMERCIAL (WR-C)
-  COMMERCIAL TRANSITION (CT)
-  GENERAL COMMERCIAL (GC)
-  HIGHWAY COMMERCIAL (HC)
-  LOCAL COMMERCIAL (LC)
-  SINGLE UNIT RESIDENTIAL (R1)
-  TWO UNIT RESIDENTIAL (R2)
-  MEDIUM DENSITY RESIDENTIAL (R3)
-  HIGH DENSITY RESIDENTIAL (R4)
-  INSTITUTIONAL (I)
-  LIGHT INDUSTRIAL GENERAL (LI-1)
-  LIGHT INDUSTRIAL TYPE TWO (LI-2)
-  LIGHT INDUSTRIAL TYPE THREE (LI-3)
-  COLLEGE ROAD COMPREHENSIVE DEVELOPMENT DISTRICT (C-RD-CDD)
-  SHOPPING CENTRE (SC)
-  PESASQUID COMPREHENSIVE DEVELOPMENT DISTRICT (P-CDD)
-  WATERFRONT DEVELOPMENT DISTRICT (WDD)
-  OPEN SPACE (OS)
-  TOWN CENTRE (TC)



3. Subdivision By-law (SUB)

- Regulates changes to property boundaries including the division and addition of land
- Administered by Development Officer

Text

- Plans & process
- Requirements, charges and agreements for lots, public & private roads, water, sewer, parkland (POS) & infrastructure

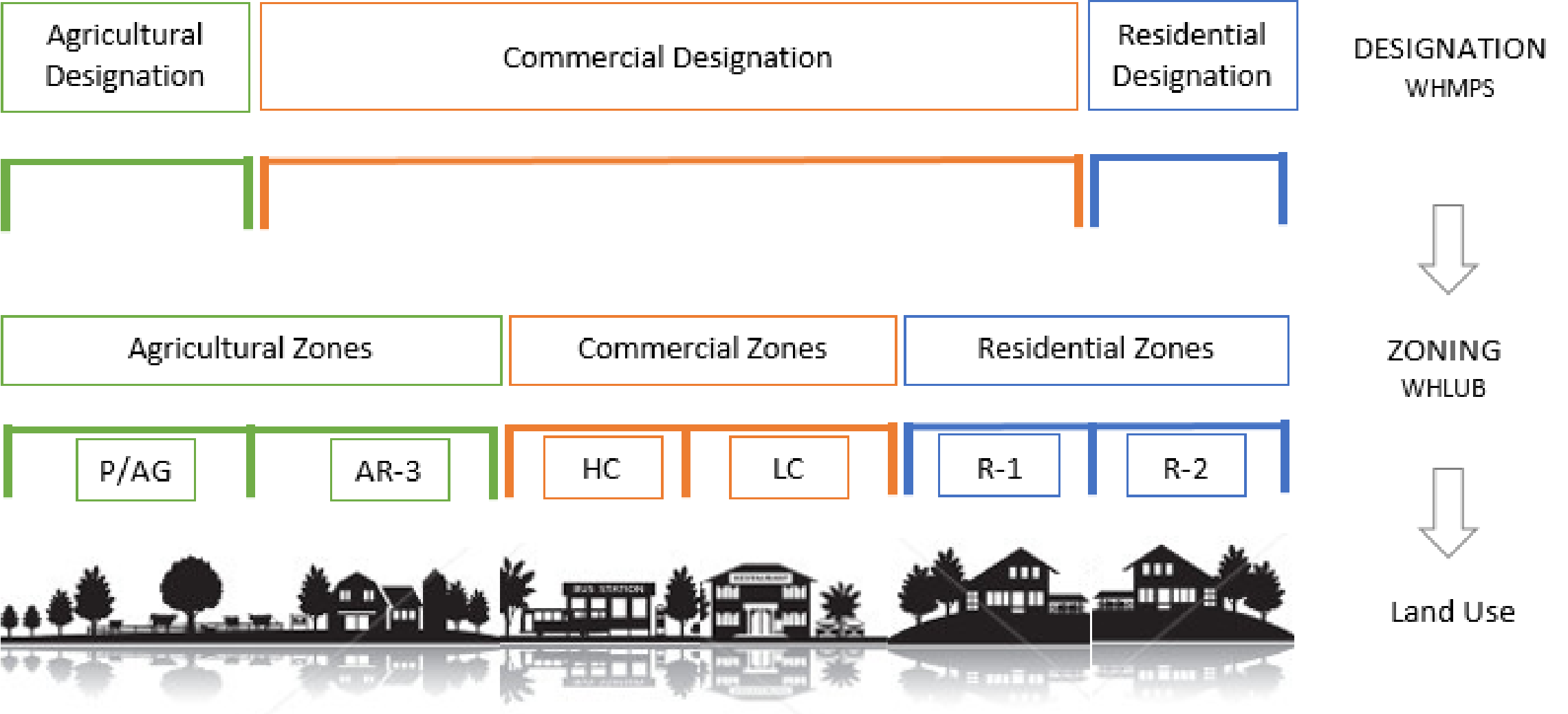
Windsor SUB Example

Requirements

Lot Requirements

17. All lots to be approved on a plan of subdivision shall abut a public street.
18. All lots for which approval is requested and the remainder lot, if any, for which no approval is requested, shall meet the applicable requirements contained in the Land Use By-law.

Land Use, Zoning and Designations



**What do you think
about designations
and zones?**

**Do you think it is good
to have separation of
uses?**

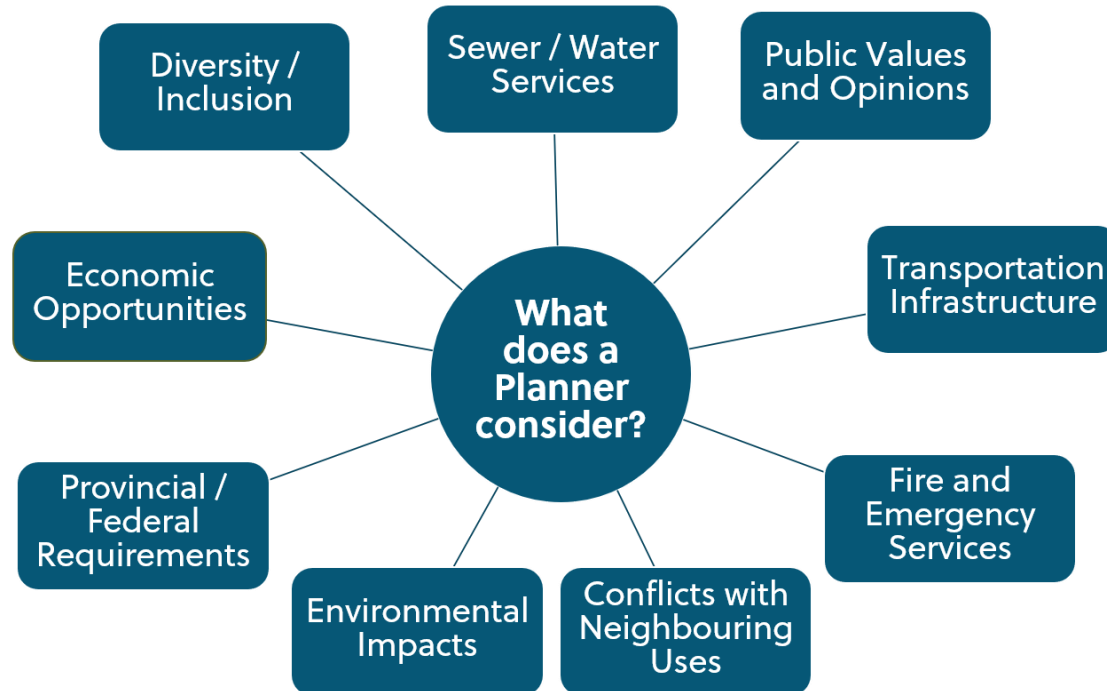
III. What is an amendment to a planning document?

Application Examples

1. **MPS Amendment** (Text or Map)
2. **LUB Amendment** (Text or Map)
3. **Development Agreement**

1. MPS Amendment (Text or Map)

- What is good planning practice?
- What does the community and neighbourhood want to see?



2. LUB Amendment (Text or Map)

- A map amendment is also known as rezoning
- The **ONLY** measure for considering this application is whether it meets the criteria, the intent and the policy(s) of the MPS
- A map amendment does not just permit the use requested but all of the uses in the zone.

3. Development Agreement

- Contract between Council and property owner to permit a specific use of land which is not permitted in the zone
- There is room for negotiation, but this is limited by the MGA in terms of what can and cannot be regulated
- Enforced by the Development Officer

Development Agreement Cont.

Text

- Specifies date, property and owner, policies
- Specifies development requirements (checked annually)
- Can regulate hours of operation
- Substantive and non-substantive matters

Map

- Site plan or property map

Active Development Agreements

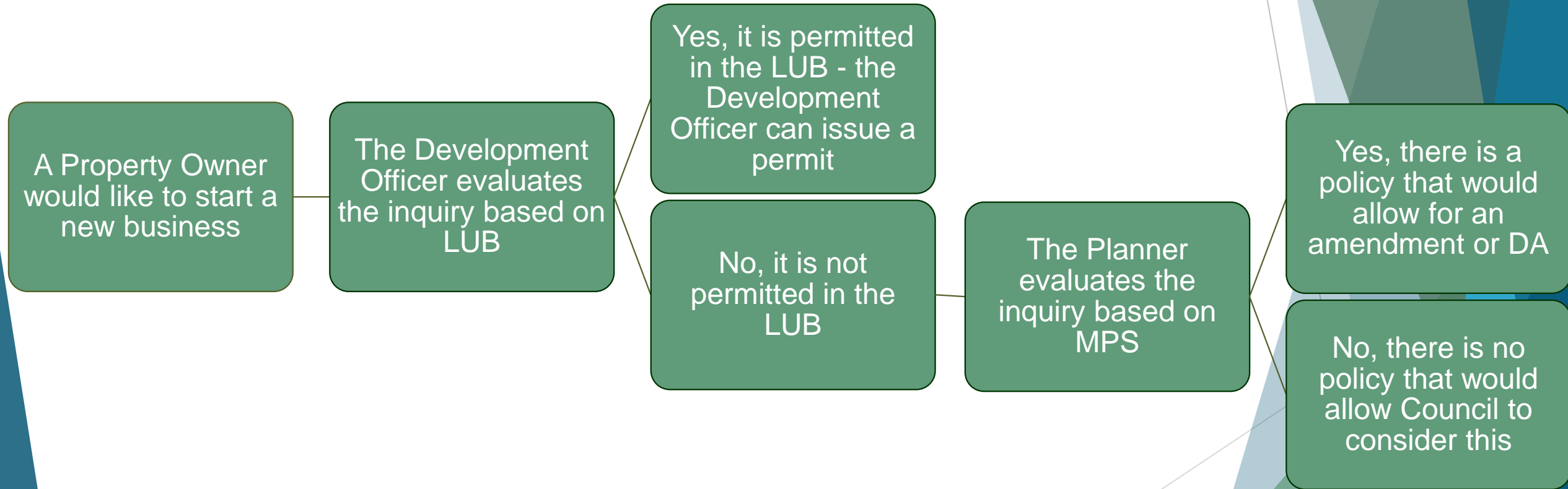
- 52 active (27 in Windsor; 25 in West Hants)
- Oldest: 1992
- Largest (land coverage): The Crossing, Forest Lakes, Martock Wind Turbines
- Examples of permit uses: long term care facilities, campgrounds, recycling depot, distillery, auto repair, etc.
- Note: Hantsport's Municipal Planning Strategy does not permit any uses by development agreement

**What are your thoughts on
map amendments
(rezoning) vs. development
agreements?**

Do you have a preference?

IV. What is the process?

Planning Applications



Planning Applications



6 month process

Staff Review - What does a Planner do?

MPS Amendment	LUB Amendment / DA
Consider existing MPS policies	Consider criteria in the MPS policy
Consider legislative framework (Statement of Provincial Interest, MGA, Federal Acts, etc.)	Contact stakeholders to comment on criteria
Review similar policies in planning documents in other municipalities	Develop any necessary amendments to address criteria that is not met
Discuss options with HAAC / WAAC / PAC	

Not Considered

Planners do not assess applications on items such as:

- Applicant (individual or corporation, history)
- Viability of their business plan
- Property values or potential effects to property values
- The taxes a property owner pays to the Municipality
- Ownership of buildings on the property (i.e. condos, rental)
- Speculation as to the future use of the property(s)

**Are there any factors
that you are thinking
“why is that not
considered”?**

V. Roles and Responsibilities

The background features abstract, overlapping geometric shapes in various shades of teal and green, primarily concentrated on the right side of the slide. The shapes include triangles and polygons, some with semi-transparent effects, creating a layered, modern aesthetic.

Responsibility as a Municipal Planner

Public Inquiries

Heritage

Background Research and Policy Review

Advise Council and Committees

Rezoning Applications

Aquaponics

Auto Repair

Institutional to Residential

PLAN REVIEW

Review Current Planning Documents

Prepare Background Reports

Public Engagement Draft Planning Documents

MPS Amendments

Cannabis Legislation

Indoor Storage

Household Livestock

Commercial Development District

Development Agreements

Wind Farm

Distillery

Chiropractic Clinic

Discharge of Development Agreements

Advisory Committees vs. Council

HAAC/ WAAC/ PAC

- Recommends to Council based on the criteria of the MPS
- Can recommend that it does not meet the criteria
- The recommendation goes to Council for consideration
- In other jurisdictions, PAC may not include all Councillors

Council

- Makes final decisions
- Can decide it does not meet the criteria

VI. What is a Plan Review?

Background

- A Plan Review is a chance to review the current planning documents and accommodate changes to the environmental, social and economic climate
- The last Plan Review was conducted in 2008
- A Plan Review is not creating completely new documents

PLAN REVIEW TIMELINE



Staff conduct background research
Completed: May 2018



Staff review current planning documents
Ongoing



Land use survey
Completed: September 2018



Public consultation and Youth engagement
Beginning: October 2018



Staff prepare draft planning documents
Ongoing



Public consultation on draft planning documents



Staff present final documents to Council



Council approve final documents



Questions?