



**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**



**WEST HANTS REGIONAL MUNICIPALITY
Windsor Area Advisory Committee (WAAC)
June 4, 2020 – 6:00p.m.
Virtual Meeting (Zoom)**

- PRESENT:** Laurie Murley, Councillor
Jamie O’Hanlon, Resident Member
Shelley Bibby, Resident Member
Melissa Richard, Resident Member
Debbie Cleveland-Foster, Resident Member
- STAFF:** Madelyn LeMay, Director of Planning and Development
Sara Poirier, Planner
Saira Shah, Planner
Shelleena Thornton, Administrative Supervisor
Vanessa Lake, Planning Meeting Secretary
- REGRETS:** There were no regrets.
- PUBLIC:** There were no members of the public present.

Call to Order

Councillor Laurie Murley called the meeting to order at 6:00m.

Introduction of Members

Committee members and staff briefly introduced themselves and provided a little background information.

Election of Chair and Vice Chair

Ms. LeMay opened the floor for nominations for WAAC Chair. Ms. LeMay explained that if voting is required it would be done by email or text to her. At close of nominations, only one person was nominated. Councillor Laurie Murley was declared elected and took the chair. Chair Murley opened nominations for Vice Chair. At close of nominations, only one person was nominated. Shelley Bibby was declared Vice Chair.

Approval of Agenda and Additions

Sara Poirier requested the addition of Discharge of Development Agreement under New Business.

Moved by Resident Jamie O'Hanlon and seconded by Resident Member Debbie Cleveland-Foster that the agenda be approved. Motion carried.

Approval of Minutes

There were no minutes to be approved as this is the first meeting of a new committee.

Business Arising from the Minutes

There was no business arising as this is the first meeting of a new committee.

Building and Development Activity Report

Ms. LeMay noted that Townsuite reports are not currently available, but that as of the end of May 2020, 133 permits (all types) had been approved and as of June 2, 163 applications had been received. Applications and permits are stable – at the end of May 2019, 138 permits had been issued; in 2018, 124 and in 2017, 118 permits had been issued by the end of May.

New Business

Discharge of Development Agreement: 543 O'Brien Street, Windsor (Sara Poirier)

Ms. Poirier explained that an application has been received from Clark Wilkins to discharge a development agreement on the property at 543 O'Brien Street, Windsor. This site was once the location of the Co-Op Atlantic which was demolished in 2011

and is now vacant. The development agreement permitted a “retail gas bar for members of the developer only and all accessory uses normally associated with a gas bar; business and professional office; existing dwelling; garden centre; and grocery store.” The property is currently designated Commercial (C). Uses permitted after the development agreement is discharged are the uses permitted in the General Commercial (GC) Zone.

WAAC recommends that PAC recommend that Council discharge the development agreement entered into between the Town of Windsor and Hants Cooperative Services Limited and Co-Op Atlantic Limited for the property at 543 O’Brien Street, Windsor, PID 45055928 recorded at the Registry of Deeds on June 23, 1992 as document 3189.

Moved by Resident Member Melissa Richard and seconded by Resident Member Jamie O’Hanlon. Motion carried.

Meetings and Procedural Policies (Madelyn LeMay)

The policy had been circulated with the agenda, and members had no questions.

Committee Terms of Reference (Madelyn LeMay)

Ms. LeMay noted that revised Terms of Reference had been circulated with a change highlighted. The change clarifies that the resident representative appointed by Council to PAC/HAC acts as liaison between the groups. The Clerk has advised that if the representative is unable to attend a meeting, no one from WAAC may assume this position at PAC/HAC.

Moved by Vice Chair Shelley Bibby and seconded by Resident Member O’Hanlon that the WAAC accept the Terms of Reference as circulated with amendments.

Planning and Development Overview (Madelyn LeMay)

Ms. LeMay gave a brief presentation regarding the planning and development department; department staff, topics the department covers, and how the components fit together.

What is Planning? (Sara Poirier and Saira Shah)

Ms. Poirier and Ms. Shah gave a presentation which explained the roles and responsibilities of the planners. They explained the planning strategy, the different types of planning documents, amendments to a planning document, development

agreements, the application process, and what a planner does and does not consider.

Notices from Adjacent Municipal Units

Ms. LeMay noted that all municipal units advise adjacent municipalities when changes are made to planning documents or development agreements that may affect the other municipal unit. WAAC members agreed to keep this item on the agenda.

Questions and Comments from Public

Following discussion, it was agreed that while meetings are held on Zoom and Facebook Live, questions and comments from the public will be reviewed by staff and responses would be provided at the next meeting. Once meetings are held in person again, there will be a twenty-minute maximum period on the agenda for questions and comments from the public.

Adjournment

Moved by Vice Chair Shelley Bibby and seconded by Resident Member Jamie O'Hanlon that the meeting adjourn at 7:30pm. Motion carried.