



**WEST HANTS REGIONAL MUNICIPALITY
Windsor Area Advisory Committee (WAAC) Agenda
November 5, 2020 – 6:00p.m.
Sanford Council Chambers/Zoom**

1.0 Call to Order

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

5.1 Restructured Windsor Land Use By-law (Madelyn LeMay)

5.2 Update: File # 20-17 O'Brien Street, Windsor Rezoning (Sara Poirier)

6.0 Building and Development Activity Report

7.0 New Business

7.1 Planning Documents and Committee Roles and Responsibilities

7.2 File # 20-10 Heritage Property By-law (Madelyn LeMay)

7.3 File # 20-23 Standards and Guidelines for the Conservation of Historic Places in Canada
(Madelyn LeMay)

7.4 File # 20-12 Heritage Conservation Work Grant Guidelines (Madelyn LeMay)

7.5 File # 20-11 Criteria for Inclusion in the Registry of Heritage Properties (Madelyn LeMay)

7.6 File # 20-13 Heritage Permits and Alterations to Registered Heritage Properties (Madelyn
LeMay)

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)
November 5, 2020 – 6:00p.m.
Sanford Council Chambers / Zoom**

PRESENT: Laurie Murley, Councillor (Chair)
Jamie O’Hanlon, Resident Member
Shelley Bibby, Resident Member (Vice-Chair)
John Wilson, Resident Member
Denise Forand, Resident Member
Melissa Richard, Resident Member
Debbie Cleveland-Foster, Resident Member

STAFF: Sara Poirier, Planner
Vanessa Lake, Planning Meeting Secretary
Madelyn LeMay, Director of Planning and Development

GUESTS: Mayor Abraham Zebian

REGRETS: There were no regrets.

PUBLIC: There were no members of the public present.

Call to Order

The meeting was called to order at 6:00 pm.

Election of Chair and Vice-Chair

Resident Member Bibby nominated Councillor Laurie Murley as Chair, seconded by Resident Member Forand. With no further nominations, Laurie Murley was declared Chair.

Chair Murley opened the floor for nominations for Vice-Chair. Resident Member Richard nominated Resident Member Shelley Bibby for Vice-Chair, seconded by Resident Member Jamie O'Hanlon. With no further nominations, Resident Member Shelley Bibby was declared Vice-Chair.

Approval of Agenda and Additions

Moved by Resident Member Wilson and seconded by Resident Member Forand that the agenda be approved as circulated. Motion carried.

Approval of Minutes

Moved by Resident Member Forand and seconded by Resident Member O'Hanlon that the minutes be approved as circulated. Motion carried.

Business Arising from the Minutes

Restructured Windsor Land Use By-law (Madelyn LeMay)

The Restructured Windsor LUB had been circulated to the Committee prior to the meeting. There is no change intended, it is simply moving the content to a different document. There was a question to clarify the topic of balconies. Any other questions or clarifications can be directed to Ms. LeMay.

File # 20-17 O'Brien Street, Windsor Rezoning (Sara Poirier)

Ms. Poirier informed the Committee that this item had gone to First Reading on October 27, and a Public Hearing is scheduled for November 24. A decision by Council will likely be reached in January 2021.

Building and Development Activity Report

The report was circulated to the Committee prior to the meeting. It was asked if there was specific location information about these permits, and Ms. LeMay replied there is no time or opportunity to track this information. Another question was to clarify what is meant by "agriculture" in the reports and Ms. LeMay replied there are

no specifics, but properties that have a barn or are used for some type of agriculture are included.

New Business

Planning Documents and Committee Roles and Responsibilities (Madelyn LeMay)

Ms. LeMay presented a few slides from the July presentation on planning by Ms. Shah and Ms. Poirier. She noted the areas which neither planners nor committees are to consider when considering an application for an amendment or a development agreement. Ms. LeMay also mentioned the differences in responsibility between a committee and Council. At the request of a member, the slides will be circulated to members.

File # 20-10 Heritage Property By-law (Madelyn LeMay)

Ms. LeMay reviewed the process for adoption and the proposed content of the draft Heritage Property By-law for the Region. There were two recommendations for the committee.

Moved by Resident Member Wilson and seconded by Resident Member Bibby that:

WAAC recommends that PAC/HAC recommend that Council hold a public hearing to consider replacing the existing Heritage Property By-laws for the former Town of Windsor and Municipality of West Hants with the Heritage Property By-law (RH-001) contained in Appendix C of the November 5, 2020 report to the Windsor Area Advisory Committee.

Motion carried.

Moved by Resident Member Richard and seconded by Resident Member Cleveland-Foster that:

WAAC recommends that PAC/HAC recommend that Council approve the replacement of the present Notice of Registration in the Land Registry Office with a Notice bearing the corrected time frames for each of the five (5) Windsor Municipally Registered Heritage Properties.

Motion carried.

File # 20-23 Standards and Guidelines for the Conservation of Historic Places in Canada (Madelyn LeMay)

Ms. LeMay noted where the Standards and Guidelines for the Conservation of Historic Places in Canada can be found, summarized the content, and explained how the document can be used.

Moved by Resident Member O'Hanlon and seconded by Resident Member Richard that:

WAAC recommends that PAC/HAC recommend that Council consider the Standards and Guidelines for the Conservation of Historic Places in Canada when reviewing applications for substantial exterior alterations to municipally registered heritage properties.

Motion carried.

File # 20-12 Heritage Conservation Work Grant Guidelines (Madelyn LeMay)

At present the community of West Hants has a grant program which applies to registered heritage properties in West Hants only; Windsor did not have a grant program. Ms. LeMay explained the proposed grant program.

Moved by Resident Member O'Hanlon and seconded by Resident Member Richard that:

WAAC recommends that PAC/HAC recommend that Council approve the Municipal Heritage Property Conservation Work Grant Policy, in a manner substantively the same as that included as Attachment B to the report to WAAC entitled Heritage Conservation Work Grant Policy dated November 5 2020.

Motion carried.

File # 20-11 Criteria for Inclusion in the Registry of Heritage Properties (Madelyn LeMay)

Ms. LeMay explained the need for and reviewed the criteria now used for registration of a property in the communities of both West Hants and Windsor. The committee held a discussion about different criteria that may be considered in the future.

Moved by Resident Member Richard and Resident Member Forand that:

WAAC recommends that PAC/HAC recommend that Council approve the Criteria for Inclusion in the Municipal Registry of Heritage Properties in a manner substantively the same shown in Attachment C to the report to WAAC entitled Criteria for Inclusion in the Municipal Registry of Heritage Properties dated November 5, 2020.

Motion carried.

File # 20-13 Heritage Permits and Alterations to Registered Heritage Properties (Madelyn LeMay)

Both the communities of West Hants and Windsor have a list of work which can be done on registered heritage properties and is considered non-substantial; Ms.

LeMay briefly explained why it is helpful to have a list and the contents of the proposed list for the Region.

Moved by Resident Member Richard and seconded by Resident Member Forand that:

WAAC recommends that PAC/HAC recommend that Council approve the *List of Alterations to Heritage Properties which are to be Considered Non-Substantial*, included as Attachment D to the report to WAAC entitled *Heritage Permits and Alterations to Registered Heritage Properties* dated November 5, 2020.

Motion carried.

Notices from Adjacent Municipal Units

There were no notices.

Questions and Comments from Public

There were no questions.

Adjournment

It was noted that there are typically no committee meetings in December. The next meeting will be held in January 2021.

Moved by Resident Member Richard and seconded by Resident Member Forand that the meeting adjourn at 7:25 pm. Motion carried.