1. Call to Order
2. Call of Roll
3. Announcements
4. Approval of Agenda, including additions or deletions
5. Presentation(s)
6. Public Hearings
   a. Municipal Planning Strategy and Land Use By-law Text Amendments: Indoor Storage Facilities Accessory to Agricultural Uses
   b. Micro-Cultivation and Micro-Processing of Cannabis Land Use By-law Text Amendments
   c. Civic Addressing By-law C-003
7. Approval of the Public Hearing Minutes of July 10, 2018 (Heritage Property By-law and Second Amendment to the Deed Transfer Tax By-law), Council Minutes and Public Hearing Minutes (Hantsport Municipal Planning Strategy Amendments Commercial Development Districts; West Hants Planning Strategy Amendments Commercial Development District and Land Use By-law Amendment 269 Town Road, Falmouth) of October 9, 2018
8. Business Arising from Minutes and any Related Correspondence
10. Reconsideration or Rescission of Resolutions of Which Notice has Been Given on a Previous Day
11. Report(s) of the Committee(s) and Officer(s)
    a. Committee of the Whole
       i. October 23, 2018 COTW Excerpts
    b. Report of the Chief Administrative Officer
       i. Appointment of Assistant Building and Fire Official (Recommendation Report)
       ii. Planning Advisory Resident Appointment (Recommendation Report)
       iii. Audit Committee Members at Large Appointment (Recommendation Report)
       iv. Hants County Courthouse Safety Repairs (Recommendation Report)
    c. Planning Advisory Committee
i. October 18, 2018 PAC Excerpts

d. Other Committee Reports or Recommendations

12. Correspondence
   a. October 17, 2018 – Appointment to AVRLB Request from Shirley Pineo

13. Miscellaneous / New Business
   a. Rural Representation Committee (Warden Zebian)
   b. Committee Appointments
   c. Municipal Planning Strategy – Bill 58 (Councillor Jannasch)
   d. Don Dignan Service Award (Warden Zebian)
   e. Bullying Awareness (Councillor Leopold)
   f. Consolidation Communications (Councillor Leopold)
   g. In-camera MGA 22(2)(c) – Personnel Matters (Councillor Leopold)

14. Date of Next Meeting – December 11, 2018

15. Adjournment
1.0 BACKGROUND

An application was received May 31, 2018 from Mr. Robert (Bob) Thomson to allow indoor storage of recreational vehicles as an accessory use within an agricultural building on Sangster Bridge Road, Windsor Forks (PID 45038320). The use already takes place within a storage barn on the lot and Mr. Thomson wishes to regularize this use. The lot is owned by Robert and Cheryl Thomson.

Indoor storage of recreational vehicles and other similar items is not now permitted as accessory to agricultural uses, therefore an amendment to the West Hants Municipal Planning Strategy (WHMPS) and West Hants Land Use By-law (WHLUB) is required. Indoor storage would support the continued operation of agricultural uses by providing extra income for owners of lots used for agricultural purposes. For this reason, the amendment will not be specific to the applicant’s lot; it will encompass any property where agricultural uses are permitted.

2.0 LEGISLATIVE AUTHORITY

Municipal Government Act Part 8; West Hants Municipal Planning Strategy and Land Use By-law.

3.0 RECOMMENDATION

In order to allow the requested use, staff recommends that the Planning Advisory Committee forward a positive recommendation by passing the following motion:
that Council give First Reading and hold a Public Hearing to consider amending:

1. the text of the West Hants Municipal Planning Strategy to create a policy to permit indoor storage facilities as accessory uses to agricultural uses; and

2. the text of the West Hants Land Use By-law to:
   i. allow indoor storage facilities without a development permit within agricultural buildings constructed prior to November 13, 2018;
   ii. permit the use of accessory buildings for indoor storage facilities on lots used for agricultural purposes;
   iii. create special requirements for indoor storage facilities;
   iv. add indoor storage facilities as a permitted use accessory to agricultural uses, subject to the special requirements, in the Prime Agriculture, Agricultural Priority Two (2), Agricultural Priority Three (3), General Resource and Mineral Resource Zones; and
   v. include a definition of indoor storage facility and recreational vehicle;

as attached as Appendix A and B of report #18-03 to the Planning Advisory Committee dated September 20, 2018.

4.0 DISCUSSION and DOCUMENT REVIEW

4.1 Subject Lot

The subject lot is located within the Agriculture designation on the Generalized Future Land Use Map of the WHMPS. The lot is zoned Agricultural Priority Two (AR-2). The requested use is not permitted within the Agriculture designation or the Agricultural Priority Two (AR-2) Zone.

The Development Officer has received multiple complaints, dating back to March 2017, from the abutting property owner regarding the use of a shared right-of-way. The applicant has been using an agricultural barn on his lot for commercial indoor storage which has increased the number of vehicles using the shared right-of-way. The applicant has been advised that the Municipality takes no responsibility over civil matters regarding use of the shared right-of-way. It is the responsibility of the applicant to resolve any conflicts with the abutting property owner and ensure he has continued access to his land. These amendments will not exempt the applicant from any conditions or requirements of the right-of-way agreement.

4.2 Context

The agricultural areas of West Hants are facing economic pressure similar to other agricultural areas in Nova Scotia. Property owners are looking to diversify lots used for agricultural purposes to make it financially viable to continue agricultural operations. Storage buildings on lots used for agriculture purposes are commonly constructed for storage of agriculture-related supplies and products such as
fertilizers, harvest totes, hay, animals and equipment. These large buildings may not be fully utilized all year round.

To encourage and support the continuation of agricultural operations by providing the opportunity to earn additional income, it is recommended that Council permit the use of buildings which are erected and regularly used as part of a main agricultural use for indoor storage facilities. Indoor storage facilities will mean indoor storage of a wide range of items. To ensure agricultural activities remain the dominant land use, indoor storage facilities will only be permitted in one (1) building per lot and will have to meet specific requirements.

Indoor storage facilities will be a non-intensive land use as the use will occur within an enclosed building with no signage advertising the business. As this use will be permitted on lots zoned agricultural or resource the structure would have to meet the required setbacks of the specific zone which are larger than the setbacks for residential or commercial zones. This will assist in reducing conflicts with adjacent land uses.

Owners of indoor storage facilities in other Municipalities require customers to sign an annual agreement to ensure the removal of flammable items, such as batteries and fuel. A similar agreement would be recommended for owners of indoor storage facilities in West Hants to ensure there are no obnoxious noises, odours, dust, fumes or other emissions related to this use. In the event no such agreement is used by owners, the Municipal Building Inspector / Fire Official has requested that the buildings being used for the indoor storage facilities are approved based on building and fire codes. This has been added as a specific requirement for indoor storage facilities.

Lots used for agricultural and resource uses are generally larger than residential or commercial lots and require more buildings to support the use. Some agricultural lots only have one (1) main building and no accessory buildings, others have more than one (1) main building plus accessory buildings. The indoor storage facility will only be permitted in one (1) building related to agricultural purposes per lot, whether a main building or an accessory building, subject to the specific requirements. This will help ensure the agricultural uses remain the dominant land use.

Indoor storage facilities within agricultural buildings constructed prior to November 13, 2018 will not require a development permit. This means that the Development Officer will only become aware of any indoor storage facilities based on inquiries from land owners or complaints from neighbouring property owners. Consequently, this also means that the Development Officer will only be able to enforce any special requirements if made aware of the indoor storage facility.

Staff discussed the possibility of including specific time limits for the use i.e. a minimum of 90 days and maximum of 150 days for storage of items, to reduce conflict with adjacent land uses and ensure agricultural uses remain the dominant land use. However, the Development Officer would not be able to properly enforce these time restrictions. Ensuring the use is accessory to agricultural uses and is limited to one (1)
building per lot will allow the Development Officer the necessary flexibility in enforcing the WHLUB.

4.3 Municipal Planning Strategy Amendment

Section 3.6.1 of the WHMPS states the agriculture development objectives. Two (2) of the objectives are to “Accommodate limited residential and other non-agricultural uses on lands less suitable for agriculture provided agricultural activities are not compromised” and to “Enable economic diversification of farm operations by allowing for a wider range of on-farm businesses”.

Part 8 of the WHMPS contains the overall intention for areas designated agriculture in West Hants; Section 8.2 of the WHMPS outlines the general policies of the agriculture designation. Policy 8.2.2 states that “it shall be the policy of Council that the primary purpose of the Agriculture designation is to preserve active farmland and land with high potential for agriculture in West Hants. Within the Agriculture designation, agricultural activity shall be considered the dominant use, having priority over all other uses. Non-agricultural development shall be encouraged to locate in areas less suitable for agricultural purposes” and Policy 8.2.3 states that “it shall be the policy of Council to encourage and support, through provisions of the Land Use By-law, the continued operation of existing farms and agricultural activities in West Hants.”

As some properties that are used for agricultural purposes are outside of the agriculture designation and may not be zoned agricultural, it is recommended that a general land use policy be created to allow indoor storage facilities.

The amendment will be consistent with the objectives and policies of the agricultural designation by allowing the diversification of agricultural operations to encourage and support the continued operation of agricultural activities, while also ensuring that agricultural uses remain the dominant land use and that those uses are not compromised.

Policy 16.1.1 of the WHMPS states that “it shall be the policy of Council to review and make amendments to this Strategy: (c) when Council deems it necessary because of a change in policy intentions or the development environment.”

Text Amendment

As indoor storage of recreational vehicles and other similar items is not now listed as an agricultural use, and is not usually accessory to an agricultural use, an amendment to the WHMPS will be required to allow this use on agriculture properties. A draft of the proposed amendment to the WHMPS is attached as Appendix A.

Map Amendment

An amendment to the Generalized Future Land Use Map of the WHMPS is not required.

4.4 Land Use By-law Amendment

As some properties that are used for agricultural purposes are outside of the agriculture designation and may not be zoned agricultural, it is recommended that a
general provision for all zones be created to allow indoor storage facilities and create special considerations when allowing them. Indoor storage facilities will be permitted as an accessory use in any zone that allows agricultural uses.

Policy 16.3.1 of the WHMPS states the criteria Council must consider when amending the WHLUB.

**Text Amendment**

The text of the WHLUB will be amended to allow indoor storage facilities without a development permit for agricultural buildings constructed prior to November 13, 2018. Special requirements for indoor storage facilities will be added within the general provisions for all zones. Indoor storage facilities accessory to agricultural uses, subject to the special requirements, will be permitted in the Prime Agriculture (P/Ag), Agricultural Priority Two (AR-2), Agricultural Priority Three (AR-3), General Resource (GR), and Mineral Resource (MR) Zones. Definitions of indoor storage facilities and recreational vehicle will also be added.

A draft of the proposed WHLUB amendment is attached as Appendix B. The general criteria for WHLUB amendment are attached as Appendix C.

**Map Amendment**

An amendment to the Zoning map of the WHMPS is not required.

**5.0 MUNICIPAL CLIMATE CHANGE ACTION PLAN**

This amendment has not been examined in relation to the *Municipal Climate Change Action Plan* (MCAAP), since it is an amendment to the text of the WHMPS and WHLUB to broaden the uses permitted within otherwise permitted structures.

**6.0 CONCLUSION**

As noted above, the proposed WHMPS text amendment has been considered within the context of the general policies of the WHMPS and is consistent with the intent, objectives and policies of the WHMPS. The proposed text amendment also meets the general criteria for amendments to the WHLUB. There are no proposed map amendments. As a result, it is reasonable to amend the text of the WHMPS and WHLUB to permit indoor storage facilities as an accessory use to agricultural uses.

**7.0 PROCESS**

- Staff Review
- Planning Advisory Committee
- Public Information Meeting (notice in local paper once)
- Planning Advisory Committee Review and Recommendation
- Council First Reading
8.0 OPTIONS
In response to this application, the Planning Advisory Committee may recommend that Council:

8.1 follow the process to approve the WHMPS and WHLUB text amendments as drafted or as specifically revised by direction of PAC;

8.2 refuse the WHMPS and WHLUB text amendments, identifying the policy or policies of the WHMPS which the proposed amendments contravene; and

8.3 provide alternative direction, such as requesting further information on a specific topic.

9.0 APPENDICES
Appendix A Draft Municipal Planning Strategy Amendments
Appendix B Draft Land Use By-law Amendments
Appendix C General Criteria for Land Use By-law Amendments

Report Approved by: Madelyn LeMay, Director of Planning and Development
APPENDIX A
Draft Municipal Planning Strategy Amendments

[Red text = amendments to the WHMPS]

4.0 GENERAL LAND USE POLICIES

4.1 Accessory Uses, Buildings and Structures

Whenever a use is permitted in a land use zone, it is intended that uses, buildings or structures normally incidental, accessory or essential to the primary permitted use may also be permitted, unless the Land Use By-law expressly states otherwise. Where the Land Use By-law provides that any land, building or structure may be used for a purpose, the purpose includes any accessory use unless specifically prohibited.

Policy 4.1.1 It shall be the policy of Council to regulate accessory uses in the Land Use By-law.

Policy 4.1.2 It shall be the policy of Council to prohibit the use of an accessory building for human habitation unless a dwelling is permitted as an accessory use.

Policy 4.1.3 It shall be the policy of Council that accessory buildings or structures will not be considered as accessory if attached to the main building or located completely underground.

Policy 4.1.4 It shall be the policy of Council that accessory uses and buildings must be located on the same lot as the main use unless specifically permitted by the Land Use By-law.

4.10 Indoor Storage Facility

The agricultural areas of West Hants are facing economic pressure similar to other agricultural areas in Nova Scotia. Property owners are looking to diversify lots used for agricultural purposes to make it financially viable to continue agricultural operations. Storage buildings on lots used for agriculture purposes are commonly constructed for storage of agriculture-related supplies and products such as fertilizers, harvest totes, hay, animals and equipment. These large buildings may not be fully utilized all year round.

To encourage and support the continuation of agricultural operations by providing the opportunity to earn additional income, Council will permit the use of buildings which are erected and regularly used as part of a main agricultural use for indoor storage facilities. Indoor storage facilities will mean indoor storage of a wide range of items. To ensure agricultural activities remain the dominant land use, indoor storage facilities will only be permitted in one (1) building per lot and will have to meet specific requirements.

Policy 4.10.1 It shall be the policy of Council to permit indoor storage facilities as an accessory use to agricultural uses.

Note: Policies will be renumbered to accommodate this addition.
APPENDIX B
Draft Land Use By-law Amendments

[Red text = amendments to the WHLUB]

2.0 ADMINISTRATION

No Development Permit Required

2.5 Notwithstanding Section 2.4, no development permit shall be required for:

   (a) a development that involves the interior or exterior renovation of a building that will not change the footprint or increase its volume and/or floor area, will not add more dwelling units, or will not involve a change in use of the building;

   (b) a fence or wall that does not exceed 6 ft (1.83 m) in height;

   (c) certain types of signs as specified in Section 7.4;

   (d) a temporary use subject to Section 5.43; and

   (e) woods camps, except in the Water Supply (W) zone; and

   (f) indoor storage facilities within agricultural buildings constructed prior to November 13, 2018.

5.0 GENERAL PROVISIONS FOR ALL ZONES

Accessory Buildings and Structures

5.1 ...

(f) Accessory buildings which are erected and regularly used as part of a main agricultural activity on lots used for agricultural purposes may be used for other purposes which support the agriculture use, including but not limited to commercial indoor storage of recreational vehicles, boats, and cars in accordance with Section 5.19.

Indoor Storage Facility

5.19 Where indoor storage facilities are permitted as an accessory use to agricultural uses, an indoor storage facility shall:

   (a) not require a development permit if the use is within an existing building used for agriculture purposes;

   (b) only be permitted in one (1) building per lot that is primarily used for agricultural purposes;

   (c) be clearly subordinate to the principal agricultural use of the lot; and

   (d) require approval from the Municipal Fire Inspector / Building Official for use of the building for an indoor storage facility.
19.0 PRIME AGRICULTURE (P/Ag) ZONE

Permitted Uses
19.1 The following uses shall be permitted in the P/Ag zone:
    • Agricultural uses
    • Existing churches and community halls
    • Existing dwellings
    • Forestry and forestry related activities
    • Indoor storage facilities accessory to an agricultural use subject to Section 5.19
    • Single unit dwellings accessory to an ongoing agricultural operation

20.0 AGRICULTURAL PRIORITY TWO (AR-2) ZONE

Permitted Uses
20.1 The following uses shall be permitted in the Agricultural Priority Two (AR-2) zone:
    • Agricultural support uses
    • Agricultural uses
    • Churches, community centres and fire halls
    • Forestry and forestry related activities
    • Indoor storage facilities accessory to an agricultural use subject to Section 5.19
    • Manufactured homes
    • One and two unit dwellings

21.0 AGRICULTURAL PRIORITY THREE (AR-3) ZONE

Permitted Uses
21.1 The following uses shall be permitted in the Agricultural Priority Three (AR-3) zone:
    • Agricultural support uses
    • Agricultural uses
    • Churches, community centres and fire halls
    • Existing indoor recreation uses
    • Forestry and forestry related activities
    • Indoor storage facilities accessory to an agricultural use subject to Section 5.19
    • Manufactured homes
    • One and two unit dwellings

22.0 GENERAL RESOURCE (GR)

Permitted Uses
22.1 The following uses shall be permitted in the General Resource (GR) zone:
• Agricultural support uses
• Agricultural uses
• Automobile service stations
• Churches, community centres and fire halls
• Existing automobile, truck and motorcycle sales, service and rental establishments
• Existing commercial and institutional uses (Amendment WHLUB 14-01 Effective January 22, 2015)
• Farm equipment sales and service
• Forestry and forestry related activities
• Indoor storage facilities accessory to an agricultural use subject to Section 5.19
• Manufactured homes
• Personal service shops
• Restaurants
• Retail stores under 5,000 ft2 (139.35 m2) in commercial floor area
• Seasonal dwellings on private roads
• Single and two unit dwellings
• Structures associated with sand and gravel extraction operations

23.0 MINERAL RESOURCE (MR)

Permitted Uses

23.1 The following uses are permitted in the Mineral Resource (MR) zone:

• Agricultural support uses
• Agricultural uses
• Forestry and forestry related activities
• Indoor storage facilities accessory to an agricultural use subject to Section 5.19
• Manufactured homes
• Mineral processing industries
• Single and two unit dwellings
• Structures related to mineral extractive uses including sand and gravel operations

35.0 DEFINITIONS

Indoor Storage Facility means the accessory use of a building on a lot used for agricultural purposes for the temporary commercial indoor storage of items including but not limited to recreational vehicles, cars and boats.

Recreational Vehicle means a licensed vehicle constructed to CSA standards that is capable of being towed behind a motor vehicle or is self-propelled and is primarily designed as temporary mobile accommodation for personal travel and recreation purposes.
Appendix C
General Criteria for Land Use By-law Amendments

Policy 16.3.1 In considering development agreements and amendments to the West Hants Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>COMMENT</th>
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<tbody>
<tr>
<td>(a) whether the proposal is considered premature or inappropriate in terms of:</td>
<td></td>
</tr>
<tr>
<td>(i) the adequacy of sewer and water services;</td>
<td>Not applicable for this application as water and sewer infrastructure is not required to operate an indoor storage facility.</td>
</tr>
<tr>
<td>(ii) the adequacy of school facilities;</td>
<td>No impact on school facilities is anticipated.</td>
</tr>
<tr>
<td>(iii) the adequacy of fire protection and other emergency services;</td>
<td>In response to an inquiry, the local Fire Chief did not have any concerns regarding the adequacy of fire protection for this use.</td>
</tr>
<tr>
<td>(iv) the adequacy of road networks adjacent to, or leading to the development; and</td>
<td>Not applicable for this application as this amendment will not pertain to one specific property. In response to an inquiry, the Department of Transportation and Infrastructure Renewal (DTIR) did not have any concerns regarding indoor storage on agriculture properties. DTIR mentioned that if a property owner were to expand the existing structure or build a new structure for commercial purposes the driveway access would have to be approved by DTIR.</td>
</tr>
<tr>
<td>(v) the financial capacity of the Municipality to absorb any costs relating to the development.</td>
<td>No costs to the Municipality are anticipated in relation to this amendment.</td>
</tr>
<tr>
<td>(b) whether the development is serviced, or capable of being serviced, by a potable water supply and either central sewer or an approved on-site sewage disposal system;</td>
<td>On-site well and septic systems are the responsibility of the property owner. Water and/or sewer are not required to operate an indoor storage facility.</td>
</tr>
<tr>
<td>(c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</td>
<td>Please see 16.3.1 (a) (iv) above.</td>
</tr>
<tr>
<td>(d) the adequacy of the dimensions and shape of the lot for the intended use;</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>(e) the pattern of development which the proposal might create;</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>(f)</td>
<td><strong>the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses or wetlands, and susceptibility of flooding:</strong></td>
</tr>
<tr>
<td>(g)</td>
<td><strong>whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other relevant municipal by laws and regulations; and</strong></td>
</tr>
<tr>
<td>(h)</td>
<td><strong>any other matter required by relevant policies of this Strategy.</strong></td>
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MUNICIPALITY OF THE DISTRICT OF WEST HANTS
RECOMMENDATION REPORT

To: Members of West Hants Planning Advisory Committee

Submitted by: ____________________________
Saira Shah

Date: 09-20-2018

Subject: Micro-Cultivation and Micro-Processing of Cannabis Land Use By-law Text Amendment

File #: 18-07

1.0 BACKGROUND
The applicant, Steven Kehoe, has applied for an amendment to permit Licensed Micro-Cultivation of cannabis on his property. Once legalized (expected October 17, 2018), Licensed Micro-Cultivation will authorize the cultivation of a cannabis plant canopy area of no more than 200 square metres (approximately 2,150 square feet).

Micro-Processing of cannabis is another type of license that can be combined with a Micro-Cultivation license on the same site. Although the applicant specifically requested Micro-Cultivation, residents that start cultivation businesses also may want to process cannabis on their site.

2.0 LEGISLATIVE AUTHORITY
Section 210 of the Municipal Government Act.

3.0 RECOMMENDATION
Should the Planning Advisory Committee (PAC) wish to forward a positive recommendation, the following motion would be in order:

that PAC recommends that Council give First Reading and hold a Public Hearing to consider amending the West Hants Land Use By-law to enable Licensed Micro-Cultivation as an Agricultural Use and Micro-Processing as an Agricultural support
use, as attached to the planning staff report dated September 20, 2018 as Appendix A.

4.0 DISCUSSION and DOCUMENT REVIEW
Mr. Kehoe owns a property in the Agricultural designation in the Municipal Planning Strategy (MPS) and the Agricultural Priority Two (AR-2) zone in the Land Use By-law (LUB).

For almost 20 years, cannabis for medical purposes has been a legal use in Canada. In West Hants, legal cannabis production is considered an industrial use due to the high security and industrial nature of the production process. There are medical cannabis production facilities in the Windsor-West Hants Joint Industrial Park.

However, proposed licensed Micro-Cultivation of cannabis will be of a much smaller scale and does not require the same intense security measures as standard-sized cannabis production. Micro-Cultivation can take place indoors and outdoors and a physical barrier will be required by Health Canada around the growing and storage area. Micro-Cultivation license holders will not be required to: keep a record of entry and exits to the site, install visual monitoring and recording devices or maintain an alarm system. All individuals who apply for a license for Micro-Cultivation must inform the Municipality as per Health Canada requirements.

Staff considered various options to amended West Hants planning documents to permit Micro-Cultivation of cannabis. A comparison of the options is attached as Appendix B.

On June 27, 2018 the Chief Administrative Officer for Halifax Regional Municipality submitted a recommendation report for Halifax Regional Council to consider amendments to the Regional Municipal Planning Strategy and all land use by-laws for cannabis-related land uses. This report recommended that Council permit Micro-Cultivation of cannabis in zones that allow for industrial uses and zones that allow for only intensive agricultural uses.

The West Hants LUB contains a definition for Agricultural Use and Agricultural Support Use. An Agricultural Use is a use of land, buildings or structures to produce crops or livestock. An Agricultural Support Use is a use of buildings or structures for agricultural warehousing and processing to create agricultural products on a farm property.

The current definition for Agricultural Use in the West Hants LUB includes microbreweries. The Federal and Provincial government consider cannabis to be a controlled substance similar to alcohol in terms of age and retail restrictions. Therefore, Micro-Cultivation of cannabis could be considered in a similar category to microbreweries.
Based on the scale and significantly decreased security requirements related to this size of operation, staff recommend a text amendment permitting Micro-Cultivation of cannabis as an Agricultural Use which would be permitted in the Prime Agricultural (P/Ag), Agricultural Priority Two (AR-2), Agricultural Priority Three (AR-3), General Resource (GR), and Mineral Resource (MR) zones.

Although Agricultural Uses are permitted in the Water Supply (W) zone, staff recommend not permitting Micro-Cultivation of cannabis in this zone due to concerns related to contamination of the water supply.

Individuals with a Micro-Cultivation license can apply for a Micro-Processing license for the same site. The Micro-Processing license limits operations based on the quantity of products produced. A Micro-Processing license permits the production of a maximum of 600kg of dried cannabis (or equivalent) in one (1) calendar year. If a Micro-Processing license holder also holds a Micro-Cultivation license for the same site and the cannabis is exclusively from that site, the maximum quantity for Micro-Processing does not apply. The Micro-Processing license requires the same security requirements as Micro-Cultivation.

The definition for Agricultural Support Use in the LUB includes processing agricultural products. Agricultural support uses are permitted in the Agricultural Priority Two (AR-2), Agricultural Priority Three (AR-3), General Resource (GR), and Mineral Resource (MR) zones. However, as per the LUB Section 21.3, new Agricultural Support Uses are not permitted on properties zoned Agricultural Priority Three (AR-3) in a Growth Centre, Village or Hamlet designation. In the MPS, Policy 5.9.1, 6.8.1 and 7.4.1 state Agricultural Support Uses are not permitted in those designations as those uses could create land use conflicts which could limit development. Agricultural Support Uses are also not permitted in the Prime Agricultural (P/Ag) zone. There is no specific policy in the MPS to clarify why Agricultural Support Uses are not permitted in the Prime Agricultural (P/Ag) zone. Staff recommend a text amendment permitting Micro-Processing of cannabis as an Agricultural Support Use.

There are no specific criteria for this text amendment.

4.1 MPS General Criteria

Policy 16.3.1 of the MPS states general criteria for any LUB amendment considered in West Hants. These criteria are examined in detail in Appendix C.

In summary:

- the proposal is not premature or inappropriate for the area; and
- the Municipal Building Official has no concerns.

5.0 MUNICIPAL CLIMATE CHANGE ACTION PLAN
This amendment has not been examined in relation to the Municipal Climate Change Action Plan (MCAAP).

6.0 CONCLUSION
As noted above, the proposed amendment has been considered within the context of the specific and general policies of the MPS and is consistent with the intent, objectives and policies of the MPS. The amendment meets the general criteria for a LUB amendment. As a result, it is reasonable to consider approving the LUB amendment to permit Micro-Cultivation of cannabis as an Agricultural Use and Micro-Processing of cannabis as an Agricultural Support Use.

7.0 PROCESS

Staff Review

Public Information Meeting (notice in local paper once; neighbours notified)

Planning Advisory Committee Review and Recommendation

Council First Reading

Public Hearing (notice in local paper twice; neighbours again notified)

Council Second Reading

Notice of Approval in Local Paper

14 Day Appeal period

8.0 OPTIONS
In response to the application, PAC may recommend that Council:

- follow the process to approve the LUB amendments as drafted or as specifically revised by direction of PAC;
- refuse the LUB amendments as drafted, identifying the goal, objective or policy that the proposal contravenes; or
- provide alternative direction, such as requesting further information on a specific topic.

9.0 ATTACHMENTS
Appendix A  Draft Land Use By-Law Text Amendment

Appendix B  A Comparison of Micro-Cultivation of Cannabis Options

Appendix C  General Criteria for Land Use-By-law Amendment
Report Approved by: ____________________________
Madelyn LeMay, Director of Planning and Development
Appendix A
Draft Land Use By-Law Text Amendment

Text Amendments to add Licensed Micro-Processing and Micro-Cultivation of cannabis as permitted uses in the West Hants Land Use By-Law.

1. Amend the list of permitted uses in Part 24 Water Supply (W) of the West Hants Land Use By-law by inserting the phrase “Licensed Micro-Cultivation of cannabis” so that Section 24.1 reads as follows:

24.0 WATER SUPPLY (W)

Permitted Uses

24.1 The following uses shall be permitted in the Water Supply (W) zone:

- Agricultural uses excluding dwellings, the keeping of livestock, Licensed Micro-Cultivation of cannabis and greenhouse operations
- Forestry uses excluding processing structures
- Historic buildings and sites
- Municipal water treatment and distribution uses
- Outdoor recreation uses provided no permanent structures are erected
- Uses, buildings and structures necessary for the prevention of floods, soil erosion and other similar natural occurrences
- Woods camps

2. Amend Part 35 Definition of the West Hants Land Use By-law by inserting the phrase “Licensed Micro-Processing of cannabis” in the definition for Agricultural Support Use so that the definition for Agricultural Support Use reads as follows:

Agricultural Support Use means a building or structure tied to the farm operation and located on the farm property and may include abattoirs, agricultural warehousing, processing, Licensed Micro-Processing of cannabis, sorting, grading, packaging, and transport facilities;

3. Amend Part 35 Definition of the West Hants Land Use By-law by inserting the phrase “Licensed Micro-Cultivation of cannabis” in the definition for Agricultural Use so that the definition for Agricultural Use reads as follows:

Agricultural Use means the use of land, buildings or structures for the production of crops or livestock, or both, for gain or reward which may include, but is not necessarily limited to:
(a) the growing and harvesting of crops such as vegetables, fruits, field crops, berries, trees, maple syrup, mushrooms, flowers and landscaping materials and may include:

(i) the erection and use of greenhouses, nurseries, Licensed Micro-Cultivation of cannabis facilities, wineries, microbreweries producing not more than 200,000 litres of beer in a calendar year, and restaurants accessory to wineries and microbreweries; (Amendment WHLUB 12-01 Effective November 2, 2012)

(ii) woodlots and forestry uses;

(b) the raising of livestock such as cattle, horses, poultry, swine, sheep, rabbits, goats, emus, llamas, fur-bearing animals, game animals, game birds and honey bees, and may include:

(i) the production of eggs, cream and milk;

(ii) kennels;

(iii) riding stables;

(c) the marketing of agricultural products produced on the farm property at an accessory farm sales outlet;

(d) the process at a farm necessary to prepare a farm product for farm distribution including cleaning, grading, storage and packaging;

(e) the clearing, draining, leveling, irrigating or cultivating of land;

(f) the application of fertilizers, soil conditioners, pest control products or other agricultural inputs;

(g) the storage, disposal or use of compost and livestock-generated waste for farm purposes (but does not include biosolids); and

(h) the operation of agricultural machinery and equipment;
## Appendix B

### A Comparison of Micro-Cultivation of Cannabis Options

Methods to incorporate Micro-Cultivation of cannabis into West Hants planning documents.

1. **Permit Micro-Cultivation of cannabis in only the Agricultural Priority 2 (AR-2) zone**
   
<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>It would enable the applicant to establish a Micro-Cultivation cannabis business.</td>
<td>It would be very limiting and require an additional amendment to permit Micro-Cultivation in other Agricultural zones.</td>
</tr>
</tbody>
</table>

2. **Permit Micro-Cultivation in all of the Agricultural zones (P/Ag, AR-2 and AR-3)**

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>It would enable the applicant to establish a Micro-Cultivation business.</td>
<td>It would only permit Micro-Cultivation in agricultural zones.</td>
</tr>
<tr>
<td>Micro-Cultivation would not be permitted in residential zones.</td>
<td>Most land in the Municipality is in the General Resource (GR) zone. Residents in this zone would not be able to establish a Micro-Cultivation business.</td>
</tr>
<tr>
<td>It would limit Micro-Cultivation to primarily agricultural areas.</td>
<td>There are properties zoned Agricultural Priority 3 (AR-3) in Growth Centres. Micro-Cultivation would be permitted in the most densely populated areas close to residential properties and commercial businesses.</td>
</tr>
</tbody>
</table>

3. **Permit Micro-Cultivation of cannabis in the Agricultural Designation**

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>It would enable the applicant to establish a Micro-Cultivation business.</td>
<td>Micro-Cultivation would be permitted in a wide variety of zones within the Agricultural designation including commercial and residential zones.</td>
</tr>
<tr>
<td>It would limit Micro-Cultivation to areas that are intended to remain agricultural.</td>
<td>Most land in the Municipality is designated Resource. Farms within the Resource designation would not be able to establish a Micro-Cultivation business.</td>
</tr>
</tbody>
</table>

4. **Add Micro-Cultivation to the definition of Agricultural Use**

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>It would enable the applicant to establish a Micro-Cultivation business.</td>
<td>Micro-Cultivation would be permitted in the Water Supply (W) zone.</td>
</tr>
<tr>
<td>It would be easier to make changes because Council would need to amend only one section of the LUB.</td>
<td>Agricultural uses are permitted in all agricultural zones. Some of these properties are in Growth Centres and Hamlets which are the most densely populated areas.</td>
</tr>
<tr>
<td>Micro-Cultivation would be considered in a manner similar to Microbreweries</td>
<td></td>
</tr>
</tbody>
</table>

---
which are currently permitted as an Agricultural Use.

<table>
<thead>
<tr>
<th>Micro-Cultivation would not be permitted in residential zones.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micro-Cultivation would be permitted in the General Resource (GR) and Mineral Resource (MR) zones.</td>
</tr>
</tbody>
</table>

5. Permit Micro-Cultivation of cannabis as an accessory use to Agriculture Uses

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>It would enable the applicant to establish a Micro-Cultivation business.</td>
<td>Micro-Cultivation would have to be listed as an “accessory to an ongoing agricultural operation” for each zone which could make amendments in the future more complicated.</td>
</tr>
<tr>
<td>A Micro-Cultivation business would have to be combined with an ongoing agricultural use. This would ensure Micro-Cultivation is an accessory use to support active farms.</td>
<td>Micro-Cultivation would not be permitted in residential zones.</td>
</tr>
<tr>
<td>Micro-Cultivation would be permitted in the General Resource (GR) and Mineral Resource (MR) zones.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix C
General Criteria for Land Use By-Law Amendment

Policy 16.3.1 of the MPS "In considering development agreements and amendments to the West Hants Land Use By law, in addition to the criteria set out in various policies of this Strategy, Council shall consider":

<table>
<thead>
<tr>
<th>(a) whether the proposal is considered premature or inappropriate in terms of:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) the adequacy of sewer and water services;</td>
<td>This clause is not applicable as it is a text amendment. The applicant is responsible for ensuring adequate services for their uses.</td>
</tr>
<tr>
<td>(ii) the adequacy of school facilities;</td>
<td>No impact on school facilities is anticipated.</td>
</tr>
<tr>
<td>(iii) the adequacy of fire protection and other emergency services;</td>
<td>The Municipal Building Official has no concerns regarding fire protection or other emergency services. Any new construction would have to meet the National Building Code.</td>
</tr>
<tr>
<td>(iv) the adequacy of road networks adjacent to, or leading to the development; and</td>
<td>This clause is not applicable as it is a text amendment.</td>
</tr>
<tr>
<td>(v) the financial capacity of the Municipality to absorb any costs relating to the development.</td>
<td>No municipal costs related to this amendment are anticipated.</td>
</tr>
</tbody>
</table>

<p>| (b) whether the development is serviced, or capable of being serviced, by a potable water supply and either central sewer or an approved on site sewage disposal system; | As noted above in (a) (i), the applicant will be responsible for the provision of water and on-site sewage disposal. |
| (c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic; | This clause is not applicable as it is a text amendment. |
| (d) the adequacy of the dimensions and shape of the lot for the intended use; | This clause is not applicable as it is a text amendment. |
| (e) the pattern of development which the proposal might create; | Policy 8.2.3 encourages the support of agricultural activities in West Hants. Small-scale cannabis cultivation and processing are considered agricultural activities. |</p>
<table>
<thead>
<tr>
<th>(f) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses or wetlands, and susceptibility of flooding;</th>
<th>This clause is not applicable as it is a text amendment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(g) whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other relevant municipal by laws and regulations; and</td>
<td>The proposed amendment meets all relevant Municipal, Provincial and Federal regulations.</td>
</tr>
<tr>
<td>(h) any other matter required by relevant policies of this Strategy.</td>
<td>There are no other relevant policies.</td>
</tr>
</tbody>
</table>
1.0 TITLE

1.1 This By-law is made pursuant to the Municipal Government Act, RSNS 1998, as amended from time-to-time and hereinafter referred to as the “Act” and shall be known and may be cited as the Civic Addressing By-law.

2.0 DEFINITIONS

In this By-law:

(a) “building” means any structure used, or intended to be used, to support or shelter any use or occupancy, and includes an incomplete building once the footings have been constructed, but does not include a structure accessory to another structure on the same lot or a structure which, if it were now being built for the first time, would not require a Building Permit to authorize its construction;

(b) “civic address” means the combination of an assigned civic number, the road name and the community;

(c) “Civic Address File” means the database maintained by the Municipality of the District of West Hants containing geographically referenced civic address information including civic points, street network files, and community boundaries;

(d) “Civic Addressing Coordinator” means the person who administers this By-law;

(e) “civic number” means the number assigned to a lot or building by the Civic Addressing Coordinator in accordance with this By-law;

(f) “community” means a geographic area contained within the Municipality;

(g) “Municipality” means the Municipality of the District of West Hants;

(h) “owner” has the same meaning as the owner of property in the Municipal Government Act or successor legislation from time to time;
(i) “private road” means any street, road, lane, bridge or other thoroughfare accessible to motor vehicles which is not a street as defined in clause 2.0 (k) and which serves as a principal vehicular access to three or more dwelling units;

(j) “property” means a lot of land;

(k) “public road” means a road or highway owned and maintained by the Municipality or the Province of Nova Scotia;

(l) “road name” means the official name of a street, road, or highway as it appears in the Civic Address File.

3.0 DUTIES of CIVIC ADDRESSING COORDINATOR

The Civic Addressing Coordinator shall be responsible for:

(a) assigning or re-assigning civic numbers to lots or buildings and the keeping of the Civic Address File;

(b) reviewing and approving all proposed road names for new public and private roads created through the subdivision approval process;

(c) reviewing and approving all proposed road names for existing unnamed roads; and

(d) reviewing and recommending to Municipal Council the acceptance or rejection of proposed road names submitted through the application process for changing an existing Provincial or Municipal road name.

4.0 CIVIC NUMBERS

4.1 Existing Civic Numbers

A civic number that is recorded in the Civic Address File for a lot or building on the date of the first reading of this By-law is hereby assigned to that lot or building until such time as the Civic Addressing Coordinator, by written notice to an owner, directs otherwise.

4.2 Assignment of Civic Numbers
4.2.1 The Civic Addressing Coordinator may assign civic numbers to:

(a) buildings that have permanent or temporary occupancy or use; and

(b) vacant lots or developed sites and in the assignment of a number shall take into consideration the public use thereof which may require emergency services, such as parks, playgrounds and trails where public activity will occur.

4.2.2 The Civic Addressing Coordinator may assign more than one civic number to a lot or building.

4.2.3 The Civic Addressing Coordinator shall assign new civic numbers using a spatial formatting system which has all roads divided into intervals and numbers are assigned depending upon where the driveway intersects the road.

4.2.4 The Civic Addressing Coordinator may assign a new civic number with a spatial formatting system based on the surrounding civic numbers where an existing civic number prevents the use of the usual spatial formatting system.

4.2.5 The Civic Addressing Coordinator shall assign a new civic number where:

(a) a building permit has been issued; or

(b) where there is no building permit issued, once a site inspection has been done by the Building Inspector or Civic Addressing Coordinator to confirm whether a civic number is required.

4.3 Deletion of civic numbers

Deletion of civic numbers shall be at the discretion of the Civic Addressing Coordinator.

4.4 Refusal of Civic Number

The Civic Addressing Coordinator shall not issue a civic number if they are made aware of an outstanding order against the property under the National Building Code, Fire Safety Act, or the Municipal Government Act.

4.5 Change and reassignment of existing civic numbers

(a) The Civic Addressing Coordinator may, by sixty (60) days written notice to an owner, change or reassign civic numbers where
necessary to avoid potentially confusing numbering irregularities and to assure an adequate supply of civic numbers for existing and future development.

(b) The Municipality shall not be liable for any costs or damages whatsoever that may be incurred by an owner related to the reassignment of a civic number.

5.0 POSTING of CIVIC NUMBERS

5.1 Civic Number Specifications

The owner of a property for which a civic number is issued shall keep the assigned civic number posted on the lot or building in the following manner:

(a) civic numbers shall be in Arabic numerals;

(b) the numerals shall be right side up;

(c) the colour of the numerals shall clearly contrast with the background upon which the numbers are displayed;

(d) civic numbers shall either be composed of highly reflective material or be effectively illuminated during the hours of darkness;

(e) the bottom of the numbers shall be a minimum of 36 inches (90 centimeters) above grade;

(f) the height of the numerals shall not be less than 2.5 inches (65 millimeters);

(g) civic numbers shall be posted between 12 feet and 50 feet (3.6 and 15 meters) of the closest edge of the traveled portion of the public road or private road which forms part of the civic address for the lot or building;

(h) the civic number shall be posted on the building or on a gatepost, signpost, or other structure on the lot on which the building is situated, excluding a utility pole for electrical, telephone, or other utility service;

(i) civic numbers shall face towards the public road or private road upon which the lot or building is situated and which forms part of the civic address for the lot or building, except that double-sided signage may be used, in which event the civic number
shall be on both sides of the sign and perpendicular to the public road or private road;

(j) civic numbers shall be posted in a location which is not obstructed from view when viewed from the closest place on the traveled portion of the public or private road upon which the lot or building is situated or from which it has access and from all points at least 33 feet (10 meters) in either direction from that place, except that an intervening tree trunk or a vertical pole or post shall not alone be considered an obstruction for purposes of this subsection; and

(k) no person shall post or permit to be posted a number that could be reasonably confused with a civic number as determined by the Civic Addressing Coordinator.

5.2 Occupancy Permit
An occupancy permit shall not be issued for a property unless a civic number is posted on that property.

6.0 ROAD NAMING

6.1 Application Process for Naming New Roads Created through Subdivision Approval

(a) The applicant will complete the “Application to Name a Road” form and submit it to the Civic Addressing Coordinator;

(b) The Civic Addressing Coordinator will review the application;

(c) If the road name does not meet the evaluation criteria, the Civic Addressing Coordinator will advise the applicant and provide an explanation for the rejection;

(d) If the road name meets the evaluation criteria, the Civic Addressing Coordinator will approve the name;

(e) Within one week of notification of final approval of the plan of subdivision, the Civic Addressing Coordinator will notify the appropriate agencies. Once the road is constructed the Civic Addressing Coordinator will record the location of the road in the Civic Address File;
(f) If a subdivision plan creating a new road is repealed, all agencies notified of the new road name(s) shall be notified of the repeal; and

(h) The Civic Addressing Coordinator will contact all property owners on the road(s) to inform them of the name of the new road(s).

6.2 Application Process for Naming an Existing Unnamed Road or Changing an Existing Road Name

(a) Application must be made by completing the “Application to Name a Road” form and submitting it to the Civic Addressing Coordinator. The application must be accompanied by a petition signed by seventy-five percent (75%) of the property owners on the road.

(b) The Civic Addressing Coordinator will review the application;

(c) If the road name does not meet the evaluation criteria, the Civic Addressing Coordinator will advise the applicant and provide an explanation for the rejection;

(d) If the application meets the evaluation criteria, the Civic Addressing Coordinator will:

(i) seek approval from the authority having jurisdiction over the road, if applicable, and approve the name; or

(ii) seek approval from Council when an existing Provincial or Municipal Road name is to be changed.

(e) Within one week of the approval of the new road name, the Civic Addressing Coordinator will record the new name in the Civic Address File and notify the appropriate agencies; and

(f) The Civic Addressing Coordinator will contact all owners of property on the road to inform of the new road name.

6.3 Road Naming Evaluation Criteria

(a) The name must be easy to pronounce and spell and have recognizable words or an acceptable combination of words;

(b) Consideration must be given to the long-standing local usage of the name by the local public;
(c) Road names must be in good taste;

(d) Qualifying words (such as Upper, Lower, New, Old, etc.) should be avoided, but may be accepted in cases where the qualifier has been applied in an official context (e.g., as found in the Nova Scotia Gazetteer);

(e) All names must have an associated road type and the road type must be checked against a standard list before the submitted name can be accepted;

(f) Road names must be alphanumeric (e.g. First Street); name submissions using a numeral (e.g. 1st Street) will be rejected;

(g) Where a new road is a continuation of an existing road, wherever possible the new road will be given the same name as the existing road;

(h) There must be no duplication of road names within the Municipality and, if possible, duplication of road names used in immediately adjoining municipal units will be avoided;

(i) All road name submissions must be checked against the alias field in the road names database both for the community in question and its adjacent communities. If the suggested name appears as an alias, it must be rejected;

(j) There should be no like sounding names within the municipal unit;

(k) Official road names, including road type, must have no more than 35 characters (including special characters and spaces);

(l) If the road is named after a topographic feature, the name must reflect the official name found in the Nova Scotia Gazetteer;

(m) A personal name (given name and surname) should not be applied to a road unless such application is in the public interest. The person commemorated should have contributed significantly to the area where the road is located. The adoption of a personal name during the lifetime of the person concerned should only be made in exceptional circumstances and with the person’s written consent;

(n) No formal titles of distinction may be associated with the personal name (e.g., Captain, Major);
(o) Company or commercial product names, as well as names associated with copyright or trademarks, will be avoided;

(p) The spelling and accenting of names must agree with the rules of the language in which they are written; and

(q) Changes to established existing road names will be discouraged unless there are recognized difficulties with the existing name.

7.0 POSTING ROAD SIGNS

7.1 Public Road Signs

Identification of provincially or municipally owned public roads is the responsibility of the respective jurisdiction.

7.2 Private Road Signs

The owners of a private road shall ensure that a road sign is erected and maintained according to specifications outlined in the Civic Addressing By-law.

7.3 Posting Private Road Signs through the Nova Scotia Department of Transportation (DTIR)

7.3.1 Private roads which intersect with public roads may be identified only by an approved road name sign.

7.3.2 Private roads which intersect with public roads and are not already identified by an approved road name sign shall be provided with a road name sign upon the written request of one or more residents of the road subject to the following criteria:

(a) prior to approval of a sign by the Civic Addressing Coordinator the applicant(s) has paid to the Municipality one hundred percent (100%) of the fees charged by DTIR for such purchase; and

(b) the name of the road is to be that designated by the Civic Addressing Coordinator; and

(c) the administrative process developed by the Municipality from time-to-time shall be followed for the erection of private road signs.
7.3.3 When a private road sign requires repair, removal or replacement, costs shall be determined by DTIR and borne by the Applicant.

7.4 Posting Private Road Signs by Applicant

7.4.1 The applicant shall erect, maintain in good condition and replace as necessary, a sign and signpost at the intersection of the private road and the public street in a manner consistent with any conditions attached to such permission and other lawful requirements; and

7.4.2 The residents of a private road shall apply for and obtain permission to erect an identifying sign and a signpost from any person or regulatory authority whose permission is required by law to erect an identifying sign and a signpost, subject to the following requirements:

(a) the cost of fabrication and installation of such sign shall be the responsibility of the residents;

(b) it will be the residents’ responsibility to install, maintain in good condition and replace as necessary the sign and signpost;

(c) the name of the road is to be that designated by the Civic Addressing Coordinator;

(d) to the extent possible, the signpost is to be located in an unobstructed line of sight for vehicles approaching the private road from either direction along the intersecting public street, and is to be set back a minimum of 5 feet (1.5 meters) from the outside edge of the travel lane of the intersecting public road;

(e) double-sided signage placed perpendicular to the intersecting road shall be used so that the name of the road is visible for vehicles approaching the private road from either direction;

(f) lettering of the private road name shall be 4 inches (100 millimeters) in height and in uppercase letters;

(g) the sign shall be painted with reflective paint with lettering in black against a white background;

(h) the bottom of the sign shall be between 5 feet (1.5 meters) and 8 feet (2.5 meters) above the road grade of the intersecting public road; and

(i) the signpost shall be made of pressure-treated lumber with cross-sectional dimensions not less than 3.3 inches (85 millimeters) by 3.3 inches (85 millimeters), or rigid non-ferrous
metal, and sufficiently fastened to the ground to hold the sign rigidly in place and to prevent turning of the sign.

8.0 COMPLIANCE

8.1 Special Conditions

8.1.1 Upon application by an owner, the Civic Addressing Coordinator may provide written authorization for signage for civic numbers or road names to vary from the standards contained in the By-law, with or without conditions, when:

(a) compliance with the standards is not reasonably possible, due to the physical features of the site or other matters; or

(b) compliance with this By-law would not as effectively meet the objectives of this By-law as an alternative approach.

8.1.2 The Civic Addressing Coordinator may revoke or vary an authorization under this section. Owners shall comply with any conditions contained within authorizations granted under this section.

9.0 VIOLATIONS

9.1 It shall be an offence for a person to refuse or fail to comply with a written notice issued by the Civic Addressing Coordinator to an owner which assigns, reassigns, or deletes a civic number of a lot or building.

9.2 Any person who violates any provision of this By-law shall be liable on summary conviction to a penalty of not less than $200.00 and not more than $5,000.00, and in default of payment to imprisonment for a period of not more than 90 days.

9.3 In the event of contravention of this By-law, the Municipality may, initially or in addition to any prosecution or other remedy:

(a) prepare and serve a notice in writing to an owner to undertake work including, but not limited to, the posting or re-posting of a civic number on a building or lot, the erection or re-erection of signage for a private road, or the removal of a civic number or signage for a private road;

(b) in the event that:

(i) required remedial work regarding a road sign has not been completed within thirty (30) days; or
required remedial work regarding a civic number has not been completed within fourteen (14) days, of the date of service of the notice, the Municipality, by its servants, agents, or independent contractors, may enter upon the property of the owner and undertake the work and the cost of the work, with interest from the date of completion until the date of payment at the same rates as rates and taxes, shall be a first lien on the property upon which, or for the benefit of which, the work was done.

9.4 The notice required to be served pursuant to this By-law may be served:

(a) in person;

(b) by to the address shown on the Assessment Roll;

(c) by electronic mail; or

(d) by facsimile.

A notice is deemed to have been served on the seventh (7th) day after it was sent.

10.0 REPEAL

10.1 The Civic Addressing By-law dated September 1, 2005 is hereby repealed.

I, Rhonda Brown, Municipal Clerk of the Municipality of the District of West Hants, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the Municipality of the District of West Hants at a meeting duly called and held on the ___ day of _____, 2018.

_________________________________
R. N. Brown
Municipal Clerk
<table>
<thead>
<tr>
<th>By-Law Adoption</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Reading:</td>
</tr>
<tr>
<td>Notice Published:</td>
</tr>
<tr>
<td>Second Reading &amp; Approval</td>
</tr>
<tr>
<td>Final Publication</td>
</tr>
<tr>
<td>Notice to Municipal Affairs</td>
</tr>
<tr>
<td>Description:</td>
</tr>
</tbody>
</table>
2018/2019 Snow and Ice Removal

... that Council award a contract for the following local roads and municipal properties to McAdoo Lawn Care & Excavating for Tender WHPW18-11, Snow and Ice Removal for the 2018/2019 season; as per Tender pricing received by the Department of Public Works on September 27, 2018.

FALMOUTH

• Clover Lane
• Fundy Court
• Halewood Drive
• Jocelyn Lee Court
• Mountain View Drive & Linden Court
• Southview Court & Julie Court
• Shetland Road & Sidewalk

CURRY’S CORNER

• Katie Court

THREE MILE PLAINS

• Cooper Lane
• Swinamer Drive

GARLANDS CROSSING

• Bailey Drive
• Jared Court
• The Crossing Emergency Access Road (Emergency Calls Only)

MUNICIPAL PROPERTIES

• Municipal Office Complex, 76 Morison Drive
• Hants County Courthouse
• Falmouth Sewage Treatment Plant
• Falmouth Water Treatment Plant
• Irishman’s Road Recreation Facility
• Three Mile Plains Fire Substation
...that Council award a Contract for the following local roads and municipal properties to Windsor Landscaping for Tender WHPW18-11, Snow and Ice Removal for the 2018/2019 season; as per Tender pricing received by the Department of Public Works on September 27, 2018.

THE CROSSING
• Annie May Court
• Edward Drive
• Irven Drive
• Merriweather Crescent
• Goosey Loop

... that Public Works reserve the right to omit snow and ice removal requirements on local roads or portions of roads, where it is deemed that the road does not have immediate housing or business needs.

...that Public Works reserve the right to omit snow and ice removal requirements at municipal properties, where it is deemed that snow and ice removal will be performed utilizing Public Works staff and equipment.

2018 Committee and Appointments

.... that Council dissolve the Fire Restructuring Committee, Tri-Party Committee, and the Fire Advisory Committee.

.... that Council give notice to Hantsport Memorial Community Centre (HMCC) that they will no longer participate as a member of the HMCC Board of Directors.

.... that current Councillor appointments to the Fences Arbitration Committee, Regional Anti-littering Committee, Sports Complex Design Committee and Sports Complex Fundraising Committee be extended to March 31, 2020.

Hants County Residence for Senior Citizens

.... that Council that Council continue participation on the Board of the Hants County Residence for Senior Citizens, also known as Dykeland Lodge.

Fire Services Agreement with the Municipality of Kings

....that Council authorize Warden and the Municipal Clerk to execute the fire services agreement with the Municipality of the County of Kings as attached to the October 23, 2018 Committee of the Whole Report.
Police Advisory Board

.... that Council direct the Police Advisory Board to draft a letter to the District Traffic Officer for a traffic analysis of the Mill Section area for a speed reduction to 80 km per hour.

Cannabis

.... that Council write a letter to the Province and NSLC asking that consideration be given to the Windsor NSLC location for a cannabis store so that money can be kept in Hants County and copy to the MLA and MP.

.... that Council write a letter to the NSFM encouraging the Provincial government to share the wealth with the municipalities of Nova Scotia as was intended and copy the MLA, MP, Town of Windsor and any other relevant government agency.
MUNICIPALITY OF THE DISTRICT OF WEST HANTS
RECOMMENDATION REPORT

To: Warden Zebian and Members of West Hants Council

Submitted by: Martin Laycock, Chief Administrative Officer

Date: November 13, 2018

Subject: Appointment of Assistant Building and Fire Official

Origin

Scott Burgess will begin employment with West Hants on November 19, 2018. Mr. Burgess will be on contract from the Town of Windsor and will be acting as both Assistant Building and Fire Official three days a week (Monday, Wednesday, Friday). In order for Mr. Burgess to carry out his duties, appointment by Council is required.

Erin Schurman-Kolb’s employment with West Hants ended on Friday, October 12, 2018.

Legislative Authority

Nova Scotia Building Code Act
Nova Scotia Fire Safety Act

Recommendation

It is recommended that:

Effective November 19, 2018, Council appoint Scott Burgess as Assistant Building Official in accordance with Section 5(2) of the Nova Scotia Building Code Act and as Assistant Fire Official in accordance with Section 19(1)(b) of the Nova Scotia Fire Code.

AND
Effective October 15, 2018, Council rescind the appointment of Erin Schurman-Kolb as Assistant Fire and Building Official.

Background

Mr. Burgess is qualified as a "Building Official- Level 2" by the Nova Scotia Building Official Association, and is certified by the Fire Inspector Association of Nova Scotia as a Fire Inspector-Level I. Having him work for West Hants for three (3) days a week will improve the Planning and Development Department’s ability to carry out Building inspection duties and help to fulfill the mandate for fire inspections established by Council.

Financial Implications

There are no financial implications related to the appointment.

Alternative

Council could choose not to confirm Mr. Burgess as Assistant Building and Fire Official, which could leave the Municipality in the position of having staff which it cannot fully utilize.

Report prepared by: ___________________________________________________

Madelyn LeMay, Director of Planning and Development
Origin

The draft Terms of Reference for the Planning Advisory Committee require Two (2) resident members on the Committee.

Legislative Authority

_ Municipal Government Act_

24 (3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.

Recommendation

It is recommended:

... that Council appoint Glenn Robinson as a resident member of the Planning Advisory Committee until October 2020.

Background

The Terms of Reference for the PAC establish the makeup of the Committee as all members of Council plus two (2) non-Council members. The present Terms of Reference were approved in 2011. The Municipal Clerk has recently recommended minor updates to the policy which do not affect the substance of the policy. Non-Council appointments are for a two-year term.

Discussion
Only one letter of interest was received: the letter from Mr. Glenn Robinson. Mr. Robinson is a former Councillor of the Town of Windsor and has served on planning committees in the past. He is now a resident of West Hants.

Financial Implications

In accordance with the Council Remuneration Policy, non-Council members are provided a stipend of $50 per meeting as well as mileage. Since the non-Council positions are now filled and included within the 2018-2019 budget, there is no additional cost to West Hants.

Alternatives
1. Council could choose not to appoint the recommended resident members.

Attachments:
There are no attachments.

__________________________________________
Report Prepared by: ___________________________
       Madelyn LeMay, Director of Planning and Development

__________________________________________
Report Reviewed by: ___________________________
       Rhonda Brown, Municipal Clerk

__________________________________________
Report Reviewed by: ___________________________
       Carlee Lowe, Director of Finance
To: Warden Zebian and Members West Hants Council

Submitted by: ______________________________
Martin Laycock, Chief Administrator Officer

Date: November 13, 2018

Subject: Audit Committee Members at Large Appointments

Origin:

Member at large appointments to the Audit Committee.

Legislative Authority:

*Municipal Government Act, Section 44, Subsection 4 and 5*

Recommendation:

It is recommended:
... that Council appoint Harold Follett and Glenn Robinson to the Audit Committee until November 2019.

Background:

An advertisement for two members at large for the Municipal Audit Committee was placed, in edition of the Valley Journal Advertiser, as well as on the Municipal website and Facebook. The ad invited individuals meeting the criteria to participate on this committee. Interested residents were asked to submit a letter of interest to the Municipal Clerk by October 30, 2018.
Discussion:

Following the guidelines in Council’s Audit Committee Policy, two members at large vacancies were advertised.

There were three letters of interest submitted for the Audit Committee. All the submissions are from landowners in West Hants who have financial knowledge and backgrounds. These factors meet the criteria set out in the Audit Committee Policy.

Harold Follett has 38 years in banking experience and served a 6-month term on the Audit Committee when it was established this past year. Harold has worked with Municipalities during this time overseeing credit and adjudication. He also has audited several charitable organizations.

Glenn Robinson has lived in the West Hants since 2010 and has held a seat on the Town of Windsor’s Council during 1999-2008. Glenn is a retired CPA, CMA and work history includes time as an accounting manager and Director of Finance.

If appointed to the Audit Committee, members at large will serve a one-year term to expire in November 2019. This service term is in direct correlation with the scheduling of 2018-19 audit. Members at large may reapply for November 2019.

Financial Implications:

In accordance with the Council Remuneration Policy, Community Representatives are provided a $50.00 per meeting honorarium and travel expenses. The cost for these committees are provided for in the annual budget.

Alternatives:

- Council could choose not to appoint one or both members at large to the committee, or a combination of the interested individuals. This is not recommended as the Municipal Government Act, states that the Municipality will need to advertise every six months for the members at large vacancies until the requirement is met.

Attachments:

There are no attachments.

________________________________________

Report Prepared by: ___________________________________________________

Carlee Lowe, Director of Finance
Report Reviewed by: ________________________________________________

   Martin Laycock, Chief Administrative Officer
MUNICIPALITY OF THE DISTRICT OF WEST HANTS
RECOMMENDATION REPORT

To: Members West Hants Council

Submitted by: _______________________________________________________________________
Martin Laycock, Chief Administrative Officer

Date: November 13, 2018

Subject: Hants County Courthouse Safety Repairs

Origin:

This item originated following the Workplace Inspection performed at the Hants County Courthouse property, performed by the Nova Scotia Public Service Commission, OHS Division.

Legislative Authority:

Municipal Government Act, Section 65 (x) lands and buildings required for a municipal purpose; authorizes Council to expend funds for municipal purposes.

Recommendation:

It is recommended that:

Council award a contract to Terry Todd Construction and Renovation to complete safety repairs to the Hants County Courthouse in Windsor, NS with funds to come from the building reserve.
Background:

On June 6, 2018, the Public Works Department received a copy of a safety workplace inspection performed by the Nova Scotia Public Service Commission, OHS Division for the Hants County Courthouse in Windsor, NS. In addition, the Municipality performed their own annual workplace inspection to review and address any safety issues with the property.

The majority of items that were documented by the province were deemed minor repairs and have already been addressed by the Municipality public works staff and by the Kings County Department of Justice staff. There were some items that have been assessed to be building capital repairs, that required the following actions to be performed by a construction contractor.

- Relocation of the outside fire exit stairs from the top of the building;
- Installation of a chain link fence to secure the new fire exit stairs from the general public;
- Industrial insulation of exposed hot water pipes in the cell area of the courthouse; and
- Repairs required to the rooftop rain gutter and electrical conduit on the outside of the building, caused by the growth of a nearby tree, which has already been removed.

As part of the building lease agreement with NS Transportation and Infrastructure Renewal and NS Department of Justice, the province will reimburse the Municipality for 50% of the cost of approved building capital improvements. The approval from the province was received on October 26, 2018, to proceed with the cost-share for the building repairs.

Discussion:

On June 20, 2018, Public Works staff requested written quotes from two local commercial construction firms that have performed similar work for the Municipality, to perform the required work at the Hants County Courthouse (Terry Todd Construction and Renovation; and Fox and Phillips Construction). Only one quotation was received to perform the requested work. Shown below is the cost to perform the work, plus applicable taxes.

- Fire Exit Stairs (excavation /materials/labor) $4,044.00
- Chain link fence $4,474.80
- Insulate heat pipes in cell area $2,789.60
- Gutter and conduit repair $720.00

This building capital improvement work was not previously approved in the 2018 capital budget, and therefore requires approval by Council.
Financial Implications:

This work was not approved in the original 2018 capital budget. It is proposed to fund the required safety repairs using building reserve. The following costs have been identified to fund these proposed safety repairs. Pricing below includes net HST.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Estimated Cost</th>
<th>% Funded</th>
<th>Amount</th>
<th>Funding Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hants County Courthouse</td>
<td>$12,544.42</td>
<td>50%</td>
<td>$6,272.21</td>
<td>Cost-Share (Provincial)</td>
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<tr>
<td>Building Repairs</td>
<td>includes net HST</td>
<td>50%</td>
<td>$6,272.21</td>
<td>Building Reserve (Municipal)</td>
</tr>
</tbody>
</table>

Alternatives:

1. Council may choose to not undertake the capital repairs to the Hants County Courthouse at this time.

2. Council may choose to utilize alternative funding for this work.

Attachments:

None.

Report Prepared by: Brad Carrigan, Director of Public Works

Report Reviewed by: Carlee Lowe, Finance Director

Report Approved by: Martin Laycock, Chief Administrative Officer
Hantsport Household Livestock Land Use By-law Amendment
... that Council give First Reading and hold a Public Hearing to consider amending the text of the Hantsport Municipal Planning Strategy and Land Use By-law to enable livestock on lots located in the residential and commercial zones, as attached to the planning staff report dated September 12, 2018 as Appendix A and as amended by the HAAC on September 12, 2018.

Development Agreement Amendments – Garlands Crossing Land Leased and Mixed Residential Community
... that Council give First Reading and hold a public hearing to consider entering into the amending development agreement for the area known as The Crossing dated October 18, 2018 (Appendix B) including any modifications made by motion of PAC October 18, 2018 and taking note that this development agreement will discharge and replace the development agreements and amendments dated April 2, 2008, recorded on April 8, 2008 as Document No. 90368441; January 23, 2014, recorded January 28, 2014 as Document No. 104520904; and January 10, 2017, recorded March 7, 2017 as Document No. 1104222921.
Good morning, Rhonda.

This is to inform you that I would like to have my name considered to continue as the representative for West Hants on the Annapolis Valley Library Board. I have enjoyed my time on this committee and I would like to continue until the consolidation takes place.

Thank you

Shirley Pineo
<table>
<thead>
<tr>
<th>Committee</th>
<th>Councillors Required</th>
<th>Alternate Councillors Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mills Lake Watershed</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Annapolis Valley Regional Library Board</td>
<td>1</td>
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<tr>
<td>Hants Aquatic Centre</td>
<td>2</td>
<td></td>
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<tr>
<td>Region 6</td>
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<td>1</td>
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<tr>
<td>Regional Enterprise Networks</td>
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<td>Valley Community Fibre Network</td>
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<tr>
<td>Joint Border Development</td>
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<tr>
<td>Brooklyn Civic Centre/Municipality of West Hants Advisory</td>
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<tr>
<td>Landfill Liaison</td>
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<td>1</td>
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<tr>
<td>Municipal Climate Change Action Plan</td>
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<td></td>
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<tr>
<td>Police Advisory Board</td>
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<td></td>
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<tr>
<td>Regional Emergency Management Organization Advisory Note: Warden automatically appointed</td>
<td>2</td>
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<tr>
<td>Falmouth Watershed</td>
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<tr>
<td>Davidson Lake Watershed</td>
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<tr>
<td>Audit Committee</td>
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<tr>
<td>Hants County Residence for Senior Citizens</td>
<td>1 – 2 yr</td>
<td>1 – 3 yr</td>
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