



WEST HANTS REGIONAL MUNICIPALITY
Planning & Heritage Advisory Committee (PAC/HAC) Minutes
February 12, 2026, 6:02pm-6:23pm
Sanford Council Chambers, Zoom / YouTube Live

PRESENT: Michel Bourgeois, Chair, WHRM Representative
Abraham Zebian, Mayor
Councillor Kayla Leary-Pinch (District 7)
Councillor Jim Ivey (District 11)
Dave Moore, Windsor Representative
Tim Carr, Hantsport Representative
Jane Davis, Hantsport Representative
Mark Kehoe, WHRM Representative
Beth Easson, WHRM Representative

STAFF: Kari Fougere, Acting Director of Planning and Development
Alex Dunphy, Senior Planner
Vanessa Lake, Planning Assistant

GALLERY: Councillor Bonnie Smith
0 members of the public

REGRETS: Guido Furlani, Windsor Representative

1.0 Call to Order and Attendance

Chair Bourgeois called the meeting to order at 6:00pm. Quorum was achieved. Guido Furlani had sent regrets.

2.0 Announcements

Chair Bourgeois read the Land Acknowledgements, reminded everyone of the expectations from the Code of Conduct, and outlined the emergency exit procedure.

Acting Director Fougere shared that Planning & Development has welcomed a new employee, Derek Robertson, as the Manager of Development Control Services. He has been officially appointed as a Development Officer as of January 27, 2026.

3.0 Approval of Agenda and Additions

There were no changes and the agenda was approved as circulated by unanimous consent.

4.0 Declaration of Conflict of Interest

No conflicts were declared.

5.0 Approval of Minutes (January 8, 2026)

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

6.0 New Business

6.1 File #25-26 Rezoning: 439 Clifton Avenue, Windsor (Alex Dunphy)

Planner Dunphy's report was circulated with the agenda package and is available on the municipal website. This is an application to rezone a portion of the subject property from Low-Density Residential (R-1) to Medium Density Residential (R-2) with the intent to subdivide and construct a 6-unit building on the newly subdivided lot. The Public Information Meeting (PIM) was held on January 8, 2026, at 6:00pm. At the PIM, it was asked if on-site parking would be provided and if there would be an affordable component to the project. Planner Dunphy explained that on-site parking will be provided and will exceed the requirements, and there are no plans for an affordable housing component at this time. No other comments were received during the comment period. A development agreement was previously registered on this

property to permit the conversion of the existing building and garage into eight (8) dwelling units and one (1) accessible unit.

During the inquiry process, Planning staff reach out to the different departments that have expert knowledge in different areas. Public Works has the expert knowledge of the capacity of sewer and water in Windsor, and they had no issues with this project, so long as they could request a stormwater management plan to manage the flow into the combined system. There is no policy within the planning documents to require a stormwater management plan for a rezoning, however Public Works' request was communicated with the applicant, and they have provided a written statement that a stormwater management plan will be provided. It was noted that there are no watercourses on the subject property, but there are a couple in the vicinity.

A preliminary site plan was provided. However, like the stormwater management plan, there is nothing within the planning documents that requires a site plan for a rezoning, nor can planning staff evaluate the application based on a site plan. Planner Dunphy explained that the proposed building would have frontage on Alexander Street.

It was asked if the two projects were contingent on one another. Planner Dunphy was not aware, and he will check with the applicant.

Moved by Mayor Zebian and seconded by Councillor Ivey that that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending Schedule A of the Windsor Land Use By-law to rezone a portion of PID 45049921 on Clifton Avenue in Windsor from the Low Density Residential (R-1) zone to the Medium Density Residential (R-2) zone as shown in the report #25-26 to the Planning and Heritage Advisory Committee dated February 12, 2026. Motion carried unanimously.

7.0 Business Arising from the Minutes – None

8.0 Business Arising from the Public Information Meetings – None

9.0 File Updates

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

10.0 Building and Development Activity Reports (January 2026)

The reports were circulated with the agenda package and are available on the municipal website.

A Committee member asked if staff knew what the item listed under “Apartments” for \$4,000,000 was. Acting Director Fougere will have to check the permits to confirm and will let the Committee know.

11.0 Notices from Adjacent Municipal Units – None

12.0 Public Comments

The public is encouraged to attend the meetings or contact staff directly if they have any questions or comments. Contact information is available on the municipal website. If you are unsure who to contact, an email can be sent to planning@westhants.ca and the appropriate staff member will respond. There were no members of the public present at the meeting.

13.0 Next Meeting Date / Adjournment

The next meeting is scheduled for March 12, 2026, at 6:00pm. A notice will be sent out if there are any changes. With no further business, the meeting adjourned at 6:23pm.