



WEST HANTS REGIONAL MUNICIPALITY
Planning & Heritage Advisory Committee (PAC/HAC) Minutes
October 8, 2026, 6:02-6:31pm
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
Guido Furlani, Windsor Representative
Tim Carr, Hantsport Representative
Jane Davis, Hantsport Representative
Mark Kehoe, WHRM Representative
Beth Easson, WHRM Representative

STAFF: Sara Poirier, Director of Planning and Development
Alex Dunphy, Manager of Planning
Will Hong, Senior Planner
Vanessa Lake, Planning Assistant

GALLERY: Councillor Bonnie Smith (District 10)

PUBLIC: There were no members of the public present.

REGRETS: There were no regrets.

1.0 Call to Order and Attendance

Chair Bourgeois called the meeting to order at 6:02pm. Quorum was achieved. All Committee members were present.

2.0 Announcements

Manager Dunphy informed the Committee that the next PAC/HAC meeting will be on November 19, instead of November 12. This is a one-time change.

Manager Dunphy noted that this is the last meeting for this current committee composition. He thanked everyone for their time spent on the Committee; their effort and engagement have been greatly appreciated. As some members did not reoffer or had terms expire, staff anticipate new members being appointed to the Committee at the next Council meeting on October 27.

Chair Bourgeois thanked staff on behalf of the Committee for facilitating the Plan Review workshops. They were very informative and engaging. He also expressed his appreciation for all members and their efforts.

Mark Kehoe shared some upcoming events in the Upper Vaughan area. Chair Yoga is starting on October 14 and continuing every Wednesday for 8 sessions. There are still a few seats available, and registration is \$15. This is a program offered by the municipality for anyone aged 55 and up. There will be a 4H Open House on October 21, from 6:00pm to 8:00pm at the Upper Vaughan Hall. They are looking for new members. Lastly, October 22 will be cribbage night at the hall. It is \$5 to play, and individuals will be set up with a partner.

3.0 Approval of Agenda and Additions

Moved by Tim Carr and seconded by Jane Davis that the agenda be approved as circulated. Motion carried unanimously.

4.0 Declaration of Conflict of Interest

No conflicts were declared.

5.0 Approval of Minutes (September 10, 2026)

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

6.0 New Business

6.1 File #26-11 Development Agreement: 172, 184 and 194 King St, Windsor (Will Hong)

This is an application to enter into a development agreement to allow for the adaptive re-use of the existing buildings as a place of worship and for associated institutional uses. The Public Information Meeting was held on July 7, 2026. One written comment was received during the comment period. Senior Planner Hong's report is available on the municipal website. Senior Planner Hong noted that the subject properties are within the Architectural Control District, and the applicant has no intent to change the existing buildings, and no review will be required.

Dave Moore expressed concern over the buffer options listed in the development agreement, particularly coniferous trees in a historic neighbourhood being a fire hazard. He suggested deciduous trees instead. Councillor Ivey asked if it was the standard language used here. Senior Planner Hong responded that it is the standard used for all development agreements. A buffer is required at the lot line adjacent to any residential use. He added that there is an existing vegetative buffer that meets the requirements on the subject lots.

Mark Kehoe asked if religion was considered in such applications. Senior Planner Hong responded that it is not taken into consideration, only the proposed use (i.e. "place of worship.")

There were various concerns about traffic impacts and parking space. Parking is addressed in the development agreement and must comply with the Windsor Land Use By-law. Dave Moore commented that there may be parking difficulties when combined with the church across the street during service hours. If their congregation grows, they will require even more space.

Moved by Tim Carr and seconded by Mayor Zebian that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider entering into a development agreement to allow the adaptive reuse of the existing buildings as a place of worship and for associated institutional uses on King Street (PIDs 45057817, 45057825, and 45057833), which is substantively the same as the draft set out in Attachment B of the report File #26-11 to the Planning and Heritage Advisory Committee dated October 8, 2026. Motion carried unanimously.

Moved by Tim Carr and seconded by Mayor Zebian that PAC/HAC recommends that Council require that the development agreement with New Hope Wesleyan Church be signed within 120 days from the date of final approval by Council or the date that any appeals have been disposed

of; otherwise this approval will be void and obligations arising hereunder shall be at an end.
Motion carried unanimously.

7.0 Business Arising from the Minutes

There was no business.

8.0 Business Arising from Public Information Meetings (September 29, 2026)

8.1 File #26-17 Development Agreement: 2382 Highway 215, Upper Burlington (Will Hong)

This is a development agreement application to permit on-farm diversified uses, including an event venue, farmers' market, and other activities. The Public Information Meeting was held on September 29, 2026, and a site visit was conducted earlier in the day for Council and PAC/HAC members. There were 6 members of the public at meeting and one person asked about the scale of the events. The public comment period remains open until October 13, 2026. The Committee had no questions or comments on this file.

9.0 File Updates

The file updates were circulated with the agenda package and are available on the municipal website. Mark Kehoe inquired about File #25-18, the Bear Lake Wind Farm (Revised). Though not on the list, he asked if the development agreement had been signed, as the 120 days from final approval had elapsed. Director Poirier responded that the development agreement has been signed and registered to the non-crown parcels. She explained there is a clause within the development agreement which gives a longer timeline for the crown parcels to be leased, though she did not have the specifics on hand. She will confirm this information with the Committee via email. If these parcels are not registered in time, then that part of the agreement will be null and void, but the developer may continue with the registered parcels. If the turbines need to be reconfigured and the site plan changed, they will need to re-apply. Mark Kehoe asked if the stormwater management plan had been submitted, or if it was required yet. Director Poirier will also share this information.

10.0 Building and Development Activity Report (September 2026)

The report was circulated with the agenda package and is available on the municipal website. There were no questions or comments on the report.

11.0 Notices from Adjacent Municipal Units

No notices have been received.

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.

13.0 Next Meeting Date / Adjournment

The next meeting will be held on November 19, 2026. With no further business, the meeting adjourned at 6:31pm.