

WEST HANTS REGIONAL MUNICIPALITY

Council Meeting Agenda

October 28, 2025 - 6:00 p.m.

In-person, Sanford Council Chambers, 76 Morison Dr, Windsor, NS

Virtual via Zoom (also YouTube Livestream)



1. Call to Order
2. Attendance
3. Announcements
4. Approval of the Agenda, including additions or deletions
 - a) Dashboard Action Items – Information Log
5. Declaration(s) of Conflict of Interest
6. Approval of Previous Meeting Minutes
 - a) 2025-09-23 Council Minutes
 - b) 2025-09-23 PH Minutes - Bear Lake Windfarm Development Agreement
 - c) 2025-10-07 Special Council Minutes
7. Public Hearings
 - a) Peace and Good Order By-Law Recommendation Report - Postpone until November Council meeting (Advertising deadline was not met).
 - b) PID 45053220 King Street, Windsor Development Agreement – Planner Hong
8. Second Readings (as it pertains to Public Hearings)
 - b) PID 45053220 King Street, Windsor Development Agreement – Planner Hong
9. Planning and Heritage Advisory Committee Excerpts (First Reading) – ***Moved up on the agenda***
 - a) Rezoning PID 45285103 Old Walton Rd, Upper Burlington – Planner Hong
10. Unfinished Business/Postponed Motions
 - a) RFP Award — Integrated Resource Plan with Supplementary Information – Project Engineer Bouter
11. Mayor’s Report
12. Financial Updates
 - a) Water Consumption
 - b) General Operating
 - c) Water Utility Operating

- d) Financial Update – Capital Budget
13. Committee(s) of Council Excerpts/Recommendations
- a) Committee of the Whole Excerpts (October 14, 2025)
 - i. Accessibility Advisory Committee 2026 Work Plan
 - ii. Citizen Advisory Committee Member Appointments
 - iii. Design Exceedance - Windsor & Falmouth Interconnection
 - iv. Exploring Municipal Support for Residents with Dry Failed Well
 - v. Municipal Complex
 - vi. Review of Utility Assistance Rebate Policy

 - b) Diverse Equitable and Inclusive Communities Committee Excerpt (October 6th, 2025)
14. Councillor(s) Municipal Business/Activity Monthly Reports (Districts 1-11)
15. Councillor(s) Municipal Advisory Board Activity Reports
- a) Accessibility Advisory Committee Information Report
 - b) Police Advisory Board (PAB) Information Report
 - c) Valley REN Liaison and Oversight Committee Information Report
16. New Business (moved up on the agenda) - None
17. Correspondence
- a) Information - General Correspondence Received Activity Log (as of October 24, 2025)
 - i. 2025-10-07 Annapolis Valley Regional Library Letter to West Hants Regional Municipal Council
 - ii. 2025-10-20 Correspondence from Honourable John A. Lohr Re Colleen Freake - Water + Sanitation - Hants (WHRM copied)
 - iii. 2025-10-22 Letter from AMANS President to Councils - AMANS Professional Service Fee
 - iv. 2025-10-23 Letter from Minister MacDonald to Mayors, Wardens & Councillors

 - b) Avon Causeway Activity Log
 - i. Darren Porter Re CLC committee and meetings regarding the highway 101 twinning project

 - c) Requests (as of October 24, 2025)
 - i. Alicia Hennessey Re Windsor Stormwater Management Plan Question
 - ii. Jennifer Moore Re Request to Revisit Buyout Program

 - d) Outgoing Correspondence Log (as of October 24, 2025) – None

17. In-Camera - None
18. Next Meeting Date / Adjournment – November 12, 2025 Committee of the Whole Meeting 6 p.m.



1. Call to Order – Mayor Zebian called the meeting to order at 6:08 pm.

2. Attendance

Council:

Abraham Zebian, Mayor	Bob Morton, Councillor, District 6
Rupert Jannasch, Councillor, District 1	Kayla Leary-Pinch, Councillor, District 7
Scott McLean, Councillor, District 2	Paul Morton, Councillor, District 8
Chrystal Remme, Councillor, District 3	John Smith, Councillor, District 9
Paul Wheadon, Councillor, District 4	Bonnie Smith, Councillor, District 10
Debbie Francis, Deputy Mayor, District 5	Jim Ivey, Councillor, District 11

Staff:

Mark Phillips, Chief Administrative Officer	Carlee Rochon, Dir. Finance
Kari Fougere, Acting Dir. Planning & Dev.	Todd Richard, Dir. Public Works
Will Hong, Planner	Vanessa Lake, Planning Assistant
Tim Bouter, Project Engineer	

Regrets:

Deanna Snair, Municipal Clerk

Presenter and Gallery:

Arnav Garg, UPLAND Planning + Design	Ian Watson, UPLAND Planning + Design
4 members of the public	

3. Public Hearings (6:08 pm)

a) PID 45053220 King Street, Windsor Development Agreement – Planner Hong

Planner Hong gave a presentation to review the application. His report was circulated with the agenda and is available on the Municipal website.

A completed application was received from UPLAND Planning + Design Studio on behalf of Pinnacle Construction Ltd. on April 3, 2025. The request is a development agreement to permit a 72-unit apartment building. The subject lot fronts on King Street, Windsor, is 1.67 acres in size, and slopes upwards towards the rear of the lot. The property is designated Residential and zoned General Commercial (GC). The surrounding area consists of a mix of low- to medium-density residential dwellings and commercial uses. The property is currently owned by the Province, and the developer applied for this proposal through the Nova Scotia Land for Housing program. This program aims to

increase the supply of affordable housing and energy efficient homes by making provincially owned land available for housing development. The Province identified sites from the provincial land inventory that could be used to build housing, and private developers and community housing developers can submit their proposal for review. Planner Hong noted that this is the first application the Municipality has received under this program.

The proposed development consists of 72 dwelling units within a 4-storey building with one additional basement level. 72 surface parking spaces will be available. The development will be landscaped along the property lines, include outdoor recreational space, and will have two driveways off King Street. Planner Hong reviewed the criteria from the Windsor Municipal Planning Strategy for development agreements. All criteria are considered met as the proposal is not considered premature or inappropriate for the area, no municipal costs related to the proposal are anticipated, and all departments and agencies that were consulted did not express any concerns which have not been addressed in the staff report. It was noted that staff also reached out to Nova Scotia Health and Nova Scotia Power, which is not typical for standard inquiries.

Planner Hong reviewed the draft development agreement's permitted uses, requirements, and substantive matters. During the Public Information Meeting, residents expressed concern over the loss of old-growth trees and green space. As a result, it shall be a requirement that all undeveloped areas shall be landscaped, the developer shall maintain as many trees as feasible when grading or building, and any trees that are not feasible to retain shall be replaced at a 1:1 ratio of the same species and planted on the property. Staff have provided flexibility to the developer as the required number of replacement trees may be waived by 50% if the development incorporates a low impact development feature (i.e. rain garden) which satisfies the Municipal engineer.

The Public Information Meeting was held on June 4, 2025, and was broadcast live on the Municipal YouTube page. 13 members of the public attended in person and 4 members joined via Zoom. The deadline for comments was June 18, 2025, and staff received 7 written comments and 1 phone call. Planner Hong summarized the feedback. Concerns included traffic impacts, compatibility with surrounding areas, loss of existing natural green space, infrastructure and service capacity, the flight path of the Hants Community Hospital's helicopter and the adequacy of Nova Scotia Power service.

At the Planning and Heritage Advisory Committee meeting on September 11, 2025, the Committee was concerned about the adequacy of accessible parking spaces. Staff did a thorough review and advised the developer to update the site plan to reflect the accessible parking space requirements outlined in the Nova Scotia Building Code. The developer has updated the site plan as required, increasing the total number of accessible parking spaces from one to four.

Arnav Garg and Ian Watson, Planners with UPLAND Planning + Design, gave a presentation to discuss their project further. Planner Hong had covered some items in their presentation with his own.

The lot is currently vacant. The grade of the site rises from the street to the rear of the lot. The area has a mix of different uses, being residential, industrial, and commercial. The distance to downtown

Windsor is a 30-minute walk, 10-minute bike ride, or 5-minute car drive, putting this property in close proximity to amenities. In the recently approved West Hants Active Transport plan, there is a proposed route on King Street. Mr. Garg explained that the Dykeland Lodge located behind the lot will be moving to a new facility on College Road in the future, targeted for 2027.

Regarding the Land for Housing Program, the developer is aiming to provide 25% of the units in this development as affordable housing for a 25-year period. The rental rates are as defined by the Province. The property is currently zoned General Commercial (GC) which is what allows the developer to apply for a development agreement for multi-unit housing under the former Windsor Municipal Planning Strategy (WMPS) per Policy 5.4.6. This application was made prior to amendments to the WMPS and is judged on the criteria of the version in effect at the time of their application. Mr. Garg noted that the neighbouring properties are all zoned High Density Residential (R-4).

As for the building itself, it will contain 72 dwelling units total, 18 of which will be affordable. The building will be 4 storeys above grade with the top floor integrated into a mansard roof. The building height and roof design are inspired by the nearby Clockmaker's Inn and intended to reduce the visual impact. The basement level is exposed on King Street due to the grade of the site, and the 8 units within the basement level will have independent entrances to activate the streetscape and mimic a townhouse row. Recreational space includes outdoor open spaces, balconies, terraces, an indoor amenity room and a fitness room. There will be a 1:1 ratio of parking spaces to dwelling units, including 4 accessible spaces, on the sides and rear of the building. Bicycle parking is also being provided at the building entrance. The property will be landscaped along the sides to screen the development from neighbours and the street. Although this property is not within the Architectural Control District, the design takes cues from the Town of Windsor Architectural Design Manual.

The lot frontage standards of the R-4 zone are met. Rear and side yard standards of the R-4 zone are met and exceeded. The proposed front yard is 27.7ft, compared to the 35ft in the R-4 zone; this setback matches the average setback of neighbouring properties, which is permitted through a provision under the Windsor Land Use By-law (WLUB), Section 5.6. Municipal staff have not indicated any concerns around building design, traffic generation, parking, water and sewer services, or fire safety. Staff did raise concerns around accessible parking and screening from neighbours which has been addressed. A stormwater management plan is required prior to any development permits being issued.

At 6:34pm, the Mayor opened the floor to questions from the public.

Ken Rippey expressed concern over stormwater and sewage management. Planner Hong reiterated that a stormwater management plan must be submitted before any development permits are issued. The plan must ensure that pre- and post-development flows are the same or better and must satisfy the Municipal Engineer. Mr. Rippey felt what is currently installed is already stressed and would not be able to handle more development. He feels the current system should be upgraded.

At 6:38pm, the Mayor opened the floor to questions from Council.

Councillor Wheadon asked how many trees the developer thinks they will be able to keep. Mr. Garg explained that it is too early in the process to say for sure. This will be addressed during the construction phase. He confirmed that all trees will be replaced at a 1:1 ratio of the same species.

Councillor Ivey asked for clarification that this proposal is being measured against the WMPS policies that were in effect at the time of the application. Planner Hong confirmed that it is. Councillor Ivey had concerns about the density of this project in relation to the surrounding area and the reduced front yard setback. Planner Hong explained that these details were brought to the Development Officer who did not have any concerns. Councillor Ivey also expressed concerns regarding traffic, sewage, and stormwater.

Councillor J. Smith asked about dust protection measures during the construction phase to ensure air quality for the Dykeland Lodge. Mr. Garg explained that a plan has not been developed yet, but the developer will keep this in mind and consult further with Dykeland Lodge. Councillor J. Smith mentioned a right-of-way for Dykeland Lodge which goes through this property. Mr. Garg confirmed that this right-of-way will remain accessible to Dykeland Lodge.

Councillor Wheadon asked about the construction timeline. Mr. Garg said it is too early to know for certain and would depend on factors such as how much excavation would be required. It would likely take a couple of years to complete this project.

Councillor Leary-Pinch asked for confirmation on the increased number of accessible parking spaces. Mr. Garg explained that the original site plan offered one, but after staff reviewed the Nova Scotia Building Code, the number has been brought up to four, for a total of three additional accessible parking spaces.

Mayor Zebian asked about waste collection. Director Richard explained that it would meet the curbside limit for municipal collection and would likely be private collection. Mayor Zebian asked if the development is targeted to seniors. Mr. Garg explained that it is not specifically targeted to seniors. Seniors were given an example given the demographics of the area and the trend of seniors looking to downsize. The development provides an opportunity for many different family types. Mayor Zebian asked which would be the “front” of the building. Mr. Garg said it would be the part fronting on King St.

Deputy Mayor Francis had concerns about the sewer capacity. She asked if there are any future upgrades planned for the area. Director Richard confirmed that this area was identified in the 5-year capital plan. From the old Town limits to Campbell Avenue will be going to tender shortly as part of the King Street to Payzant Drive connection. The next phase is Campbell Avenue to Route 14, which will encompass this section. Director Richard also noted that the sewage and stormwater systems are separated in this area, however they are old, and inflow and infiltration does occur. Deputy Mayor Francis asked if the water service capacity was adequate, especially in the ongoing drought conditions. Director Richard replied that Public Works has been tracking flows since the 2000s, and water usage is lower than it had been. This is in part because of new plumbing

standards, but also because with all the new developments, the systems are flushed a lot less often so less water is wasted.

There were no further questions or comments. The meeting moved out of Public Hearing at 6:58pm and the regular Council meeting resumed.

Mayor Abraham Zebian, Chair

Deanna Snair, Executive Assistant/Clerk