



WEST HANTS REGIONAL MUNICIPALITY
Planning & Heritage Advisory Committee (PAC/HAC) Minutes
September 10, 2026, 6:05pm-7:26pm
Sanford Council Chambers, Zoom / YouTube Live

PRESENT: Michel Bourgeois, Chair, WHRM Representative
Councillor Kayla Leary-Pinch (District 7) – 6:18pm
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: Sara Poirier, Director of Planning and Development
Alex Dunphy, Manager of Planning
Melanie Kennedy, Planner
Vanessa Lake, Planning Assistant

GALLERY: Lauren Isabelle, Applicant
Councillor Paul Wheadon (District 4)
Councillor Bonnie Smith (District 10)

REGRETS: Abraham Zebian, Mayor
Guido Furlani, Windsor Representative

1.0 Call to Order and Attendance

Chair Bourgeois called the meeting to order at 6:05pm. Quorum was achieved. Mayor Zebian had sent regrets. Councillor Leary-Pinch will be joining via Zoom as soon as possible. There was no word from resident member Guido Furlani.

2.0 Announcements

Alex Dunphy shared some updates on staff within the Planning and Development Department. He has been promoted from Senior Planner to Manager of Planning, and Melanie Kennedy has shifted positions from Development Control Technician to Planner.

Mark Kehoe shared that the Upper Vaughan Fire Station will be having their Big Breakfast event on Saturday, September 12, at 8:00am. The monthly cribbage game will be held at the Little Red Schoolhouse on September 24 at 6:30pm. Jam sessions in the Vaughan area have been happening the last Monday of every month, this month on September 28, at 7:00pm. There will be refreshments and a 50/50.

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 (June 11, 2026)

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

6.0 New Business

6.1 Information Report: 4839 Highway 1, Three Mile Plains (PID 45005402) (Sara Poirier)

An application was received for heritage grant funding for 4839 Highway 1 in Three Mile Plains, a provincially and municipally designated heritage property, to repair the roof. Director Poirier and the Manager of Building and Fire Inspection Services, Tim Leslie, conducted a site visit. Based on the damage, Manager Leslie determined that the applicants should hire a professional

engineer to conduct a structural assessment of the entire building before any grant funding is given or work taking place. Staff will continue to support the applicants as they determine next steps.

Mark Kehoe asked if the internal repairs had to comply with the architectural requirements of a heritage building, or if they could be modernized. Director Poirier responded that the heritage significance of the building relates to the external appearance.

Dave Moore commented that the shell of the building seems to be structurally sound.

Chair Bourgeois asked for confirmation that there would be an opportunity for the applicants to receive municipal grant funding once the structural assessment is complete. Director Poirier confirmed that the applicants may apply for funding to repair the exterior of the building after the structural assessment is complete.

The Committee recognized the importance of this property and the challenges of a non-profit organization. There is strong community spirit in this area, and these repairs would be an asset.

Councillor Leary-Pinch joined via Zoom at 6:18pm.

6.2 File #26-08 Development Agreement Amendment: 132 Wentworth Rd, Windsor (Alex Dunphy)

This is an application for a substantive development agreement amendment for the residential/commercial development on 132 Wentworth Rd in Windsor. The amendments are proposed to improve the financial feasibility of the project and optimize development. In summary, the requests are to:

- Increase the number of townhouse dwellings from 17 to 20,
- Enable subdivision on a shared driveway,
- Change the number of multi-unit apartment buildings by combining two of the proposed multi-unit buildings at the rear of the property,
- Reduce the rear-yard setback to 23 ft (7m),
- Add 10ft (3.05m) to the mixed-use building and 5ft (1.52m) to the total height of the multi-unit apartment buildings, and
- Update the site plan.

Based on questions from Committee members, Manager Dunphy confirmed that the final development will meet the requirements for amenity space. The shared driveway easement is to

ensure that each owner of each lot will have access to this amenity space in perpetuity, regardless of ownership changes. Manager Dunphy will confirm with the Civic Addressing Coordinator how each property will be addressed and if there is a limit to the number of buildings that can share a driveway before it becomes a named street. He will also confirm with the Tax Clerk if there would be any effect on taxation resulting from the amendments. There was concern that the reduced setbacks would encroach on the surrounding marshland. Director Poirier replied that the property is already within a variance area.

Moved by Councillor Ivey and seconded by Tim Carr that that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider the substantive development agreement amendment on PID 45059631 on Wentworth Road in a manner substantively the same as the draft set out in Attachment B of the report File #26-08 to the Planning and Heritage Advisory Committee dated September 10, 2026. Motion carried with Mark Kehoe opposed.

Moved by Councillor Ivey and seconded by Tim Carr that that PAC/HAC recommends that Council require that the development agreement amendment with 4546011 NOVA SCOTIA LIMITED 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.

6.3 Stormwater and Adjacent and Downstream Properties (Jane Davis)

Resident member Jane Davis brought this report forward to open discussion on stronger stormwater management policies. Development agreements require stormwater mitigation for adjacent properties, however, as-of-right development does not require a stormwater management plan. Currently, stormwater issues are managed as civil matters and not enforced by the municipality. Jane is suggesting uniform protections for all residents across the municipality. In her report, Jane offers an example policy, to be inserted as 3-54 (a) within the Plan Review documents: *“No development or alteration of land shall be undertaken in a manner that creates or increases an adverse stormwater impact on adjacent or downstream properties.”* Her recommendation is that Council direct staff to establish this or a similar policy to protect all residents equally.

The Committee discussed this matter at length. There was agreement that there should be consistent protection for all residents across the municipality, regardless of development size, type or process, and that it was important to bring this conversation to the Council level.

The report specifies “development” and Mark Kehoe suggested this could also apply to “activities”, such as land clearing.

Dave Moore suggested inserting controls at the permitting stage. He cited that Building Officials could require site designs that show on-site stormwater management. Jane responded that this is subjective and not a guaranteed protection.

Councillor Ivey noted that there are setback requirements in place to help mitigate stormwater, and the proposed documents do have lot grading requirements for new builds, however he felt more should be done to protect residents. He offered a few anecdotes to show this is an ongoing issue and not a one-off problem. He commented that developers should not be able to build without consequence and it should not have to default to civil litigation.

Beth Easson asked how this would be enforced, and if it would still come to litigation, with the municipality involved.

Councillor Leary-Pinch agreed with the protections in premise, however she commented that the process is similar across other jurisdictions and wondered if the municipality had the ability to exert such control. Chair Bourgeois agreed with a jurisdictional scan to see what other municipalities have done. Councillor Leary-Pinch also noted that this new policy could increase the municipality’s legal costs.

Tim Carr commented that, sometimes, he felt a development agreement was the “only way” to control stormwater issues, and now that the Housing Accelerator Fund amendments allow even more density on a lot, this conversation should continue so all residents are protected.

Moved by Jane Davis and seconded by Tim Carr that PAC/HAC recommends that Council establish a policy requiring development to prevent or adequately mitigate adverse stormwater impacts on adjacent and downstream properties, and to include the suggested policy under Stormwater Management, 3.6.2, Policy 3-54(a), *“No development or alteration of land shall be undertaken in a manner that creates or increases an adverse stormwater impact on adjacent or downstream properties.”*

Councillor Ivey noted that the policy referenced is within the new Plan Review documents which are not yet in effect. Director Poirier added that this topic can still be discussed at the Plan Review Workshop that will be held later in September but that the motion from PAC/HAC would go forward to Council as a recommendation. Jane amended her motion.

Moved by Jane Davis and seconded by Tim Carr that PAC/HAC recommends that Council accept the report submitted to PAC/HAC on September 10, 2026, entitled “Stormwater and Adjacent and Downstream Properties” and direct staff to include in the plan review documents a policy requiring development to prevent or adequately mitigate adverse stormwater impacts on adjacent and downstream properties. Motion carried unanimously.

7.0 Business Arising from the Minutes

There was no business.

8.0 Business Arising from Public Information Meetings

8.1 File #26-09 Development Agreement: 19 Victoria St/240 King St, Windsor (Will Hong)

This application was a request to enter into a development agreement to allow a four storey mixed-use building with 39 dwelling units and one commercial unit on the ground floor. The Public Information Meeting was held on July 7, 2026, with 8 members of the public in attendance. Staff received three written comments following the meeting and are currently working with the applicant to prepare the draft development agreement.

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

This application was a request 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, with 8 members of the public in attendance. Staff received one written comment following the meeting and are currently working with the applicant to prepare a draft development agreement.

Staff expect one or both of these files to come forward at the October PAC/HAC meeting.

9.0 File Updates

The file updates were circulated with the agenda package and are available on the municipal website. Mark Kehoe commented that the new residential buildings in the town centres, particularly in Windsor, are very welcome additions. He commended Planning staff for their work with the developers on these projects.

10.0 Building and Development Activity Report (August 2026)

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

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.

Mark Kehoe commented as a member of the public. He wanted to draw attention to a local business, Aunt Lisa's Ice Cream. They have done wonderful things for the community, partnering with non-profits across the municipality, held fundraising events, and the shop has become a heart of community on Gerrish Street. Many others expressed their admiration for the business. Chair Bourgeois added that the Accessibility Committee visited Lisa's shop with recommendations to make her shop more accessible.

Tim Carr reminded everyone that the Hantsport town-wide yard sale is Saturday, September 12, from 8:00am to noon, and the Windsor Garlic Fest is Saturday, September 12, from 11am to 5pm. The Hants County Exhibition will be held September 18-20 and 25-27.

13.0 Next Meeting Date / Adjournment

The next meeting is scheduled for October 8, 2026, at 6:00pm. A notice will be sent out if there are any changes. With no further business, the meeting adjourned at 7:26pm.