



**WEST HANTS REGIONAL MUNICIPALITY  
Hantsport Area Advisory Committee (HAAC) Agenda  
June 2, 2020 – 6:30p.m.  
Virtual Meeting (Zoom)**

- 1.0 Call to Order**
- 1.1 Introduction of members
- 2.0 Election of Chair and Vice Chair**
- 3.0 Approval of Agenda and Additions**
- 4.0 Approval of Minutes**
- 5.0 Business Arising from the Minutes**
- 6.0 Building and Development Activity Report**
  - Monthly Reports: April and May (will be provided in meeting)
- 7.0 New Business**
- 7.1 Meetings and Procedural Policies (Madelyn LeMay)
- 7.2 Committee Terms of Reference (Madelyn LeMay)
- 7.3 Planning and Development Department Overview (Madelyn LeMay)
- 7.4 What is Planning? (Saira Shah and Sara Poirier)
- 8.0 Notices from Adjacent Municipal Units**
- 9.0 Questions and Comments from Public**
- 10.0 Adjournment**

*HANTSPORT AREA ADVISORY COMMITTEE TERMS OF REFERENCE*

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**1. Official Name**

The official name of this committee is the Hantsport Area Advisory Committee. It may be referred to as HAAC.

**2. Members/Composition**

The Committee consists of a minimum of four and maximum of eight members:

- one (1) Municipal Councillor, usually the Councillor whose district includes the community of Hantsport; and
- up to seven (7) members of the public who live in the community of Hantsport.

All members of the Committee are appointed by resolution of Council, and each member appointed serves the Committee for a term specified in the policy establishing the Committee. Members are eligible for reappointment.

Resident members are chosen through an evaluation process and recommendation of the Planning and Heritage Advisory Committee (PAC/HAC) to Council.

All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the specified term is over.

In the case of any unexpected vacancy, Council may undertake the selection process to fill the position, with that new person appointed to serve the remainder of the term of the person replaced.

The Chair and the Vice-Chair are elected by a majority of the members and hold office for a one-year term. The Chair acts as the liaison with PAC/HAC.

PAC/HAC members are requested to notify the Planning Meeting Secretary and Director of Planning and Development if they are unable to attend a meeting. PAC/HAC may recommend to Council that a Committee member who fails to attend three (3) consecutive meetings of HAAC, without good reason accepted by the HAAC Chair be dismissed from the Committee. Council may only dismiss Committee members on recommendation of PAC/HAC, if PAC/HAC considers that they failed to adequately fulfill the identified responsibilities/mandate of the Committee.

HAAC may meet with PAC/HAC once a year to discuss any planning issues or concerns.

**3. Goals**

The Committee will provide considered advice to PAC/HAC on planning matters in the community of Hantsport, including but not limited to matters related to the Hantsport

*HANTSPORT AREA ADVISORY COMMITTEE TERMS OF REFERENCE*

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Municipal Planning Strategy (MPS), Land Use By-law (LUB), Subdivision By-law (SUB), and any successor legislation.

The Committee will strive to reflect the best interests of both the community of Hantsport and the Region in any recommendation.

**4. Deliverables**

The Committee will:

- work with staff and residents of the Hantsport community to develop and recommend draft land use policy and regulations for the community of Hantsport to PAC/HAC;
- make recommendation regarding any amendments to the MPS, LUB, and SUB which affect the community of Hantsport to PAC/HAC;
- advise staff and PAC/HAC regarding any public participation program respecting planning matters in the community of Hantsport;
- advise PAC/HAC with respect to planning issues affecting the community of Hantsport; and
- help raise public awareness on planning matters in the community of Hantsport.

**5. Jurisdiction**

HAAC is an area advisory committee under Sections 201-204 of the Municipal Government Act (MGA) and was formed pursuant to the Meeting and Committee Procedural Policy dated March 23, 2020.

The Committee's duration is indefinite, based on:

- Council's continued support of the above Goals and Deliverables; and
- the existence of an MPS, LUB, and SUB for the community of Hantsport, including a secondary or community plan within a Regional document.

**6. Resources/Budget**

Following their appointment new Committee members will be given an introductory workshop organized by staff to assist them in their duties.

HAAC resident members are remunerated in accordance with the Councillor Remuneration Policy.

Municipal planning staff will provide ongoing support to the Committee. Staff will:

- arrange meeting times and venues and take Committee minutes;
- circulate meeting agendas and minutes;
- provide reports or status updates on identified projects or applications; and
- make public presentations on behalf of the Committee as required.

**7. Governance**

HAAC meetings will generally take place on the first Tuesday of the month but additional meetings may be called by the Chair on an as-needed basis or as directed

*HANTSPORT AREA ADVISORY COMMITTEETERMS OF REFERENCE*

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by Council. Members will be informed of all meetings and supplied with an agenda prior to each scheduled meeting date.

A quorum is a majority of the number of appointed members at the time of the meeting.

Orders and rules of conduct for debate for HAAC meetings are the same as those for Council in the Meeting and Committee Procedural Policy.

**8. Communications**

HAAC members and staff will communicate with each other at meetings (in person or electronic), by telephone or by email.

Draft minutes of HAAC meetings are available to the public and will be approved at the next meeting.

All HAAC meetings are open to the public, except as specified in Section 203 of the MGA.

Public notice of meetings is in accordance with Section 203(2) of the MGA.

HAAC agendas may set aside a period of time during the meeting for public comment or presentation.

**9. Related Policies, Procedures and Legislation**

- Municipal Government Act
- Hantsport Municipal Planning Strategy
- Hantsport Land Use By-Law
- Hantsport Subdivision By-Law
- Meeting and Committee Procedural Policy
- Council Remuneration Policy

Approved by: \_\_\_\_\_  
Committee Chair

<b>Adoption</b>	
Notice to Council:	Not Applicable
Approval:	
Description:	



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS**  
*Hantsport Area Advisory Committee Terms of Reference*

**1. Official Name**

The official name of this committee will be the Hantsport Area Advisory Committee. This committee may be referenced as HAAC.

**2. Members/Composition**

The Committee consists of a minimum of four and maximum of eight members.

- One (1) Municipal Councillor normally, whose district includes the community of Hantsport.
- Up to seven (7) members of the public who reside in Hantsport.

All members of the Committee are appointed by Council resolution. Each member appointed by Council serves the Committee for a designated term. Members are eligible for reappointment.

The selection process of the members of the public (1-7) is determined on the basis of an evaluation process, and a recommendation of the Planning Advisory Committee (PAC) to Council.

All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the designated term is over.

In the case of any unexpected vacancy, Council can choose to undertake the identified selection process to fill the position, with that new person appointed to serve the remainder of the term of the person replaced.

The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.

The Chair of the Committee acts as the liaison in providing recommendations to PAC, as required from time to time.

Committee members, who fail to attend three (3) consecutive meetings, without good reason accepted by the Committee Chair, may be recommended to Council to be dismissed from the Committee. Committee members can only be dismissed by Council, on recommendation of PAC, if it is considered that they failed to fulfill adequately the identified responsibilities/mandate of the Committee.



**3. Mandate**

The Committee advises PAC on matters pertaining to the Hantsport Municipal Planning Strategy (MPS), Land Use Bylaw (LUB), and Subdivision By-law and any successor legislation enacted by the Municipality of West Hants.

**4. Responsibilities**

Committee duties in meeting its mandate are as follows:

Development of the MPS/LUB

1. The Committee works with staff to develop draft land use policy and regulations for the Hantsport Plan Area, for recommendation to PAC.

Interpretation

2. The Committee makes recommendation to PAC concerning any rezoning applications, MPS, LUB, and Subdivision By-law amendments specific to the Hantsport Plan Area.

General

3. The Committee may advise staff and PAC regarding any public participation program respecting planning matters in the Hantsport Plan Area.

4. The Committee may advise PAC with respect to other planning issues affecting the Hantsport Plan Area, as deemed necessary.

5. Committee members may generally serve to act as a communications conduit to residents of the Hantsport Plan Area, in raising public awareness on planning matters.

6. HAAC may jointly meet with PAC once a year, to discuss any local planning issues or related concerns.

**5. Jurisdiction**

HAAC is an area advisory committee under Section 201-204 of the Municipal Government Act (MGA) and was formed pursuant to the Municipal Council Policy establishing Hantsport Area Advisory Committee dated August 11, 2015.

The Committee's duration is indefinite, based on:

- Council's continued support of the above policy.
- The existence of a MPS, LUB, and Subdivision By-laws for the former Town of Hantsport Plan Area.



**6. Resources/Budget**

On appointment, new Committee members are provided an introductory workshop: to be organized by staff, to assist them in their duties.

HAAC members of the public are remunerated in accordance with the Councillor Remuneration Policy.

Municipal planning staff provides ongoing support to the Committee. In particular:

- Arranges meeting times and venues and takes Committee minutes.
- Circulates meeting agendas and minutes.
- Provides reports or status updates on identified projects/ applications.
- Makes public presentations, on behalf of the Committee, as may be required from time to time.

**7. Governance**

HAAC meetings take place on an as-needed basis, or as directed by Council. Members are informed of all meetings, and supplied with an agenda by planning staff, prior to the scheduled meeting date.

A quorum shall be constituted as being:

- A majority of the number of appointed members at the time of the meeting.

Orders and rules of conduct for debate for HAAC meetings shall be the same as those for Municipal Council.

Recommendations of the Committee will reflect the best interests of both the Municipality of the District of West Hants and the Hantsport Plan Area, as interpreted in the Hantsport MPS and LUB.

**8. Communications**

Approved minutes of HAAC meetings are available to the public.

All HAAC meetings are open to the public, except where it may be defined in the MGA, Section 203.

Public notice of meetings is in accordance with Section 203(2) of the MGA. HAAC agendas may follow, at their discretion, PAC agenda standards which allows committees of the Municipality to set aside a period of time during the meeting for public comment or presentation.



TERMS OF REFERENCE

ADPL-001.04

**9. Related Policies, Procedures and Legislation**

- Municipal Government Act
- Hantsport Municipal Planning Strategy
- Hantsport Land Use By-Law
- Hantsport Subdivision By-Law
- Policy Establishing Hantsport Area Advisory Committee

Approved by: \_\_\_\_\_  
Cathie Osborne CPA, CGA  
Chief Administrative Officer

Adoption	
Notice to Council:	Not Applicable
Approval:	December 1, 2016
Description: Initial approval of the Hantsport Area Advisory Terms of Reference.	



**Welcome**

**Hantsport Area Advisory Committee**

# Agenda

- ▶ What is planning?
- ▶ What are planning documents?
- ▶ What is an amendment to a planning document or a development agreement?
- ▶ What is the process for an application?
- ▶ Roles and responsibilities
- ▶ What is a Municipal Planning Strategy Review?

# I. What is Planning?

# Planning

- What does the community want to become?
- What kind of land uses will help the community get there?
- Where should these land uses be located?
- What conflicts can arise from those land uses?
- How can we prevent or minimize those conflicts?



**Do you have any  
questions about what  
planning is?**

## **II. What are Planning Documents?**

# Planning Documents

- 1. Municipal Planning Strategy (MPS)**
- 2. Land Use By-law (LUB)**
- 3. Subdivision By-law (SUB)**

Note: There are currently separate documents for Windsor, Hantsport and West Hants.

# 1. Municipal Planning Strategy (MPS)

- Sets out what Council intends for development
- Policies are the “policy of Council”

## Text

- Divided into sections with background and policies

## Map

- Generalized Future Land Use Map (GFLUM)

# Hantsport MPS Example

## Background

### Part 6 Industrial Policies

Three industrial companies, Fundy Gypsum, Canadian Keyes Fibre (CKF) Inc, and Minas Basin Pulp and Power Company Limited comprise almost all of the industrial development in Hantsport. The companies have been good corporate citizens over many years, and have expanded and are still expanding their operations.

Minas Basin Pulp and Power Company Limited have recently announced the construction of a 10,000 square foot biodiesel plastics processing plant that will recycle up to seven types of plastic into a marketable fuel source. The plant will process as much as 4000 tonnes of plastic waste diverted from provincial landfills. The plant may be located outside of Town but there are plans to construct a 30,000 square foot biomass burning facility in the Town.

# Hantsport MPS Example Cont.

## Policies

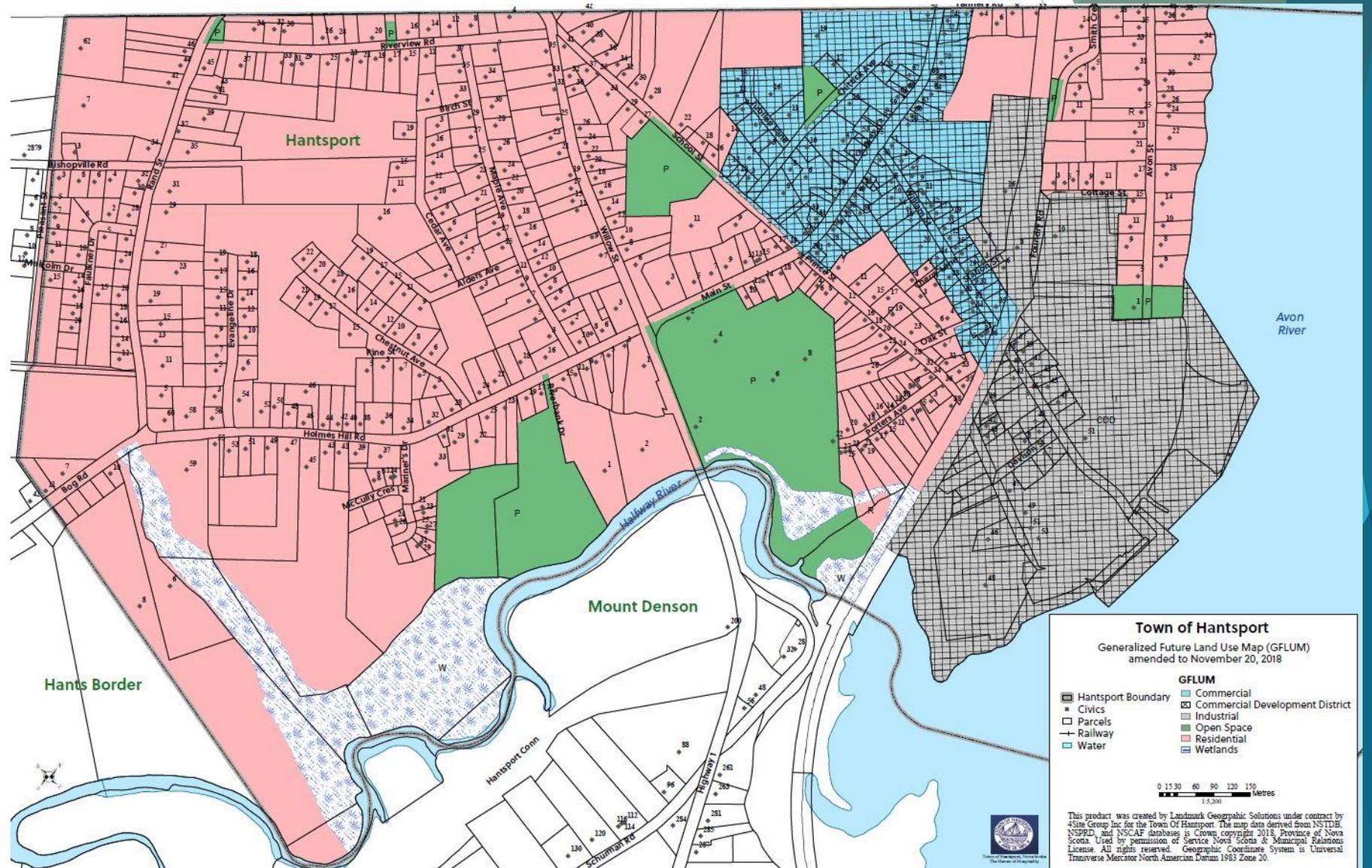
### Policy I-1

**It shall be a policy of Council to designate the existing industrial operations and adjacent land owned by the industries as Industrial on the Generalized Future Land Use Map.**

### Policy I-2

**It shall be a policy of Council to establish the Industrial (M) Zone and to place the areas designated as Industrial into this zone.**

# Generalized Future Land Use Map (GFLUM)



## 2. Land Use By-law (LUB)

- Regulations to achieve the goals of the MPS
- Administered by the Development Officer

### Text

- Sections dealing with general matters (signs, parking)
- Specific zones
- Definitions

### Map

- Zoning Map

# Hantsport LUB Example

## Specific Zones & Regulations

### Part 10 Industrial (M) Zone

#### *10.1 Permitted Uses*

The following uses are permitted in this zone:

- Any manufacturing, industrial, assembly or warehousing operation
- Any activity connected with the automotive trade, excluding salvage yards
- Boat and Marine Supplies and Sales
- Building supply and equipment depots including the bulk storage of sand or gravel
- Railway Uses
- Recycling Collection and Storage Facilities, excluding salvage yards
- Retail and office uses incidental to the main industrial use

# Hantsport LUB Example Cont

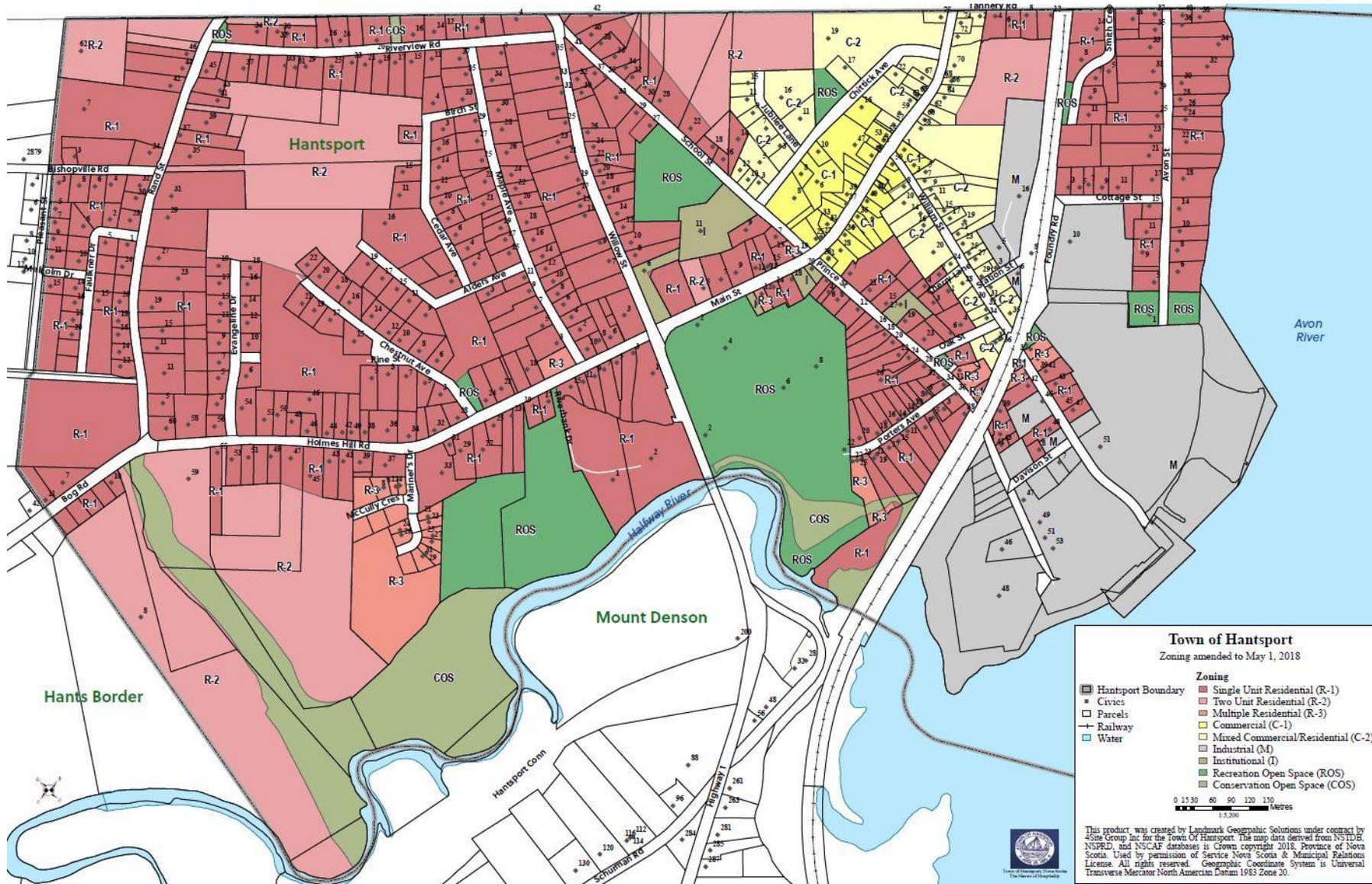
## Specific Zones & Regulations

### *10.2 Lot Specifications*

The following minimum specifications apply to all lots:

	Industrial Uses
LOT AREA	1000 square metres (10,764 square feet)
LOT FRONTAGE	40 metres (131 feet)
Required Yards	6 metres (19.7 feet)
Front	
Rear	6 metres (19.7 feet)
Flanking	4.5 metres (14.7 feet)
Sides	3 metres (9.8 feet) or where the lot abuts a residential zone 10 metres (32.8 feet)

# Zoning Map



**Town of Hantsport**  
Zoning amended to May 1, 2018

**Zoning**

- Hantsport Boundary
- Civics
- Parcels
- Railway
- Water
- Single Unit Residential (R-1)
- Two Unit Residential (R-2)
- Multiple Residential (R-3)
- Commercial (C-1)
- Mixed Commercial/Residential (C-2)
- Industrial (I)
- Institutional (I)
- Recreation Open Space (ROS)
- Conservation Open Space (COS)

0 15 30 60 90 120 150 Metres  
1:5,000

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# 3. Subdivision By-law (SUB)

- Regulates changes to property boundaries including the division and addition of land
- Administered by Development Officer

## Text

- Plans & process
- Requirements, charges and agreements for lots, public & private roads, water, sewer, parkland (POS) & infrastructure

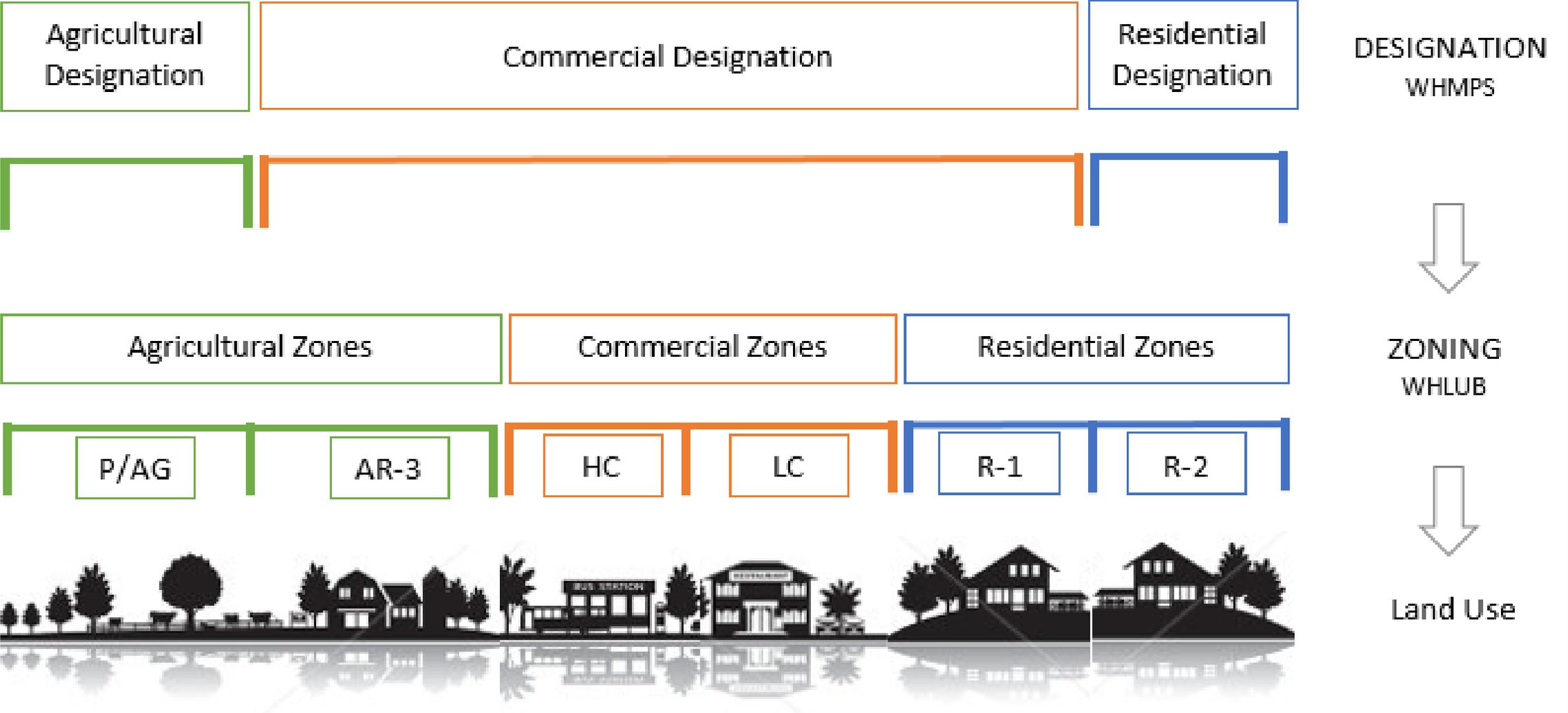
# Hantsport SUB Example

## Requirements

### **PART 7 GENERAL REQUIREMENTS**

- 7.1 All lots shall abut a public street.
- 7.2 All lots for which approval is requested shown on a final plan of subdivision and the remainder lot, if any, for which no approval is requested shall meet the requirements for minimum lot area and lot frontage contained in the Land Use By-law.

# Land Use, Zoning and Designations



**What do you think  
about designations  
and zones?**

**Do you think it is good  
to have separation of  
uses?**

### **III. What is an amendment to a planning document?**

# Application Examples

1. **MPS Amendment** (Text or Map)
2. **LUB Amendment** (Text or Map)
3. **Development Agreement**

# 1. MPS Amendment (Text or Map)

- What is good planning practice?
- What does the community and neighbourhood want to see?



## 2. LUB Amendment (Text or Map)

- A map amendment is also known as rezoning
- The **ONLY** measure for considering this application is whether it meets the criteria, the intent and the policy(s) of the MPS
- A map amendment does not just permit the use requested but all of the uses in the zone.

# 3. Development Agreement

- Contract between Council and property owner to permit a specific use of land which is not permitted in the zone
- There is room for negotiation, but this is limited by the MGA in terms of what can and cannot be regulated
- Enforced by the Development Officer

# Development Agreement Cont.

## Text

- Specifies date, property and owner, policies
- Specifies development requirements (checked annually)
- Can regulate hours of operation
- Substantive and non-substantive matters

## Map

- Site plan or property map

# Active Development Agreements

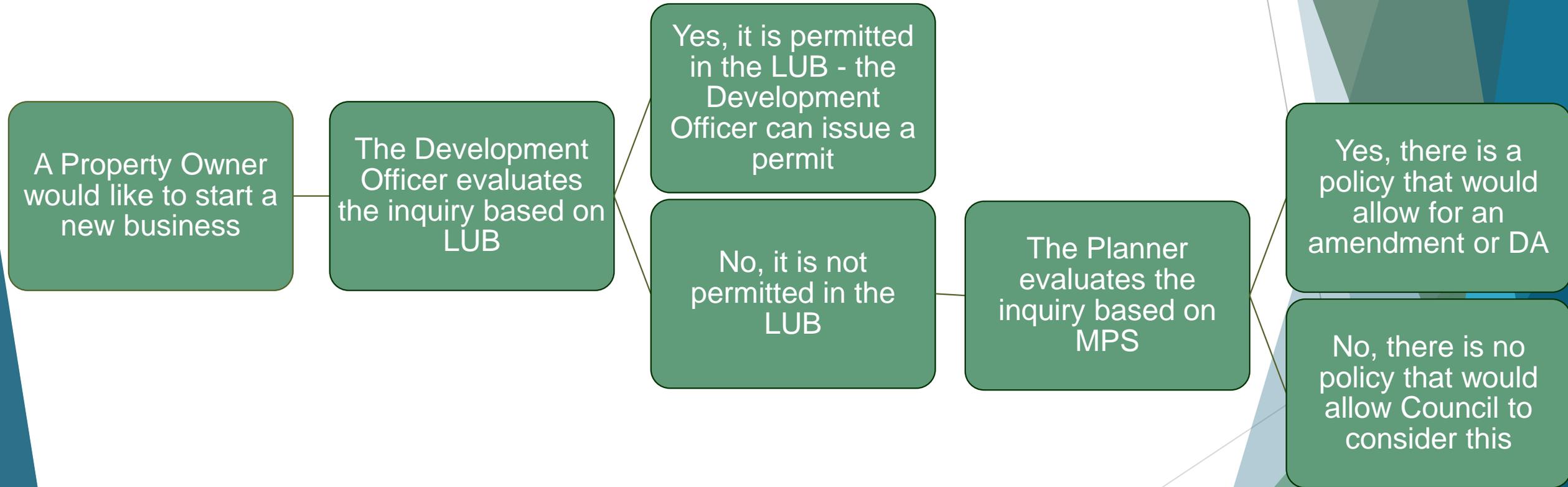
- 52 active (27 in Windsor; 25 in West Hants)
- Oldest: 1992
- Largest (land coverage): The Crossing, Forest Lakes, Martock Wind Turbines
- Examples of permit uses: long term care facilities, campgrounds, recycling depot, distillery, auto repair, etc.
- Note: Hantsport's Municipal Planning Strategy does not permit any uses by development agreement

**What are your thoughts on  
map amendments  
(rezoning) vs. development  
agreements?**

**Do you have a preference?**

## **IV. What is the process?**

# Planning Applications



# Planning Applications



# Staff Review - What does a Planner do?

<b>MPS Amendment</b>	<b>LUB Amendment / DA</b>
Consider existing MPS policies	Consider criteria in the MPS policy
Consider legislative framework (Statement of Provincial Interest, MGA, Federal Acts, etc.)	Contact stakeholders to comment on criteria
Review similar policies in planning documents in other municipalities	Develop any necessary amendments to address criteria that is not met
Discuss options with HAAC / WAAC / PAC	

# Not Considered

Planners do not assess applications on items such as:

- Applicant (individual or corporation, history)
- Viability of their business plan
- Property values or potential effects to property values
- The taxes a property owner pays to the Municipality
- Ownership of buildings on the property (i.e. condos, rental)
- Speculation as to the future use of the property(s)

**Are there any factors  
that you are thinking  
“why is that not  
considered”?**

# **V. Roles and Responsibilities**



# Responsibility as a Municipal Planner

Public Inquiries

Heritage

Background Research and Policy Review

Advise Council and Committees

## Rezoning Applications

Aquaponics

Auto Repair

Institutional to Residential

## PLAN REVIEW

Review Current Planning Documents

Prepare Background Reports

Public Engagement    Draft Planning Documents

## MPS Amendments

Cannabis Legislation

Indoor Storage

Household Livestock

Commercial Development District

## Development Agreements

Wind Farm

Distillery

Chiropractic Clinic

Discharge of Development Agreements

# Advisory Committees vs. Council

## HAAC/ WAAC/ PAC

- Recommends to Council based on the criteria of the MPS
- Can recommend that it does not meet the criteria
- The recommendation goes to Council for consideration
- In other jurisdictions, PAC may not include all Councillors

## Council

- Makes final decisions
- Can decide it does not meet the criteria

# **VI. What is a Plan Review?**

# Background

- A Plan Review is a chance to review the current planning documents and accommodate changes to the environmental, social and economic climate
- The last Plan Review was conducted in 2008
- A Plan Review is not creating completely new documents

# PLAN REVIEW TIMELINE



Staff conduct background research  
Completed: May 2018



Staff review current planning documents  
Ongoing



Land use survey  
Completed: September 2018



Public consultation and Youth engagement  
Beginning: October 2018



Staff prepare draft planning documents  
Ongoing



Public consultation on draft planning documents



Staff present final documents to Council



Council approve final documents



**Questions?**