



THE MUNICIPALITY OF THE COUNTY OF
LA MUNICIPALITÉ DU COMTÉ DE
RICHMOND

Planning Advisory / Heritage Committee Meeting

Tuesday, September 2, 2025

6:00 p.m.

Council Chambers

AGENDA

1. Call to order
2. Items Added / Approval of the Agenda
3. Review of Minutes, Re:
 - a) June 3, 2025
 - b) June 23, 2025
4. EDCP Updates - Memo
5. Review of permitting practices for standalone buildings - Verbal
6. Municipal Survey on Agriculture in Planning
7. Next Meeting Date
8. Adjournment



Planning Advisory/Heritage Committee Meeting

June 3, 2025

Location: Council Chambers

Present: Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Brian Marchand, Councillor Amanda Mombourquette, Councillor Shawn Samson, Robbin Cotton, Appointed Member, Robert Wambolt, Appointed Member

Also Present: John Bain, Director/Development Officer, Eastern District Planning Commission (EDPC), Shelley David, Municipal Clerk

1. Call to Order

Deputy Warden Brent Sampson called the meeting to order at 6:00 p.m.

2. Items Added to the Agenda (Approval of the Agenda)

Moved by Warden Lois Landry, seconded by appointed member Robert Wambolt, that the agenda be approved as presented.

Motion carried.

3. Review of Minutes – May 6, 2025

Moved by Councillor Amanda Mombourquette, seconded by Warden Lois Landry, that the May 6, 2025, Planning/Heritage Advisory Committee meeting minutes be approved as presented.

Motion carried.

4. Review of zoning across the County relative to the CMHC Catalogue

Moved by Warden Lois Landry, seconded by Councillor Amanda Mombourquette, that the Planning Advisory/Heritage Committee recommend to Council to direct staff to review the CMHC Housing Design Catalogue, or similar catalogues as they present themselves, to determine any barriers our current Land Use By-laws present to residents or developers who may want to build these homes.

Motion carried.



5. Review of limits on allowable accessory buildings in Richmond County's Municipal Planning Strategy and Land Use By-law

Discussion ensued on allowable accessory buildings in Richmond County's Municipal Planning Strategy and Land Use By-laws. It was the consensus of the Committee to continue discussions once the review of the CMHC Housing Design Catalogue is completed.

6. Follow-up to initial meetings with developers

Moved by Warden Lois Landry, seconded by appointed member Robert Wambolt, that the Planning Advisory/Heritage Committee recommend to Council to continue conversations with housing and property developers and invite them to a forum to discuss barriers and solutions to housing and property development across the spectrum.
Motion carried.

7. Review of permitting practices for standalone buildings (Garage/Utility/Shed)

Moved by Councillor Brian Marchand, seconded by Warden Lois Landry, that the Planning Advisory/Heritage Committee recommend to Council to direct staff to scan all the areas in Richmond County that don't permit standalone buildings (garage/utility/shed) and report back to the Committee.
Motion carried.

8. Correspondence – Department of Growth and Development, Re: Amendments to the Nova Scotia Building Code Regulations

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that the Planning Advisory/Heritage Committee recommend to Council to ask EDPC to share their written comments regarding the new building code regulations to the Planning Advisory/Heritage Committee, if any.
Motion carried.



9. Private Ways Act/Application from Gail and George Landry Update

It was the consensus of the Committee to add the Private Ways Act/Application from Gail and George Landry Update to the agenda.

Appointed member Robert Wambolt declared a conflict of interest regarding the Private Ways Act/Application from Gail and George Landry Update, and left the meeting at 7:03 p.m.

Councillor Amanda Mombourquette declared a conflict of interest regarding the Private Ways Act/Application from Gail and George Landry Update, and left the meeting at 7:03 p.m.

Mr. Bain provided an update on the Private Ways Act/Application from Gail and George Landry. A tentative meeting has been scheduled for June 23, 2025, for further discussion.

10. Next Meeting Date

To be determined

11. Adjournment

There being no further business, the chair adjourned the meeting at 7:06 p.m.

Municipal Clerk

Chairperson



Planning Advisory/Heritage Committee Meeting

June 23, 2025

Location: Virtual

Present: Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Brian Marchand, Councillor Amanda Mombourquette, Councillor Shawn Samson, Robbin Cotton, Appointed Member

Also Present: Troy MacCulloch, CAO, John Bain, Director/Development Officer, Eastern District Planning Commission (EDPC), Shelley David, Municipal Clerk

Regrets: Robert Wambolt, Appointed Member

1. **Call to order**

Deputy Warden Brent Sampson called the meeting to order at 6:01 p.m.

2. **Items Added / Approval of the Agenda**

Moved by Warden Lois Landry, seconded by Councillor Amanada Mombourquette, that the agenda be approved.

Motion carried.

Councillor Amanda Mombourquette declared a conflict of interest regarding the discussion on the Private Ways Act and left the meeting at 6:02 p.m.

3. **In-Camera Session**

Moved by Warden Lois Landry, seconded by Councillor Shaun Samson, that the meeting move to an in camera session at 6:03 p.m.

Motion carried.

a) Consultation with legal regarding the Private Ways Act

Moved by Warden Lois Landry, seconded by Councillor Shaun Samson, that the meeting revert to regular session at 6:46 p.m.

Motion carried.

4. Recommendations to Council

There were no recommendations.

5. Adjournment

There being no further business, the chair adjourned the meeting at 6:47 p.m.

DRAFT

Memo

To: Planning Advisory/Heritage Committee
From: Shelley David, Municipal Clerk
Date: August 27, 2025
Re: EDPC Updates

Background

This memo presents updates on Council Action Items. All updates were provided by the Director of Planning at EDPC and are included as received to maintain accuracy and intent.

PAC Reports

March 2025

- **Council Action Item 501 – Lot Sizes & Technology for On-Site Sewage**

Motion: That Council accept the recommendation of the Planning Advisory/Heritage Committee and have staff investigate lot size restrictions and technology for on-site sewage to allow more flexibility in the creation of lots in unserviced areas for the purposes of advocacy and to spur housing development.

EDPC Staff Update: Action item 501 is a Provincial Requirement. The municipality can amend the subdivision by-law or zoning by-law to be more restrictive (i.e., require bigger lots) but are not able to be less restrictive i.e., allow for smaller lots. Nevertheless, I've assigned this to a planner today to do a one-two page memo on what the other Maritime Provinces do. My recommendation would be to send correspondence to the province requesting they consider this type of amendment to their regulations.

- **Council Action Item 511 – Private Road Standards**

Motion: That Council accept the recommendation of the Planning Advisory/Heritage Committee and have staff investigate specific private road standards for the subdivision bylaw that takes into account serviced/unserviced areas, number of lots, and the process for making roads public, based on best practices across the province.

EDPC Staff Update: Action item 511 would be a major undertaking. The last time we looked at amending the subdivision by-law to add construction standards for private roads we had an extensive public participation component, holding open houses across the County. This should be discussed at the Committee level with respect to some direction on how such a review would be taken. This file has not been assigned.

June 2025

- **Council Action Item 582 – CMHC Housing Catalogue Review**

Motion: That Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to review the CMHC Housing Design Catalogue, or similar catalogues as they present themselves, to determine any barriers our current Land Use By-laws present to residents or developers who may want to build these homes.

EDPC Staff Update: Review of the CMHC was assigned to staff with an expected completion date for the October PAC meeting.

- **Council Action Item 584 – Standalone Buildings**

Motion: That Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to scan all the areas in Richmond County that don't permit standalone buildings (garage/utility/shed) and report back to the Committee.

EDPC Staff Update: Staff assigned, verbal update expected for September PAC meeting.

- **Council Action Item 585 – NS Building Code Amendments**

Motion: That Council accept the recommendation of the Planning Advisory/Heritage Committee and ask EDPC to share their written comments regarding the new building code regulations to the Planning Advisory/Heritage Committee, if any.

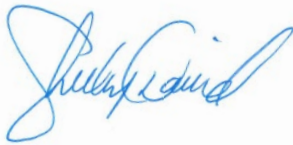
EDPC Staff Update: See email 2 July 2025 attached.

Additional Notes

- **June 23, 2025 – PAC Meeting: Private Ways Act, Re: Application**

EDPC Staff Update: Private Ways Act application is ongoing based on legal opinion received.

Respectfully submitted,



Municipal Clerk, Municipality of the County of Richmond

From: Sean Donovan
Sent: July 2, 2025 3:57 PM
To: 'Troy MacCulloch'; 'Keith MacDonald'; 'Leanne MacEachen'; 'Randy Delorey'; 'tdoyle@townofph.ca'; 'Shirlyn Donovan'
Cc: John Bain
Subject: NS Building Code Regulations
Attachments: BC-Nova Scotia Building Code-2025-0049-Sch A-APPROVED.pdf

Good afternoon all,

With regards to the attached amendments in the NS Building Code Regulations, our office, along with all members of our local NSBOA zone have discussed these changes and we are in support of these changes.

A brief breakdown of the amendments are as follows:

- Repealing the definition of “modular home” and adding “modular building” and “modular panels”
 - o Both new definitions are meant to allow these types of buildings under the CSA standard CSA A277
- The changes also allow that if either a “modular building” or component of a building is assembled in a factory in a manner that cannot be reviewed on site, an off-site review must be carried out to determine compliance.
- All “modular buildings” and “modular panels” must be marked in accordance with clause 7.4 of CSA standard CSA A277 to be deemed in compliance.

On behalf of EDPC Building Officials, we do not plan to submit any written comments regarding these changes.

If you have any questions, please feel free to contact me.

Sean



Sean Donovan, CBOII, CFII
Manager of Inspection Services
Eastern District Planning Commission
285 Beech Hill Road
Beech Hill, Nova Scotia B2G 0B4
Phone: 902.631.1662

whom they are addressed. If you have received this email in error please delete and notify the sender.

From: MacNeil, Ross B <Ross.MacNeil@novascotia.ca>

Sent: August 25, 2025 3:12 PM

Subject: Municipal Survey on Agriculture in Planning

You don't often get email from ross.macneil@novascotia.ca. [Learn why this is important](#)

Dear CAO,

On behalf of Ministerial Assistant David Bowlby, MLA, I am reaching out to invite your participation in a survey arranged by the Nova Scotia Department of Agriculture. The project aims to identify, collect, and review information on the current state of agricultural land in the province and explore opportunities for the agriculture sector.

As part of this work, we are asking Municipal Councils to complete a short survey on how agriculture is incorporated into municipal planning. The information you provide will remain within the Department of Agriculture and will not be shared externally.

Please complete the survey at the following link by **September 19th**:

<http://surveys.novascotia.ca/AgLandPlanning>

If you have any questions, please don't hesitate to reach out to me.

Thank you for your time and valuable input.

Sincerely,

Ross MacNeil

On behalf of Ministerial Assistant David Bowlby, MLA

Nova Scotia Department of Agriculture

Ross MacNeil, P.Ag.

Manager, Regional Extension | Industry Development Branch

Nova Scotia Department of Agriculture

Email: Ross.MacNeil@novascotia.ca | Cell: 902-521-5409

