

HAF Agreement and Action Plan Summary West Hants Regional Municipality, Nova Scotia

Summary of Agreement Targets and Funding

Status as of March 18, 2025

Overall Permitted Unit Targets (3 years)	370
Units expected without HAF (baseline)	330
Units incented by HAF (HAF-incented)	40
Municipality's 10-year unit projection	1,500

Permitted Unit Targets with Breakdown	Total Target	Year 1 Forecast	Year 1 Progress
Housing Supply Growth Target	370	118	232
<ul style="list-style-type: none"> • Multi-Unit housing units in close proximity to rapid transit 	0	<i>Note: there are no annual forecasts for different unit types.</i>	0
<ul style="list-style-type: none"> • Missing middle housing units 	42		106
<ul style="list-style-type: none"> • Other multi-unit housing units 	0		40
Affordable Housing Units	6		0

HAF Funding Schedule and Explanatory Notes:

The total funding envelope for HAF recipients is based on the number of HAF-incented units, as described in Section 10 of the Pre-Application Reference Material. Advances are disbursed annually, subject to compliance with the terms and conditions of the HAF agreement.

Total funding eligibility	\$1,081,886.00
Annual advance amount	\$270,471.50

CMHC has reviewed West Hants Regional Municipality's first annual report and is satisfied that the city is meeting its commitments under the HAF agreement. The second advance will be made in full.

Summary of Initiatives and Milestones

Initiative 1: Allow Greater Density As-of-Right

Increasing the allowable density as-of-right in serviced areas.

- Amending planning policies (Municipal Strategy and Land Use By-laws) to increase the number of units and number of storeys that are permitted as-of-right.
- West Hants will permit development on smaller lots and make zoning changes that reduce required setbacks.

Initiative	Due Date	Status
Allow Greater Density As-of-Right	2025-03-31	On Track
Milestones	Due Date	Status
Review Best Practices, Draft Amendments to Planning Documents (Municipal Planning Strategy(s) and Land Use By-law(s))	2024-05-01	Completed
Host Public Engagement Sessions	2024-07-01	Completed
Amend Planning Documents (Municipal Planning Strategy(s) and Land Use By-law(s)) Following the Municipal Government Act Process	2025-03-31	On Track

Initiative 2: Create Affordable Housing Policy Requirements

Establishing new requirements for developers to include affordable housing in multi-unit projects, and eligibility criteria to receive a density bonus when creating new affordable housing.

- Planning policies will be amended to include the new requirements and criteria.

Initiative	Due Date	Status
Create Affordable Housing Policy Requirements	2025-03-31	On Track
Milestones	Due Date	Status
Review Best Practices, Draft Amendments to Planning Documents (Municipal Planning Strategy(s) and Land Use By-law(s))	2024-05-01	Completed
Host Public Engagement Sessions	2024-07-01	Completed
Amend Planning Documents (Municipal Planning Strategy(s) and Land Use By-law(s)) Following the Municipal Government Act Process	2025-03-31	On Track

Initiative 3: Reduce Parking Requirements

Amending zoning bylaws to reduce the minimum number of parking spaces required for development in serviced areas.

- Staff will review best practices and draft amendments to the Municipal Planning Strategy and Land Use Bylaws for council approval.

Initiative	Due Date	Status
Reduce Parking Requirements	2025-03-31	On Track
Milestones	Due Date	Status
Review Best Practices, Draft Amendments to Planning Documents (Municipal Planning Strategy(s) and Land Use By-law(s))	2024-05-01	Completed
Host Public Engagement Sessions	2024-07-01	Completed
Amend Planning Documents (Municipal Planning Strategy(s) and Land Use By-law(s)) Following the Municipal Government Act Process	2025-03-31	On Track

Initiative 4: Remove Permit Fees for Accessory Dwelling Units (ADU)

Encouraging the development of ADUs and secondary suites by removing development and permit fees.

- The existing Fees Policy will be amended to provide an exemption to building permit fees for secondary suites.

Initiative	Due Date	Status
Remove Permit Fees for Accessory Dwelling Units (ADU)	2024-10-01	Completed
Milestones	Due Date	Status
Amend Fees Policy	2024-07-31	Completed
Public Engagement and Municipal Website Updates	2024-10-01	Completed

Initiative 5: Promote infill development

Developing a land inventory of vacant and underutilized properties to promote new infill housing.

- Mapping all vacant or underutilized properties in the Municipality to determine what land may be suitable for infill development.
- Engagement with property owners, developers, and surrounding residents to discuss the potential for infill development.

Initiative	Due Date	Status
Promote infill development	2026-08-28	On Track
Milestones	Due Date	Status
Mapping exercise / Development of a land inventory	2025-08-01	On Track
Contact property owners and create of list of developers	2026-01-31	Not Started
Engagement sessions with property owners and developers	2026-08-28	Not Started

Initiative 6: Promote Alternative Housing Forms

Adopting medium density, regional building code-compliant plans from the federal Housing Design Catalogue.

- Staff will engage architects, designers and engineers to create plans for missing middle housing appropriate for various lot sizes and configurations.
- Planning policies will also be amended to ensure that pre-approved building plans from the federal Design Catalogue and those created locally are pre-reviewed and streamlined.
- The Municipality will engage with local service providers, property owners, and surrounding residents to discuss the benefits of alternative housing forms.

Initiative	Due Date	Status
Promote Alternative Housing Forms	2026-06-01	On Track
Milestones	Due Date	Status
Review Best Practices and Follow Procurement Policy to Engage an Architect and/or Design Engineer	2024-10-01	Completed
Engage with Landowners and Developers	2025-06-01	Not Started
Engage Architect and/or Design Engineer	2025-08-29	On Track
Amend Planning Documents (Municipal Planning Strategy(s) and Land Use By-law(s)) Following the Municipal Government Act Process	2026-06-01	Not Started

Initiative 7: Upgrade Permit Software

Updating building permit software to allow applicants to submit applications and make payments online.

- The Municipality will follow the Procurement Policy to engage an IT specialist to develop new permitting software and train staff.
- The municipal website will be updated, and public education will be conducted to support awareness and use of the upgraded system.

Initiative	Due Date	Status
Upgrade Permit Software	2026-08-29	On Track
Milestones	Due Date	Status
Follow Procurement Policy to Engage IT Specialist	2024-10-01	Completed
Upgrade or Purchase New Permit Software	2025-10-01	On Track
Train Staff Members	2026-02-01	Not Started
Public Engagement/Education	2026-06-01	Not Started
Update Municipal Website / Launch New Program Publicly	2026-08-29	Not Started