

WEST HANTS REGIONAL MUNICIPALITY

Council Meeting Agenda **Amended April 29, 2026**

April 28, 2026 - 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
5. Declaration(s) of Conflict of Interest
6. Approval of Previous Meeting Minutes
 - a) 2026-03-24 Council Minutes
 - b) 2026-03-24 Public Hearing Minutes – Rezoning 439 Clifton Avenue, Windsor, PID 45049921
 - c) 2026-04-14 Special Council Budget Minutes
7. Public Hearings - None
8. Second Readings (as it pertains to Public Hearings) - None
9. Unfinished Business/Postponed Motions
 - a) Capital Report as of December 31, 2025 (2025-2026 Fiscal Year) – Director Rochon
10. Accessibility Advisory Committee Excerpt (**moved up the agenda**)
 - a) WHRM Report Writing Guidelines through an Accessibility and DEI lens Recommendation Report – Chair Michel Bourgeois
11. Mayor's Report
12. Committee(s) of Council Excerpts/Recommendations
 - a) Committee of the Whole Excerpts (April 14, 2026)
 - i. 2026 Citizen Member Appointment to the Accessibility Advisory Committee
 - ii. 2026 Provincial Representative Volunteer
 - iii. Coordinated Regional Homelessness Engagement Model
 - iv. Employee Pension Plan
 - v. Kamstrup AMR Watermeter Pilot Program
13. Councillor(s) Municipal Business/Activity Monthly Reports (Districts 1-11)

14. Councillor(s) Municipal Advisory Board Activity/Information Reports
 - a) Police Advisory Board Information Report
15. New Business
 - a) BFD Rescue 11 Replacement Recommendation Report – Director Rochon
 - b) Detailed Design Award — Falmouth WWTP Upgrades Recommendation Report – Project Engineer Bouter
 - c) RFP Award — Avon Street Renewal (Hantsport) Engineering Services Recommendation Report – Project Engineer Bouter
16. Correspondence
 - a) 2024-2028 Council Term General Correspondence Received Ledger as of April 24, 2026
 - i. 2026-04-22 DMA Letter to Municipalities re Legislative Amendments
 - b) Requests Log (as of April 24, 2026) – None
 - c) 2024-2028 Council Term Correspondence Sent as of April 24, 2026 - None
17. In-Camera
 - a) 2026-03-24 Council In-Camera Minutes
 - b) MGA 22 (a) Land Matter
 - c) MGA 22(2)(c) Personnel Matter
 - d) MGA 22(2)(c) Personnel Matter
18. Next Meeting Date / Adjournment – May 12, 2026 Committee of the Whole Meeting 6 p.m.

WEST HANTS REGIONAL MUNICIPALITY

Council Meeting Minutes

April 28, 2026 - 6:00 p.m.

Sanford Council Chambers, 76 Morison Dr, Windsor, NS

And virtually via Zoom (also YouTube Livestreamed)



1. Call to Order – The meeting was called to order at 6:00 pm

2. Attendance

Council:

Abraham Zebian, Mayor

Rupert Jannasch, Councillor, District 1

Scott McLean, Councillor, District 2

Paul Wheadon, Councillor, District 4

Bob Morton, Councillor, District 6 (6:07 pm)

Kayla Leary-Pinch, Councillor, District 7 (6:05 pm)

John Smith, Councillor, District 9

Bonnie Smith, Councillor, District 10

Jim Ivey, Councillor, District 11

Regrets:

Chrystal Remme, Councillor, District 3

Debbie Francis, Deputy Mayor, Dist. 5

Paul Morton, Councillor, District 8

Staff:

Mark Phillips, Chief Administrative Officer

Todd Richard, Dir. Public Works

Carlee Rochon, Dir. Finance

Deanna Snair, Municipal Clerk

Tim Bouter, Project Engineer

Regrets:

Todd Richard, Dir. Public Works

Kari Fougere, Acting Dir. Planning & Development

Kathy Kehoe, Dir Community Dev

Presenter and Gallery:

Michel Bourgeois, Accessibility Advisory Committee Chair

3. Announcements (6:01 pm)

Deputy Mayor Francis provided the Land Acknowledgement and Code of Conduct reminder.

Congratulations were extended to Will Shearer and the Halifax MacDonalds on successfully earning a silver medal at the TELUS Cup Hockey Championships, held this past weekend in Ontario.

A reminder was shared regarding the upcoming pre-Mother's Day Tea on Sunday afternoon from 1:30 -3:30 pm at the Ellershouse Hall.

A reminder was shared about the upcoming breakfast hosted by the Belmont Hall this coming Saturday. All were encouraged to attend.

4. Approval of the Agenda including additions or deletions (6:01 pm)

With no proposed changes, the agenda was approved as circulated.

5. Declaration of Conflict of Interest (6:01 pm) - None

6. Approval of the Previous Meeting Minutes (6:01 pm)

- a) 2026-03-24 Council Minutes
- b) 2026-03-24 Public Hearing Minutes– Rezoning 439 Clifton Avenue, Windsor, PID 45049921
- c) 2026-04-14 Special Council Budget Minutes

The minutes were approved as presented.

7. Public Hearings - None

8. Second Readings - None

9. Unfinished Business/Postponed Motions

a) Capital Report as of December 31, 2025 (2025-2026 Fiscal Year) – Director Rochon (6:02 pm)
Director Rochon reviewed the report, noting that as of December 31, 2025, 32.3% of the budget had been expended; an increase of 15.5% (\$7.1 million) since September. At that time, 20.8% of projects were complete, 38.3% were underway, 6.7% were carry-forwards, and 34.2% had not yet started.

Discussion Points:

- The sluice gate upgrade is associated with the Mills Lake project. In the previous year, expenditures totaled \$1.2 million, with an additional \$37,000 carried over in the current year. The current project total is \$1.3 million. No amount appears in the current budget column because no new budget was approved at the time; however, remaining carryover costs continue under the original Council approved motion.
- Concern was raised that how the information was presented made it difficult to determine whether projects were on budget, under budget, or over budget. An additional column stating the project's status would be beneficial to have.
- The percentages presented was a percentage of the December 31, 2025 divided by the total budget for 2025. It was just the years number. Projects than span multiple years would not show a percentage as it was not showing when the project first began.
- It was noted that 32% not seem high. During Capital Budget review, significant carry-overs were identified, largely related to major Water Utility projects including the interconnect study, third process train, water tank, and Mills Lake totaling approximately \$8.8 million. Overall, \$16.7 million (about 36% of the total budget) was carried forward, and it was anticipated that approximately 64% of projects would be completed by year-end.
- It was noted the \$16.7 million was being carried forward into the 2026/27 fiscal year; however, this amount was not reflected in the report, as it was addressed during the Capital Budget deliberations.
- Concern was raised about whether too many projects were being planned simultaneously and if budgets were set too high as a result. It was noted that this approach may carry costs and potential disadvantages for residents, and that closer monitoring should be considered in future budgets.

10. Accessibility Advisory Committee Excerpt (moved up the agenda) (6:15 pm)

a) WHRM Report Writing Guidelines through an Accessibility and DEI lens Recommendation Report – Chair Michel Bourgeois

Chair Michel Bourgeois reviewed the report. In April 2025, West Hants Council approved the Diversity, Equity, Anti-Racism and Accessibility Strategy, supported by advisory roles of the Accessibility Advisory Committee and the Diverse, Equitable, Inclusive Communities Committee. The Strategy and related work plans commit the Municipality to applying a DEIA lens to policies, communications, and staff reports. Embedding practical, proportional DEIA guidelines into reporting processes was intended to improve inclusive decision-making, reduce oversights, and reflect the needs of underrepresented groups. Appendix A outlines a suggested, non-policy path forward based on committee discussions and municipal best practices.

Discussion Points:

- It was felt staff were able to deliver on this initiative, beginning with updates to the Meeting and Committee Procedural Policy to reflect the new approach. Its relevance varied by report type (e.g., truck vs playgrounds or municipal facility retrofits or public policy).
- The framework was also viewed as a valuable decision-making tool for Council.

MOVED BY COUNCILLORS LEARY-PINCH AND WHEADON THAT COUNCIL DIRECTS THE CAO TO ENGAGE STAFF IN THE DEVELOPMENT, DOCUMENTATION AND IMPLEMENTATION OF REPORT WRITING GUIDELINES. MOTION CARRIED

11. Mayor's Report (6:32 pm)

A report will be presented at the next Council meeting.

12. Committee(s) of Council Excerpts/Recommendations

a) Committee of the Whole Excerpts (April 14, 2026)

i. 2026 Citizen Member Appointment to the Accessibility Advisory Committee (6:32 pm)

MOVED BY COUNCILLORS WHEADON AND LEARY-PINCH THAT COUNCIL APPROVES JAMIE PATTERSON BE APPOINTED TO THE ACCESSIBILITY ADVISORY COMMITTEE FOR THE TERM APRIL 28, 2026 TO APRIL 30, 2028. MOTION CARRIED

ii. 2026 Provincial Representative Volunteer (6:33 pm)

MOVED BY COUNCILLORS WHEADON AND LEARY-PINCH THAT COUNCIL APPROVES THE NOMINATION OF ROGER TAYLOR FOR THE 2026 PROVINCIAL REPRESENTATIVE VOLUNTEER AWARD FOR THE WEST HANTS REGIONAL MUNICIPALITY. MOTION CARRIED

iii. Coordinated Regional Homelessness Engagement Model (6:33 pm)

MOVED BY COUNCILLORS WHEADON AND LEARY-PINCH THAT COUNCIL APPOINT A COUNCILLOR LIAISON TO PARTICIPATE IN THE WEST HANTS HOUSING COALITION OR ANY FUTURE COORDINATED HOMELESSNESS ENGAGEMENT TABLE FOR THE PURPOSE OF SUPPORTING

COMMUNICATION BETWEEN THE GROUP AND COUNCIL. MOTION CARRIED

Nominations will occur at the next meeting.

iv. Employee Pension Plan (6:34 pm)

MOVED BY COUNCILLORS WHEADON AND LEARY-PINCH THAT COUNCIL DIRECT STAFF TO EXPLORE AMENDING THE EXISTING PENSION POLICY FOR EMPLOYEES OF THE WEST HANTS REGIONAL MUNICIPALITY TO ESTABLISH A FLEXIBLE EMPLOYEE PENSION CONTRIBUTION RATE WITHIN A RANGE OF NO LESS THAN 5% AND NO GREATER THAN 9% OF ELIGIBLE EARNINGS; PERMIT EMPLOYEES TO SELECT THEIR PREFERRED CONTRIBUTION RATE WITHIN THIS RANGE; AND REPORT BACK TO COUNCIL WITH THE NECESSARY POLICY AMENDMENTS AND ADMINISTRATIVE PROCESS FOR IMPLEMENTATION. MOTION CARRIED. Nays: McLean

v. Kamstrup AMR Watermeter Pilot Program (6:35 pm)

MOVED BY COUNCILLORS WHEADON AND LEARY-PINCH THAT COUNCIL DIRECT STAFF TO PROCEED WITH THE KAMSTRUP PILOT PROGRAM TO EVALUATE THE ULTRASONIC WATER METERS AND EXPLORE INDUSTRY LEADING AUTOMATED METER READING TECHNOLOGY WITH INTEGRATED ACOUSTIC LEAK DETECTION TO REDUCE NON-REVENUE WATER AND OPTIMIZE OPERATIONAL EFFICIENCY AND APPROVE THE EXPENDITURE OF \$91,500 PLUS APPLICABLE TAXES AS INDICATED IN THIS REPORT AS PILOT PROGRAM PACKAGE #2. MOTION CARRIED. Nays: Zebian

13. Councillor(s) Municipal Business/Activity Reports

Written reports were included in the agenda package. (6:41 pm)

14. Councillor(s) Municipal Advisory Board Activity Reports

a) Police Advisory Board Information Report (6:41 pm)

The written report was included in the agenda package.

15. New Business

a) BFD Rescue 11 Replacement Recommendation Report (6:41 pm)

Director Rochon reviewed the report noting the request was for approval of a \$25,000 contingency for Brooklyn Fire Station vehicle Rescue 11. This request arises from an accident involving Rescue 11 on January 26, 2026, which has introduced unforeseen costs and uncertainties affecting the replacement process. The proposed contingency was intended to ensure the timely and risk-managed completion of the replacement while maintaining operational readiness and fiscal responsibility.

Discussion Points:

- Most of the equipment could be salvaged and transferred from the damaged truck to the replacement truck for fire service use. Once all salvageable items were removed, the

damaged vehicle will be taken by the insurance company.

- The contingency funds would come from the Fire Equipment Reserve. The projected March 31, 2027 year end balance was projected to be \$88,157.

MOVED BY COUNCILLORS LEARY-PINCH AND MCLEAN THAT COUNCIL APPROVE A CONTINGENCY OF \$25,000 FOR THE FIRE APPARATUS REPLACEMENT FOR BROOKLYN FIRE STATION, UTILIZING THE INSURANCE PROCEEDS WITH ANY REMAINING AMOUNT COMING FROM THE FIRE EQUIPMENT RESERVE. MOTION CARRIED. Nays: Zebian and Ivey

b) Detailed Design Award — Falmouth WWTP Upgrades Recommendation Report (6:50 pm)

Project Engineer Bouter reviewed the report. The report outlined proposed upgrades to the Falmouth Wastewater Treatment Plant based on a Preliminary Design Report completed by Dillon Consulting Ltd. The assessment confirmed the facility has adequate capacity to meet current and future demands, allowing the project to shift from major expansion to targeted asset renewal and operational improvements, reducing estimated construction costs to approximately \$1.5 million. To advance the project efficiently and manage risk, staff recommended sole-sourcing Dillon for detailed design and tender phase engineering services, leveraging their knowledge of the facility and prior involvement in all major upgrades.

Discussion Points:

- The project was a mid-life retrofit with an expected service life of 15–25 years.
- Dillon used conservative long-term growth projections and determined the existing facility should meet needs over a 25-year period.
- In the future when the current equipment reached its capacity, there will be a need for an expansion at that point in time.

MOVED BY COUNCILLORS B. SMITH AND J. SMITH THAT COUNCIL APPROVE THE AWARD OF THE DETAILED ENGINEERING DESIGN — FALMOUTH WWTP UPGRADES — TO DILLON CONSULTING LTD. FOR THE PRICE OF \$165,640 BEFORE APPLICABLE TAXES. MOTION CARRIED

MOVED BY COUNCILLORS B. SMITH AND J. SMITH THAT COUNCIL APPROVE AN ENGINEERING CONTINGENCY AMOUNT OF \$24,846 BEFORE APPLICABLE TAXES. MOTION CARRIED. Nays: Jannasch

c) RFP Award — Avon Street Renewal (Hantsport) Engineering Services Recommendation Report (7:01 pm)

Project Engineer Bouter reviewed the report outlining the Avon Street Renewal project in Hantsport, a priority in the Municipality's five-year Capital Plan to address aging sewer and water infrastructure and complete street renewal over approximately 520 metres. Following an RFP issued in March 2026, Exp Services Inc. received the highest evaluation score and was recommended for award based on relevant experience and value. The design phase was funded in the 2026–27 Capital Budget, with construction planned for 2027, and an engineering contingency was recommended to manage potential stormwater routing uncertainties.

Discussion Points:

- A \$25,000 contingency was allocated to cover any additional engineering work and potential land easement costs.
- If easements were required, the preferred approach was to secure them before proceeding to tender for the capital work.

MOVED BY COUNCILLORS WHEADON AND IVEY THAT COUNCIL APPROVE THE AWARD OF THE AVON STREET RENEWAL (HANTSPORT) ENGINEERING DESIGN AND TENDERING SERVICES TO EXP SERVICES INC. FOR THE PRICE OF \$50,380 BEFORE APPLICABLE TAXES. MOTION CARRIED

MOVED BY COUNCILLORS WHEADON AND IVEY THAT COUNCIL PRE-APPROVE THE AWARD OF THE AVON STREET RENEWAL (HANTSPORT) ENGINEERING PROJECT MANAGEMENT SERVICES TO EXP SERVICES INC. FOR THE PRICE OF \$40,740 BEFORE APPLICABLE TAXES, CONDITIONAL UPON INCLUSION OF THE PROJECT IN THE 2027/28 CAPITAL BUDGET AND APPROVAL OF THE CONSTRUCTION CONTRACT. MOTION CARRIED

MOVED BY COUNCILLORS WHEADON AND IVEY THAT COUNCIL APPROVE AN ENGINEERING CONTINGENCY AMOUNT OF \$25,000 BEFORE APPLICABLE TAXES. MOTION CARRIED. Nays: McLean and Jannasch

16. Correspondence (7:13 p.m.)

- a) General 2024-2028 Council Term General Correspondence Received Ledger as of April 24, 2026
 - i. 2026-04-22 DMA Letter to Municipalities re Legislative Amendments
- b) Request Log (as of April 24, 2026) – None
- c) 2024-2028 Council Term Correspondence Sent as of April 24, 2026 - None

17. In-Camera

- a) 20256-03-24 Council In-Camera Minutes
- b) MGA 22(2)(a) Land Matter
- c) MGA 22(2)(c) Personnel Matter
- d) MGA 22(2)(c) Personnel Matter

MOVED BY COUNCILLORS LEARY-PINCH AND WHEADON THAT THE MEETING MOVE IN-CAMERA AT 7:14 P.M. MOTION CARRIED

MOVED BY COUNCILLORS B. MORTON AND LEARY-PINCH THAT THE MEETING MOVE IN-CAMERA AT 8:25 P.M. MOTION CARRIED

18. Next Meeting Date / Adjournment

With no further business, the meeting adjourned at 8:25 p.m. The next meeting will be the Committee of the Whole meeting on May 12, 2026, at 6 p.m.

Mayor Zebian (Chair)

Deanna Snair, Municipal Clerk