

WEST HANTS REGIONAL MUNICIPALITY

Council Meeting Agenda Amended May 27, 2026

May 26, 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) 2026-04-28 Council Minutes
 7. Public Hearings - None
 8. Second Readings (as it pertains to Public Hearings) – None
 9. Climate Action Committee (Report and Excerpt from May 6, 2026 **(Moved up on the agenda)**
 - a) All Hazard Risk Assessment and Adaptation Plan Excerpt – Coordinator Ogilvie
 - b) PACE Program Funding Recommendation Report – Coordinator Ogilvie
 10. Planning and Heritage Advisory Committee (First Reading) **(Moved up on the agenda)**
 - a) MPS and LUB amendments to allow approval of Development and Building Permits before Final Subdivision Approval on lots with Tentative Subdivision Approval – Manager Robertson
 11. Unfinished Business/Postponed Motions
 - a) Councillor Nominations and Appointment for the Coordinated Regional Homelessness Engagement Model – Clerk Snair
 - b) Rural Playground Request for Information Report – Director Kehoe
 - c) Reserve Funds Budget Actual and Policy Recommendation Report – Councillor Ivey
 12. Mayor's Report
 13. Committee(s) of Council Excerpts/Recommendations
 - a) Committee of the Whole Excerpts (May 12, 2026)
 - i. Meeting and Committee Procedural Policy Housekeeping Amendments

ii. Tender Award - Falmouth Causeway Trail Replacement

14. Councillor(s) Municipal Business/Activity Monthly Reports (Districts 1-11)
15. Councillor(s) Municipal Advisory Board Activity/Information Reports – None
16. New Business
 - a) Tender Award: ½ Ton Pick-up Truck Recommendation Report – Director Richard
17. Correspondence
 - a) 2024-2028 Council Term General Correspondence Received Ledger as of May 22, 2026
 - i. 2026-05-15 Follow Up Letter Re Update 12 Month Notice Letter to NSFM - 2027-2028 (WHRM copied) Letter to Municipalities re Legislative Amendments
 - b) 2024-2028 Council Term Correspondence Sent as of May 22, 2026 - None
17. In-Camera
 - a) 2026-04-28 Council In-Camera Minutes
 - b) MGA 22(2)(a) Land Matter
 - c) MGA 22(2)(a) Land Matter
 - d) MGA 22(2)(d) Labour Matter
18. Next Meeting Date / Adjournment – June 9, 2026 Committee of the Whole Meeting 6 p.m.

WEST HANTS REGIONAL MUNICIPALITY

Council Meeting Minutes

May 26, 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 (ZOOM)

Chrystal Remme, Councillor, District 3

Paul Wheadon, Councillor, District 4

Bob Morton, Councillor, District 6 (6:06)

Debbie Francis, Deputy Mayor, Dist. 5

Kayla Leary-Pinch, Councillor, District 7 (6:13)

Paul Morton, Councillor, District 8

John Smith, Councillor, District 9

Bonnie Smith, Councillor, District 10

Jim Ivey, Councillor, District 11

Staff:

Mark Phillips, Chief Administrative Officer

Todd Richard, Dir. Public Works

Carlee Rochon, Dir. Finance

Kari Fougere, Acting Dir. Planning & Development

John Ogilvie, Climate Action Coordinator

Deanna Snair, Municipal Clerk

Tim Bouter, Project Engineer

Kathy Kehoe, Dir Community Dev

Derek Robertson, Man. Dev. Control

Presenter and Gallery:

One (1) in the gallery

3. **Announcements** (6:01 pm)

Mayor Zebian provided the Land Acknowledgement and Code of Conduct reminder.

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

A reminder was shared about the upcoming Apple Blossom Festival scheduled for this coming weekend.

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

An In-Camera MGA 22(2)(a) Land Matter was added to the agenda.

5. **Declaration of Conflict of Interest** (6:02 pm) - None

6. **Approval of the Previous Meeting Minutes** (6:02 pm)

a) 2026-04-28 Council Minutes

The minutes were approved as presented.

7. **Public Hearings** – None

8. **Second Readings** - None

9. **Climate Action Committee (Report and Excerpt from May 6, 2026) (Moved up on the agenda)**

a) All Hazard Risk Assessment and Adaptation Plan Excerpt (6:03 pm)

Coordinator Ogilvie reviewed the report and confirmed that the proposed all-hazards risk assessment and climate action plan will build upon the Municipal Climate Change Action Plans developed in 2013 and 2014 for the former municipal units of the Towns of Hantsport and Windsor, and the Municipality of the District of West Hants. Integrating climate change considerations with emergency management into a single, comprehensive project and resulting action plan will reduce duplication of effort and ensure the development of a more informed and cohesive risk assessment. Multiple funding opportunities were identified through the Federation of Canadian Municipalities (FCM) and the federal government that require, at a minimum, a multi-hazard risk assessment, and ideally the presence of a climate action framework. Following discussions with the Clean Foundation and FCM, it was recommended that the term “adaptation” be revised to “action” to better align with funding criteria and provide greater flexibility in the range of initiatives that may be pursued.

Discussion Points:

- The intent was to incorporate WHRM’s greenhouse gas (GHG) emissions inventory into the development of a comprehensive climate action plan for the municipality. This plan was designed to address both mitigation and adaptation priorities, extending beyond 2023 to support long-term resilience. The climate risk assessment will be more robust than those included in previous MCCAPs. By using the Public Infrastructure Engineering Vulnerability Committee (PIEVC) Protocol developed by Engineers Canada; this approach enables a detailed evaluation of climate risks and their potential impacts on municipal infrastructure, service delivery, and community assets. Overall, the scope, depth represented an advancement over earlier MCCAP plans.
- The study was expected to take two years to complete but will not delay other initiatives. Instead, it will help inform and strengthen ongoing work. In the interim, staff will proceed with updating the Greenhouse Gas Emissions Inventory in collaboration with the Clean Foundation while awaiting FCM funding decisions.
- The study will not provide a detailed review of Coastal Land Use regulations; however, it will evaluate risks such as sea level rise, wave run-up from increased wind, and coastal erosion. The study will focus on potential impacts to the Municipality’s operations and its ability to deliver services effectively across the region.

MOVED BY DEPUTY MAYOR FRANCIS AND COUNCILLOR B. SMITH THAT COUNCIL APPROVES ALLOCATING UP TO \$30,000 AS PART OF AN APPLICATION TO THE FEDERATION OF CANADIAN MUNICIPALITIES’ CLIMATE READY PLANS AND PROCESSES PROGRAM FOR FUNDING TO COMPLETE AN ALL-HAZARDS RISK ASSESSMENT AND DEVELOP A MUNICIPAL CLIMATE ACTION PLAN, TO BE FUNDED 50% FROM THE CLIMATE ACTION COMMITTEE 2026-27 WORK PLAN BUDGET, AND 50% FROM THE REGIONAL OPERATING RESERVE. MOTION CARRIED

b) PACE Program Funding Recommendation Report (6:10 pm)

Coordinator Ogilvie reviewed the report. Following the February 11th, 2026 meeting staff revisited the program to identify options in the absence of direction on whether it should continue or be discontinued. Additional, more detailed options were explored, including the

potential use of debt financing to support the program. A key risk identified was that discontinuing funding could impact future initiatives. In 2025, Council approved exploring an expansion of the PACE program to support residents experiencing well failures, including a review of models used in other Nova Scotia municipalities. Staff applied to the Federation of Canadian Municipalities (FCM) in January for funding to support feasibility and design work; however, the outcome was still pending. Further discussions with FCM indicated that eligibility for future capital or similar funding programs will be contingent on maintaining an active PACE program.

Discussion Points:

- Participation thresholds have yet to be confirmed. Staff continue to work with FCM to obtain this information and will provide an update once available.
- Timing for confirmed funding was unknown, but a decision was expected within the next couple of months.
- Many residents have benefited from the PACE program, and it has proven to be valuable. Under Option A, all program costs would be fully recovered by the Municipality.
- Currently previous provincial and federal funding was no longer available for these types of programs.
- Maintaining an active PACE program was required to remain eligible for funding opportunities through FCM.

MOVED BY DEPUTY MAYOR FRANCIS AND COUNCILLOR MCLEAN THAT COUNCIL APPROVES A BORROWING RESOLUTION IN THE AMOUNT OF \$400,000, FOR THE PACE PROGRAM, TO BE FUNDED BY A LINE OF CREDIT THROUGH THE ROYAL BANK OF CANADA AT A VARIABLE INTEREST RATE OF RBC PRIME LESS 0.6%. MOTION CARRIED

10. Planning and Heritage Advisory Committee (First Reading) (Moved up on the agenda)

- a) MPS and LUB amendments to allow approval of Development and Building Permits before Final Subdivision Approval on lots with Tentative Subdivision Approval (6:16 pm)

Manager Robertson reviewed the report noting consideration was proposed for amendments to allow Development and Building Permits to be issued before Final Subdivision Approval for lots with Tentative Approval, enabling homes and infrastructure to be built simultaneously. This aims to shorten development timelines while maintaining all existing requirements for final approval and occupancy. Developers would assume responsibility for risks, access, and maintenance until final approval, with safeguards ensuring no occupancy occurs until all conditions are met.

MOVED BY DEPUTY MAYOR FRANCIS AND COUNCILLOR WHEADON THAT COUNCIL GIVE FIRST READING AND HOLDS A PUBLIC HEARING TO CONSIDER AMENDING THE TOWN OF WINDSOR AND MUNICIPALITY OF THE DISTRICT OF WEST HANTS MUNICIPAL PLANNING STRATEGIES AND LAND USE BY-LAWS, AND WHRM BUILDING CODE ACT BY-LAW, IN A MANNER SUBSTANTIVELY THE SAME AS PROPOSED IN APPENDIX A OF THE REPORT #26-03 TO THE PLANNING AND HERITAGE ADVISORY

COMMITTEE REPORT DATED MAY 14TH, 2026. MOTION CARRIED.

Opposed: Jannasch

11. Unfinished Business/Postponed Motions

a) Councillor Nominations and Appointments for the Coordinated Regional Homelessness Engagement Model (6:29 pm)

Mayor Zebian called for nominations three times for the position then declared nominations closed.

Councillor B. Smith nominated Councillor Remme, Councillor Remme respectfully declined the nomination.

Councillor Leary-Pinch nominated Councillor B. Smith. Councillor B. Smith respectfully declined the nomination.

Mayor Zebian nominated Councillor B. Morton, Councillor B. Morton respectfully declined the nomination.

Mayor Zebian nominated Councillor Wheadon, Councillor Wheadon accepted the nomination.

Councillor B. Morton accepted the Alternate position.

b) Rural Playground Request for Information Report (6:31 pm)

Director Kehoe reviewed the report. Staff were directed to assess playground opportunities in the Vaughan area, including potential sites, partnership options with community or provincial assets, and high-level costs and funding sources. Preliminary estimates suggested significant capital investment depending on site conditions, with ongoing operating costs, and potential funding available through provincial and community grant programs. With several possible locations identified and concerns regarding cots, it was recommended exploring a partnership with Falls Lake Provincial Park to leverage existing amenities.

There was a general consensus that waiting for the report on the Needs Assessment was the appropriate next step. The results of this assessment will likely help determine the specific needs within the region or potentially highlight other priorities across the region. A report was anticipated to be available in July, which Council can then review and consider as part of next year's budget deliberations.

c) Reserve Funds Budget Actual and Policy Recommendation Report (6:32 pm)

Councillor Ivey reviewed the report, noting it was a streamlined version of the one presented at the previous meeting. Updates were made based on feedback from the Director of Finance regarding non-spendable funds held within reserves. While these funds were included in the total reserve balance, they were not visible or considered during budget deliberations.

The intent of the report was to highlight that, while funding allocations from reserves were made during this year's budget process, the reserve budgets themselves were not formally approved. Two motions were brought forward. The first recommended that the CAO direct staff to return with formal budgetary allocations for the reserves, ensuring they are properly identified and included moving forward. The second motion addressed a housekeeping matter. Through recent discussions, it was noted that some reserves were still labeled under the former Town of Windsor or West Hants within budget documents, while the audited financial statements reflected something different. The purpose was to conduct a thorough review of the policy as it has not been reviewed since 2020.

Discussion Points:

- There was value in undertaking this exercise, having a clearer understanding of what reserves exist, their intended purposes, and how funds were allocated provides valuable information and better supports informed decision-making during discussions.
- East Hants was identified as providing a good example of reserve accounting practices. They identify each reserve by name, classify it within categories such as Special Capital or Operating, and outline both the purpose of the reserve and its intended use. This level of detail was not available in our case, making it difficult to verify whether funds were being drawn from the appropriate reserve or used in alignment with its original intent

MOVED BY COUNCILLORS IVEY AND WHEADON THAT COUNCIL DIRECTS THE CAO TO ENGAGE STAFF TO PREPARE THE DOCUMENTATION DETAILING THE OPERATING, CAPITAL AND SPECIAL RESERVE FUND BUDGETS FOR REVIEW AND APPROVAL BY COUNCIL AT ITS NEXT COUNCIL MEETING, JUNE 23, 2026. MOTION CARRIED. Nays: Zebian, Francis, P. Morton and B. Morton

MOVED BY COUNCILLORS IVEY AND WHEADON THAT COUNCIL DIRECTS THE CAO TO ENGAGE STAFF TO REVIEW AND UPDATE THE DOCUMENTATION OF THE WEST HANTS MUNICIPAL RESERVE FUND POLICY INCLUDING THE FUND DESCRIPTIONS, SOURCE AND USE OF FUND PERMISSIONS FOR REVIEW AND APPROVAL BY COUNCIL AT ITS NEXT COUNCIL MEETING ON JUNE 23, 2026. MOTION CARRIED. Nays: Zebian, Francis, P. Morton and B. Morton

12. Mayor's Report (6:39 pm)

Mayor Zebian provided a verbal report. Key highlights included attending the NSFM Conference in Yarmouth and participating in discussions with MP Blois regarding the Municipality's priorities and upcoming projects. MP Blois expressed interest in meeting with Council to discuss future programs and better understand Council-wide priorities. Participated in numerous meetings with residents concerning water and sewer-related matters, along with ongoing concerns about paving and road conditions, particularly on King and O'Brien Street. Additional community engagement included attending the Windsor Science Fair and a fracking meeting at the Super 8. Concerns were noted regarding construction dust from the new development along Wentworth Road. Positive feedback was received from residents about the effectiveness of flashing crosswalk signs, along with appreciation for the installation of speed radar signs near the Brooklyn schools. Finally, notice was received today of the Nova Scotia Regulatory and Appeals Board's decision to approve the Bear Lake Development Agreement. Congratulations were extended to the Bread Gallery in Brooklyn on celebrating its 50th anniversary.

13. Committee(s) of Council Excerpts/Recommendations

a) Committee of the Whole Excerpts (May 12, 2026)

i. Meeting and Committee Procedural Policy Housekeeping Amendments (6:44 pm)

MOVED BY DEPUTY MAYOR FRANCIS AND COUNCILLOR J. SMITH THAT COUNCIL DIRECT THE CAO TO ENGAGE STAFF TO MAKE THE NECESSARY

**CHANGES TO THE MEETING AND COMMITTEE PROCEDURAL POLICY
RCOG-003.00 FOLLOWING THE DISCUSSION OF COUNCIL AT THE MAY
12, 2026 COMMITTEE OF THE WHOLE MEETING. MOTION CARRIED**

ii. Tender Award - Falmouth Causeway Trail Replacement (6:45 pm)

**MOVED BY DEPUTY MAYOR FRANCIS AND COUNCILLOR J. SMITH THAT
COUNCIL APPROVE THE AWARD OF TENDER WHRMPW26-03 —
FALMOUTH CAUSEWAY TRAIL REPLACEMENT — TO HUMPHREYS
LANDSCAPE AND CONSTRUCTION (1996) LTD. FOR THE TENDERED
PRICE OF \$148,248.00 BEFORE APPLICABLE TAXES. MOTION CARRIED**

**MOVED BY DEPUTY MAYOR FRANCIS AND COUNCILLOR J. SMITH THAT
COUNCIL APPROVE THE AWARD OF AN ADDITIONAL 295M OF TRAIL
REPLACEMENT ALONG THE WINDSOR WATERFRONT TO HUMPHREYS
LANDSCAPE AND CONSTRUCTION (1996) LTD. FOR \$102,660 BEFORE
APPLICABLE TAXES. MOTION CARRIED**

**MOVED BY DEPUTY MAYOR FRANCIS AND COUNCILLOR J. SMITH THAT
COUNCIL APPROVE A CONSTRUCTION CONTINGENCY AMOUNT OF
\$37,942.38 BEFORE APPLICABLE TAXES, INCLUDING ACCESSIBILITY
IMPROVEMENTS ALONG THE WINDSOR WATERFRONT THAT HAVE
BEEN IDENTIFIED BY THE ACCESSIBILITY COMMITTEE. MOTION
CARRIED. Nays: Jannasch**

14. Councillor(s) Municipal Business/Activity Reports

Written reports were included in the agenda package. (6:46 pm)

15. Councillor(s) Municipal Advisory Board Activity Reports – None

16. New Business

a) Tender Award: ½ Ton Pick-up Truck Recommendation Report (6:47 pm)

Director Richard reviewed the report noting that \$73,000 was allocated in years 1 and 2 of the 5- year Capital Plan to replace two out-of-service Public Works trucks with high mileage and costly repair needs, making replacement more practical than repairs; both units will be auctioned, with a temporary rental required. A tender process identified Bruce Fleet Solutions as the lowest compliant bidder at \$60,904.20 (before HST), with minor additional costs expected for setup. An alternative was also provided for consideration that would allow consideration for the purchase of a second truck to avoid renting (\$1600.00/month) a second truck until the next budget year.

Discussion Points:

- Discussion focused on the potential procurement of an additional truck, with staff noting that, if directed, they could explore negotiating a package deal, although it was felt the pricing for a second unit would likely remain the same.
- Purchasing a second truck would provide better value than renting one at approximately \$1,600 per month.
- Funding considerations were discussed, including the use of long-term borrowing and associated debt servicing, as well as the availability of approximately \$60,000 in the

vehicle reserve. However, it was noted the reserve was typically used for higher-cost assets with longer amortization periods (10 years), whereas trucks were considered smaller assets with a five-year lifespan.

- Concerns were raised regarding procurement, as the original tender was issued for a single vehicle and likely did not include a piggyback clause.
- Operational needs were emphasized, with staff currently relying on personal vehicles due to all municipal vehicles being assigned across six treatment facilities and residential service areas.
- While there was general agreement that acquiring two vehicles may be more appropriate, concerns were expressed with proceeding with a second purchase without confirming procurement compliance. It was suggested that Council approve the purchase of one truck as presented and direct staff to further investigate the acquisition of a second vehicle, including proper procurement channels and identified funding sources, before bringing a recommendation back.
- Acquiring a second truck was a separate process from purchasing the first truck. Staff would want to retender the second truck to ensure the procurement process was followed correctly as there was no budget allocation for a second truck.

MOVED BY COUNCILLORS IVEY AND WHEDON THAT COUNCIL APPROVE THE AWARD OF TENDER WHRMPW26-04 — ½ TON PICK-UP TRUCK — TO BRUCE FLEET SOLUTIONS FOR THE TENDERED PRICE OF \$60,904.20 BEFORE APPLICABLE TAXES. MOTION CARRIED. Nays: McLean

MOVED BY COUNCILLORS WHEADON AND REMME THAT COUNCIL DIRECT STAFF TO EXPLORE PROCUREMNET FOR A SECOND TRUCK. MOTION DEFEATED. Nays: J. Smith, P. Morton, Leary-Pinch, B. Morton, Jannasch, Francis and Zebian

17. Correspondence (7:12 pm)

- a) General 2024-2028 Council Term General Correspondence Received Ledger as of May 22, 2026
 - i. 2026-05-15 Follow Up Letter Re Update 12 Month Notice Letter to NSFM - 2027-2028 (WHRM copied) Letter to Municipalities re Legislative Amendments
- b) 2024-2028 Council Term Correspondence Sent as of May 22, 2026 - None

18. In-Camera

- a) 20256-04-28 Council In-Camera Minutes
- b) MGA 22(2)(a) Land Matter
- c) MGA 22(2)(a) Land Matter
- d) MGA 22(2)(d) Labour Matter

MOVED BY COUNCILLORS P. MORTON AND WHEADON THAT THE MEETING MOVE IN-CAMERA AT 7:12 P.M. MOTION CARRIED

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

19. Next Meeting Date / Adjournment

With no further business, the meeting adjourned at 8:25 pm. The next meeting will be the Committee of the Whole meeting on June 9, 2026.

Mayor Zebian (Chair)

Deanna Snair, Municipal Clerk