

WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole - Meeting Agenda Amended December 4, 2025

December 2, 2025 - 6:00 p.m.

In-person Sanford Council Chambers, 76 Morison Dr, Windsor, NS

Virtual via Zoom (also YouTube Livestream)

Agenda is subject to change due to additions that may not be able to be reflected until after the meeting.



West Hants
something inspiring awaits

1. Call to Order
2. Attendance
3. Approval of the Agenda, including additions or deletions
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
 - a) 2025-11-12 Committee of the Whole Minutes
7. Presentations
 - ~~a) Falmouth Family Park – Matthew Dunfield~~
8. Unfinished Business/Postponed Motions
 - a) Waste Pick-up Crew Information Report – Director Kehoe
 - b) Community Development & Public Works Operations Building Short-term Mitigation Measures Recommendation Report – Director Richard
 - c) Community Splash Pad Information Report – Director Kehoe
 - d) Draft CSO Residential Property Buyout Policy Information Report – CAO Phillips
9. Reports
 - a) CAO Activity Update - Information Report
10. Correspondence
 - a) General Correspondence Received Ledger as of November 28, 2025
 - i. Letter from John A. MacDonald, DMA to Mayors, Wardens & Chiefs
 - ii. Response received from Jaime Smith, Executive Director Supportive Housing and Homelessness Department of Opportunities and Social Development Requesting funding for Provincial Support in Establishing a Winter Warming Centre

- b) Correspondence Sent as of November 28, 2025
 - i. Letter Requesting Immediate Public Release of the Environmental Racism Panel Report sent 2025-11-28

- 11. New Business
 - a) Emergency Water Relief During Droughts Policy Recommendation Report – Clerk Snair
 - b) Award of Tender WHRMPW25-16 Plow Salt Truck Recommendation Report – Director Richard
 - c) 30% Design Award — Stannus Street Stormwater Management Recommendation Report – Director Richard

- 12. Public Comment Period

- 13. In-Camera - None

- 14. Next Meeting Date / Adjournment – December 9, 2025 Council Meeting at 6 p.m.

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Minutes
December 2, 2025 - 6:00 p.m.
In-person Sanford Council Chambers, 76 Morison Dr, Windsor, NS
Virtual via Zoom (also YouTube Livestream)



1. **Call to Order** – The meeting was called to order at 6:03 p.m.

2. **Attendance**

Council

Abraham Zebian, Mayor

Rupert Jannasch, Councillor Dist. 1 (ZOOM)

Scott McLean, Councillor Dist. 2 (6:22 p.m.)

Chrystal Remme, Councillor Dist. 3 (ZOOM)

Paul Wheadon, Councillor Dist. 4

Bob Morton, Councillor Dist. 6

Debbie Francis, Deputy Mayor, Dist. 5

Kayla Leary-Pinch, Deputy Mayor, Dist. 7 (ZOOM)

Paul Morton, Councillor Dist. 8 (ZOOM)

John Smith, Councillor, Dist. 9

Bonnie Smith, Councillor Dist. 10

Jim Ivey, Councillor Dist. 11

Staff

Mark Phillips, CAO

Todd Richard, Director of Public Works

Carlee Rochon, Director of Financial Services

Kathy Kehoe, Director of Community Development

Deanna Snair, Exec. Asst/ Clerk

Jenny LaPierre, Sustainability & Environmental

Quality Supervisor

Regrets

Kari Fougere, Act. Director Planning & Development

Presenters:

One (1) member of the public

3. **Approval of the Agenda including additions or deletions (6:03 p.m.)**

Item 8 (b) was moved to 8(a) and item 8 (a) was moved to 8 (b). As there were no additions, the agenda was accepted as amended.

4. **Declaration(s) of Conflict of Interest (6:03 p.m.) - None**

5. **Announcements (6:04 p.m.)**

West Hants Regional Municipality is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People and this land is governed by the treaties of Peace and Friendship signed in 1726. West Hants Regional Municipality also recognizes that we are all treaty people and have responsibilities to this land and each other. West Hants Regional Municipality also recognizes African Nova Scotians are a distinct people whose history, legacies, and contributions have enriched that part of Mi'kma'ki known as Nova Scotia for over 400 years.

Council and I as Chair are committed to ensuring this meeting and its participants conduct themselves in a respectful and professional manner as outlined in the municipality's Municipal Code of Conduct. Meeting presenters, staff, and the public are expected to conduct themselves in an equally respectful manner at all times the meeting is being conducted. I thank you all in advance for your commitment to these important meeting principles.

A reminder was shared for the upcoming Christmas Tea on December 7th from 1:30 -3:30 p.m. at the Ellershouse Hall.

A reminder was shared for the upcoming Windsor Christmas Market & Parade of the Woodland Animals being held on Dec 6th & 13th from 4 pm to 8 pm.

A reminder was shared for the upcoming Festoon event in Hantsport on Thursday December 4th from 5 – 8 p.m.

6. Approval of Previous Meeting Minutes (6:05 p.m.)

a) 2025-10-14 Committee of the Whole Minutes

With no changes proposed, the minutes were approved as presented.

7. Presentations

a) Falmouth Family Park – Matthew Dunfield – Presentation did not occur

8. Unfinished Business/Postponed Motions

a) Waste Pick-up Crew Information Report (6:08 p.m.)

Director Kehoe reviewed the report. The report outlined options for expanding litter and waste-removal efforts in West Hants Regional Municipality, including the potential creation of a dedicated municipal waste pick-up crew and an overview of existing programs such as Adopt-a-Highway, Great NS Pick-Me-Up, marine debris initiatives, community cleanups, staff and volunteer efforts, education programs, and enforcement activities supported by Region 6. Current waste collection in parks, streets, and contracted areas takes significant staff time, and several pathways for enhancement were presented for Council’s consideration. These included establishing full-time municipal waste-removal positions, forming a community committee dedicated to cleanup and education, creating a funded community litter-cleanup incentive program, or contracting the work externally; each with varying operational and capital costs. The report also highlighted the opportunity to leverage the Clean Leadership Summer Internship Program, which provides subsidized staffing for environmental projects and could further support municipal litter-reduction and public education efforts.

Appreciation was expressed for the information provided.

b) Community Development & Public Works Operations Building Short-term Mitigation Measures Recommendation Report (6:11 p.m.)

Director Richard reviewed the report which provided background information and identified short term measures and costing associated with the options for work needing to be done to the existing facility for consideration. In June 2024, a design contract (\$214,040) for a new Operations Building was awarded; however, during budget deliberations in 2025 concerns about cost, competing municipal priorities, unresolved plans for Morison Drive and King Street, and emerging safety issues led to deferring the project to the 2026–27 budget cycle. The current facility was built for 10 staff but now supporting nearly double that number lacks adequate washrooms, locker and changing areas, storage, and fleet-maintenance space, and provides no capacity for future growth or accommodation for Community Development. The report outlined cost estimates for temporary improvements to bring the existing building up to minimum standards while long-term

facility needs were reassessed and incorporated into the five-year capital plan, noting that interim expenditures will not address broader operational and growth requirements.

Discussion Points:

- The \$1.4 million investment does not align with the earlier engineered operations building option, though improvements to the heating system and wooden structure would remain useful. This amount represents an added cost on top of the new capital build, though some of the upgrades may reduce future requirements for the new facility.
- Financing would be provided through long-term borrowing. By the end of 2024/25, assuming everything was borrowed, the debt ratio would be 9.2%.
- Staff have provided preliminary cost estimates, but an engineered design would be required for accurate pricing. The temporary upgrade option was concerning because its lifespan was uncertain and could lead to additional expenses. Since funds have already been invested in a previous design, a short-term solution may not offer good value for money. Reconsidering last year's proposed design may be the more responsible long-term approach.
- There was value in having the previous operations building report and the current report be presented side by side so that Council can clearly compare the two and make an informed decision, rather than one based solely on price. The presentation should return to Council for further discussion as recommended.
- Fewer upgrades were needed for the existing building to remain useful for future staff purposes. Originally, it was intended to be kept for cold storage or heavy maintenance along with the new building, with only the electrical and heating systems required to service both buildings.

c) Community Splash Pad Information Report (6:27 p.m.)

Director Kehoe reviewed the report. A Comprehensive Needs Assessment was previously approved to help guide long-term planning for parks and recreation facilities over the next eight years, including evaluating current assets, identifying gaps, and developing future investment strategies. In addition to this plan and as requested, staff examined options for a new municipal splash pad, noting the existing older unit operated by HMCC and considering Elmcroft Park as a potential site. Two system types were reviewed (flow-through and recirculating), each with distinct infrastructure, operational, and regulatory requirements, as well as significant differences in water use, staffing needs, and cost. Estimated capital costs range broadly depending on system type and features, with annual operating costs also varying substantially. Several established vendors serve the region, and funding opportunities exist through provincial grants and possible community or business partnerships.

Appreciation was expressed for the information provided. Elmcroft park was identified as a suggested site as it was municipally owned land that had access to services and was walkable within the community.

d) Draft CSO Residential Property Buyout Policy Information Report (7:29 p.m.)

CAO Phillips reviewed the report which included the previously requested information, as well as a timeline of all correspondence with other levels of government and the status of funding

confirmations. To date, no funding commitments have been received from other levels of government to support this potential policy. The report also highlighted preliminary discussions on costs related to appraisals and the draft buyout policy. If the policy were approved, a million dollars in long-term borrowing (assuming a 7% interest rate) would increase the general tax rate by a little over one-third of a penny over a 20-year period.

Discussion Points:

- From a policy perspective, it was possible to explore the initiative before funding or financing was secured. In principle, consideration could be given to the policy and later secure the necessary funding. Ultimately, a decision could be made to proceed independently or wait for external funding sources.
- The current Stormwater Management Plan from CBCL has been presented and outlined the necessary actions and next steps. Within the plan it did not have a requirement to purchase additional land to implement the plan, outside of the land already owned by WHRM.

9. Reports

a) CAO's Report (6:41 p.m.)

The CAO provided an overview of the report. The update covered ongoing Council and Committee meetings, including discussions with Justice Minister Scott Armstrong. Key topics included challenges and updates related to Annapolis Valley Regional Library services, population forecasting and development planning with the Annapolis Valley Regional Centre for Education, and emergency management coordination at the CAO Round Table. Attendance included the Accessibility Advisory Committee, Climate Action and Planning, Heritage Advisory Committee, Avon View High School (for graduation planning), Brison Developments (for ongoing development discussions), and the Valley Regional Enterprise Network Tourism Gap Analysis. Participation also continued in quarterly Alert Ready emergency response reviews and related training.

Councillor Bonnie Smith declared conflict and left the meeting at 6:53 p.m.

A lengthy discussion took place regarding the Warming Centre initiative. The Warming Centre initiative, led by Caremongers, has not received provincial funding due to the Province's requirement for a 24/7 facility, concerns about the proposed location, and additional renovation expectations, including improved food-preparation capabilities. Caremongers were considering a reduced hours "soft launch," but this remains unconfirmed and would likely not begin until late December or early January. The facility was otherwise ready should a group be able to operate a warming centre.

Council discussed whether the Municipality could provide bridge funding; however, it was noted that provincial funding was not expected this winter, meaning there was no clear gap to bridge. Concerns were raised that starting the initiative without a sustainable funding source could lead to the centre closing mid-season, worsening impacts. There was a desire to seek clarity on whether providing funding could negatively affect Caremongers' future provincial applications.

A point was raised that residents have expressed support for Council not funding the initiative, noting that shelters fall outside municipal responsibilities. Additional concerns included potential limited volunteer capacity, the possibility of setting a precedent for the Municipality to fund

provincially mandated services, and the possibility of low likelihood of provincial approval. Despite these challenges, the space remains available should a qualified group come forward, and the consensus was to move forward with providing bridge funding pending additional information on potential impacts to Caremonger's funding application with the Province.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR WHEADON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE UP TO \$20,000, IN ADDITION TO THE FUNDS APPROVED IN THE 2025/2026 BUDGET, IN BRIDGE FUNDING TO ASSIST LOCAL SERVICE GROUPS TO MOBILIZE QUICKER TO OPEN A WARMING CENTER AT THE HANTS AQUATIC CENTER FOR THE MONTHS OF DECEMBER AND JANUARY TO BE FUNDED FROM THE WEST HANTS REGIONAL MUNICIPALITY OPERATION RESERVES. MOTION CARRIED.

Nays: Francis and Remme

Councillor Bonnie Smith returned to the meeting at 7:25 p.m.

10. Correspondence (7:25 p.m.)

- a) General Correspondence Received Log as of November 28, 2025
 - i. Letter from John A. MacDonald, DMA to Mayors, Wardens & Chiefs
 - ii. Response received from Jaime Smith, Executive Director Supportive Housing and Homelessness Department of Opportunities and Social Development Re Requesting funding for Provincial Support in Establishing a Winter Warming Centre

- b) Correspondence Sent as of November 28, 2025
 - i. Letter Requesting Immediate Public Release of the Environmental Racism Panel Report sent 2025-11-28

Discussion Points:

- It was felt that the correspondence from Minister MacDonald shared at the last meeting compared municipal revenue to population; however, WHRM does not tax based on population but on residential and commercial assessments. Focusing only on revenue per capita can give a misleading picture of WHRM's position among municipalities. Some small municipalities, such as Berwick, show high revenues likely due to additional sources like wind energy, which may lead to distorted comparisons. Collecting assessment-based data would allow for a more accurate and comprehensive analysis. A phone call or conversation with the Minister to raise awareness may be beneficial.

11. New Business

- a) Emergency Water Relief During Droughts Policy Recommendation Report (7:25 p.m.)

Clerk Snair reviewed the report noting the recommendation report was in response to the severe drought experienced during the summer months and the implementation of the free bottled water program funded through the Department of Emergency Management. The initiative showed strong community effort but also highlighted challenges and resource gaps and the need for a formal policy to guide future responses. The policy sets clear activation steps, eligibility

criteria, roles for staff. Roles for the Department of Emergency Management and partner organizations.

Discussion Points:

- There was value in having a plan to ensure residents without municipal services have access to water should similar future events occur; however, the missing piece of information was the lake's total capacity. It was felt it was important to understand discrepancies between the volume of water treated and what was recorded at the master meters. If more water was available than measured, bottled-water programs may be avoidable; however, if less was reaching the system, it was important to identify those losses. There was value in determining the volume of water that enters the plant and the volume of water that reaches the distribution system.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR B. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL ADOPT THE EMERGENCY WATER RELIEF DURING DROUGHTS POLICY RCOGE-004.00 SUBSTANTIALLY THE SAME AS PRESENTED AT THE DECEMBER 2, 2025 COMMITTEE OF THE WHOLE MEETING. MOTION CARRIED

b) Award of Tender WHRMPW25-16 Plow Salt Truck Recommendation Report (7:31 p.m.)
Director Richard reviewed the report. Unit 51 was identified in the 2025–26 Capital Budget as a Salt/Plow Dump Truck Replacement project and was approved for funding through long-term borrowing. Although only one tender submission was received for the 19,500 kg GVW plow truck, a thorough evaluation confirmed that the bid met all required specifications, offered suitable warranty and service support, and fell within the approved budget. The estimated delivery timeline for the unit was between 52 to 60 weeks from the date of award.

Discussion Points:

- It was unknown why there was only one bid submitted for the tender.
- The fleet encompasses many vehicles to ensure service delivery was not impacted.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR WHEADON THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL APPROVES THE AWARD OF TENDER FOR THE PURCHASE OF A 19500KG GVW PLOW TRUCK, OUTFITTED AS TENDERED (WHPW25-16) FROM NOVA ENTERPRISES LIMITED FOR THE TENDERED PRICE OF \$374,965, PLUS APPLICABLE TAXES, LESS TRADE IN VALUES OF \$30,000. MOTION CARRIED. Nays: Ivey and Leary-Pinch

c) 30% Design Award — Stannus Street Stormwater Management Recommendation Report (7:36 p.m.)

Director Richard reviewed the report. Recently the final version of the Windsor Stormwater Management Plan was presented at COTW on October 14 and at a Community Information Session on November 4. The final report includes a preferred integrated option and a comprehensive plan for construction phasing. Following the two public meetings it appeared like

there was momentum to proceed with next steps, beginning with Stannus Street (identified in CBCL's report as the top priority). A 30% engineering design was recommended as the next phase, which will allow the approval process with Nova Scotia Environment and Climate Change (NSECC) to begin redirecting stormwater flow into the Tregothic Creek watershed.

Discussion Points:

- The intent was not to create an additional CSO but to relocate the existing overflows from the flood-zone area to a controlled environment (Tregothic Creek) which formed the basis of the 30% design. This relocation would move CSO activity off private property and public streets and required approval from Nova Scotia Environment and Climate Change.
- As system separation progresses, the CSO would eventually be eliminated altogether, potentially even with partial separation. The Stannus Street area would see immediate relief.
- The regulatory authority for this project was the Department of Environment and Climate Change. While the final location falls within DFO territory and may require discussions with them later, at this stage only approval from the Department of Environment and Climate Change is required.
- It was felt that the 30% design would be sufficient to obtain the approvals needed to proceed with the detailed design. The remaining 70% would complete the full detailed system design, but the initial 30% were required to provide enough information for Nova Scotia's approval.
- A budget of \$250,000 was identified early for this phase of the project and was to be funded through long-term borrowing. This amount was a high-level estimate intended to cover the engineering work required to advance the next phases. It was an overestimation, as the \$250,000 was meant for the full detailed design. As the project progresses, the estimate will be refined. The current request was for \$60,000 of the originally budgeted \$250,000.
- An easement from Stannus across King Street and out to the Marsh is only one option for routing, but several alternative paths exist. Identifying and evaluating these options will be part of the project.
- If approval was not granted to redirect the CSO, the data collected will be necessary regardless of which option is ultimately pursued.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR JANNASCH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE AWARD OF THE 30% DESIGN — STANNUS STREET STORMWATER MANAGEMENT — TO CBCL LTD. FOR THE PRICE OF \$60,000.00 BEFORE APPLICABLE TAXES. MOTION CARRIED

MOVED BY MAYOR ZEBIAN AND COUNCILLOR JANNASCH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE A DESIGN CONTINGENCY AMOUNT OF \$9,000 BEFORE APPLICABLE TAXES. MOTION CARRIED

13. Public Comment Period (7:49 p.m.)

Amanda Dunfield, a resident of Stannus Street, provided comments on the warming centre, noting the previous discussion and the provincial role in housing. She inquired whether Council had been in contact with the volunteer organizers and highlighted that the Province has, in the past, committed funding to projects addressing community needs, sometimes before a not for profit was in place. She suggested considering proactive discussions following budget deliberations and engagement with relevant groups moving forward.

Ms. Dunfield also provided comments with respect to the CSO buyouts. She inquired whether anyone had sought clarification on the Municipal Government Act related to municipal authority to acquire land and inquired if anyone understood the Provincial Emergency Management Act, particularly provisions concerning protection of property and public safety. She noted that residents' health and safety were at risk due to CSO impacts on private property and asked whether there had been discussions with the Province around these specific areas she noted. She also highlighted that the Minister has authority under a provincial state of emergency to consider property acquisition.

14. In-Camera – None

15. Next Meeting Date / Adjournment – December 9, 2025 Council meeting

The meeting adjourned at 7:57 p.m. as there was no further business to discuss.

Mayor Zebian

Deanna Snair, Municipal Clerk