



West Hants

something inspiring awaits

**WEST HANTS REGIONAL MUNICIPALITY
Climate Action Committee (CAC) Meeting Minutes
September 10, 2025, 11:00am – 11:46am
Sanford Council Chambers / Zoom / YouTube Live**

PRESENT: Deputy Mayor Debbie Francis, Councillor, District 5, Chair
Councillor Bonnie Smith, District 10
Councillor Jim Ivey, District 11
Mark Phillips, Chief Administrative Officer
Kari Fougere, Acting Director of Planning & Development
Carlee Rochon, Director of Financial Services
Todd Richard, Director of Public Works
Kathy Kehoe, Director of Community Development

STAFF: John Ogilvie, Climate Action Coordinator
Vanessa Lake, Meeting Secretary

PUBLIC: There were no members of the public present.

REGRETS: Jamie Juteau, Resident Member

1.0 Call to Order

Deputy Mayor Francis called the meeting to order at 11:04 am.

2.0 Approval of Agenda

Moved by Todd Richard and seconded by Mark Phillips that the agenda be approved as circulated. Motion carried unanimously.

3.0 Approval of Minutes (April 9, 2025)

The minutes were approved as circulated by unanimous consent.

4.0 New Business

4.1 Recommendation: 2026-27 Committee Work Plan (John Ogilvie)

Based on the Committee's Terms of Reference, the Committee is required to submit an annual work plan to Council. The plan and John's accompanying report were circulated with the agenda package and are available on the Municipal website.

Staff have drafted a workplan for the next fiscal year, with one of the major recommendations being to have the plan for the fiscal year rather than the calendar year to better align with the Municipality's operations. The plan is still a draft, and the Committee may request changes, and John will bring the revisions back to the November CAC meeting.

The Committee discussed items within the workplan and additional considerations. Flooding, stormwater management, and the new threat of drought are key issues the region is facing. Members discussed the goal of "increasing resiliency throughout WHRM to climate change induced risks", where it was noted that the Municipality is considering access points to dry hydrants for water haulers in rural areas, which may also expand access to water sources for firefighting. Public Works is undergoing an Integrated Resource Plan, and it was noted that there are climate change adaptations and other related work being done throughout Municipal operations that may not be specifically noted in the CAC work plan. Other departments, such as Public Works and Planning & Development, have overlapping work in these areas. Planning & Development is undergoing a plan review to update and consolidate the planning documents, and climate adaptation will be worked into the new policies. Discussions around these issues are ongoing, and so the plan will be constantly adjusted.

John will take the feedback from the Committee and return with a revised report in November. He also noted he will continue work with all Municipal departments to integrate climate change actions into daily operations.

5.0 Business Arising from the Minutes

5.1 Update: Amended CAC Terms of Reference (John Ogilvie)

The amended Terms of Reference was approved by Council in May and is now posted on the Municipal website.

5.2 Update: Flood Risk Infrastructure and Investment Program Application (John Ogilvie)

John applied to the Flood Risk Infrastructure and Investment Program (FRIIP) through the Province to assist with funding for the Home Flood Protection Pilot Program. This application was unsuccessful. However, John shared that Public Works successfully received funding from FRIIP for the Cole Drive stormwater projects.

5.3 Update: Home Flood Protection Pilot Program (John Ogilvie)

Participants received their flood risk assessment reports in August. Currently, the participating homeowners are gathering quotes from contractors and John is preparing quote summaries for the CAO's approval, following which Financial Services will distribute participants' first allocation of funding.

5.4 Update: Zero Emissions Transportation Feasibility Study (John Ogilvie)

John brought a Request for Proposals (RFP) Award Recommendation report to the Committee of the Whole meeting on September 9 to recommend WSP Canada as the successful proponent. Council will make their final decision on September 23, after which staff will issue the award letter to the successful proponent, and the study can begin.

6.0 Roundtable Discussion

CAO Phillips asked if calculating the Municipality's greenhouse gas (GHG) footprint included both Municipally and Community-lead projects, offering a solar installation by Kings Edgehill School as an example. John replied that both corporate and community emissions were included in the baseline inventory and efforts directly completed by the Municipality, in addition to those completed by other organizations, contribute to the target reduction of 45%. As an example, John described that the Municipality is only responsible for 1% of the corporate emissions reduction goal, due to the impacts that increased fuel efficiency and Nova Scotia Power's efforts to green the electrical grid will have on existing Municipal emissions. CAO Phillips suggested a pie chart or other visual model to share with the public.

Acting Director Fougere gave an update on windfarm applications. Bear Lake is going for Public Hearing and final approval at Council on September 23. The Benjamins Mill wind project is starting Phase 2 of their project which is comprised of three (3) turbines. She said there have been a lot of inquiries about community solar programs and staff are working on related policies for the plan review. She expects to see applications come forward soon.

Director Richard shared that the Municipality has applied to Coastal Action for an installation of a rain garden at the Windsor Library (195 Albert Street). Director Richard and John had a meeting with Carmicheal, their standing offer consultant, related to the Public Works and Community Development Operations building. Due to budget and operational changes, the Municipality is investigating a new heating system for the existing building. Carmicheal suggested biomass for heating the facility, as it is a system that can be expanded easily, is heavily promoted by the Province, and is considered carbon neutral. The capital cost is high, but the operating cost is low. The consultant is currently doing the life cycle analysis.

Director Rochon shared that she has received a lot of positive feedback on the electric vehicle charging stations.

Councillor Ivey asked if the Committee could get an overview of the Municipally owned EV charger uptake, and if this is calculated into the emissions reductions. John replied that he intends to bring a report on this back to the Committee in November, as well as an update on the PACE program. He confirmed that the emission reductions achieved through these chargers is counted toward Municipal reductions.

7.0 Public Comments

The public is encouraged to attend the meeting or contact staff directly with any questions or comments. There were no members of the public present at this time.

8.0 Next Meeting Date

The next meeting is scheduled for November 12, 2025. The Committee and the public will be notified if there are any changes.

John let the Committee know there will be a Grand Opening for the EV Fast Charging stations at the Sports Complex on Friday (September 12) from 1:00pm-2:00pm. It will be a public event.

CAO Phillips mentioned the electric bicycles (e-bikes). John explained that the Municipality has three (3) e-bikes that staff can use to travel between facilities. The Community Development Department is working to identify a community-based e-bike option in Windsor. This will be integrated into the Zero Emissions Transportation Feasibility Study. CAO Phillips said that the Municipality is trying to lead by example, and these e-bikes are a part of that. The Crossing is viewed as a good pilot community for the e-bikes. Deputy Mayor Francis suggested sharing pictures and videos on the Municipal Facebook pages to promote it. Councillor Ivey felt this would be a good tourism opportunity as well.

9.0 Adjournment

With no further business, the meeting adjourned at 11:46am.