

**WEST HANTS REGIONAL MUNICIPALITY**  
**Committee of the Whole - Meeting Agenda **AMENDED April 14, 2023****  
**April 11, 2023 - 6:00 p.m.**  
**(also held via virtual via Zoom and Facebook livestreamed)**



1. Call to Order
2. Attendance
3. Approval of the Agenda, including additions or deletions
  - a) Dashboard Action Items – Information Log  
Dashboard Action Items – Dangerous or Unsightly Premises
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
  - a) 2023-03-14 Committee of the Whole Minutes
7. Presentations - None
8. Unfinished Business/Postponed Motions
  - a) Invasive Plant Species Recommendation Report – Director Kehoe
  - b) Windsor Parking Regulations and Enforcement Information Report - Manager Burgess, By-Law Officers Parker and Levy
9. Reports
  - a) CAO Activity Update - Information Report
  - b) Financial Update Ending February 28, 2023 – Acting Director Gibson
10. Correspondence
  - a) Information
    1. Avon Causeway Activity Log as of April 7, 2023
    2. Correspondence Received Ledger as of April 7, 2023
      - a) 2023-03-28 KMK to West Hants Municipality Mayor and Council request to meet and discuss the Avon River and Windsor Waterfront Area.
      - b) 2023-03-29 Markus Kehoe Re Expression of appreciation.
      - c) 2023-03-30 Communities in Bloom Re Invitation to participate.
      - d) 2023-03-30 David Simpson Re Rails to Trails to Windsor
      - e) 2023-03-30 Mark Kehoe Re Permit D2023-019 Pisiquid Canoe Club Day Camps - Not Valid

- f) 2023-03-30 Minister Lohr (DMA) Re Sustainability Services Growth Fund (SSGF)
    - g) 2023-04-03 Response from Hon. Masland Re Intersection Lighting
    - h) 2023-04-04 Windsor Township Business District Letter Re Lake Pisiquid
    - i) 2023-04-11 Heather Lake Re Cogmagun and Beaver Pond Petition
  - 3. Fort Edward Municipal Lands Activity Log as of April 7<sup>th</sup>, 2023
  - 4. Storm Wastewater Activity Log as of April 7<sup>th</sup>, 2023
    - a. Requests
      - i. 2023-03-30 Chantelle Hill Re Proclamation of Parental Alienation Bubbles of Love Day April 25, 2023
      - ii. 2023-04-04 Brenda Shiers Chair West Hants Uniacke Community Health Board Request for Funding Support
      - iii. 2023-04-06 Poplar Grove Community Hall Re Request for Funding
    - b. Out-going Correspondence Ledger as of April 7<sup>th</sup>, 2023
- 11. New Business
  - a) Gerrish Street/ Water Street Traffic Concerns Recommendation Report– Mayor Zebain
  - b) Local Bus Service Recommendation Report – Mayor Zebian
  - c) Sidewalk extension from Wentworth Road to Rink Request for Decision – Councillor Bob Morton
  - ~~d) Underwood/Edward Gate – Electronic System Request for Decision Report – Councillor Bob Morton~~
  - e) Community Beautification Recommendation Report – Director Kehoe
- 12. Public Participation Period
- 13. In-Camera
  - a) 2023-03- 14 Committee of the Whole In-Camera Meeting Minutes
  - b) MGA 22(2)(a) Land Matter
  - c) MGA 22(2)(a) Land Matter
- 14. Next Meeting Date / Adjournment – April 12<sup>th</sup> Special Committee of the Whole Budget Meeting at 6 p.m.



1. Call to Order – Deputy Mayor Paul Morton (Chair) called the meeting to order at 6:00 p.m.

2. Attendance  
Council

Abraham Zebian, Mayor  
Rupert Jannasch, Councillor Dist. 1  
Scott McLean, Councillor Dist. 2  
Mark McLean, Councillor Dist. 3  
Jeff Hartt, Councillor Dist. 4  
Debbie Francis, Councillor Dist. 5 (ZOOM)

Paul Morton, Deputy Mayor Dist. 8  
Bob Morton, Councillor Dist. 6  
Laurie Murley, Councillor Dist. 10  
John Smith, Councillor Dist. 9  
Jim Ivey, Councillor Dist. 11

Regrets

Ed Sherman, Councillor Dist. 7

Staff

Mark Phillips, CAO  
Diana Gibson, Acting Director of Financial Services  
Todd Richard, Dir. Public Works

Deanna Snair, Exec. Asst/ Clerk  
Troy Burgess, Manager of Public Works and Traffic Authority  
Shawn Levy, By-Law Officer (ZOOM)

Regrets

Shelleena Thornton, Municipal Operations Supervisor  
Sara Poirier, Dir. Planning and Development  
Kathy Kehoe, Dir. Community Development

Presenters/Public

One (1) member in the gallery

3. Approval of the Agenda, including additions or deletions (6:01 p.m.)
  - a) Dashboard Action Items – Information Log  
Dashboard – Dangerous or Unsightly Premises – Information log

Discussion Points:

- Concern was raised on the Dashboard (the RFP associated with the W.B. Stephens building was noted to be an In-camera discussion). The RFP itself was not an In-camera discussion, this item would be discussed in the public forum. There was a matter associated with one of the buildings (potential sale of property) that Council may want to discuss In-camera.
- Added MGA 22(2)(a) Land Matter to Item 13 (c) In-Camera

- Removed item 11(d) Underwood/Edward Gate – Electronic Gate System Request. This item would return at another time.

**MOVED BY COUNCILLOR IVEY AND MAYOR ZEBIAN THAT MGA 22(2)A LAND MATTER BE ADDED TO THE AGENDA UNDER IN-CAMERA . MOTION CARRIED**

**MOVED BY COUNCILLORS B. MOTON AND SMITH THAT THE 2023-04-11 COMMITTEE OF THE WHOLE AGENDA BE APPROVED AS AMENDED. MOTION CARRIED**

Voting occurred by a show of hands.

4. Declaration(s) of Conflict of Interest (6:04 p.m.) - None
5. Announcements (6:04 p.m.)
  - Deputy Mayor P. Morton acknowledged that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People and that this land is governed by the treaties of Peace and Friendship signed in 1726.

6. Approval of Previous Meeting Minutes (6:04 p.m.)

a) 2023-03-14 Committee of the Whole Minutes

Discussion Points:

- Clarity was requested pertaining to minutes regarding the Hantsport Fire Station and the Kings County cost share. The Kings County portion/amount was a known amount/value that was anticipated.
- As a result of a change in the Canada Community Building Fund (CCBF) the eligible projects list was expanded to include construction of new Fire Station constructions. \$1 million dollars (part of the 2022/23 budget approval) was funded through the CCBF to support the Hantsport Fire Station construction.

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR SMITH THAT THE 2023-03-14 COMMITTEE OF THE WHOLE MEETING MINUTES BE APPROVED. MOTION CARRIED Nays: Hartt**

7. Presentations - None
8. Unfinished Business/Postponed Motions
  - a) Invasive Plant Species Recommendation Report (6:09 p.m.)

CAO Phillips reviewed the recommendation report The intent of the report focused on noxious weeds and creating a municipal approach through education and information sharing to implement corrective measures.

Discussion Points:

- Director Kehoe to provide clarity on the guides referenced in the report.

- The recommendation also captures a need for ongoing costs. Through further discussions during the budget process, Council will determine the financial commitment.

**MOVED BY COUNCILLORS IVEY AND MURLEY THAT COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL THAT STAFF ENGAGE THE NOVA SCOTIA INVASIVE SPECIES COUNCIL TO SUPPORT ESTABLISHING A PLAN FOR ADDRESSING INVASIVE PLANT SPECIES WITHIN THE WEST HANTS REGIONAL MUNICIPALITY AS OUTLINED AT A COST OF \$12,828 NET HST INCLUDED TO BE FUNDED THROUGH THE WEST HANTS REGIONAL OPERATING RESERVES.**

**AND FURTHER RECOMMEND THAT FUNDS BE ALLOCATED ANNUALLY IN FUTURE OPERATING BUDGETS TO SUPPORT ONGOING EDUCATION TO THE COMMUNITY REGARDING INVASIVE SPECIES AND MANAGEMENT PRACTICES OF INVASIVE SPECIES WITHIN OUR CAPACITY ON MUNICIPAL LANDS. MOTION CARRIED**

Deputy Mayor P. Morton advised residents that the sod at the Hantsport cemetery was being turned over as a result of raccoons looking for grubs. The corrective program takes 5 years to see results. Contact Deputy Mayor P. Morton for further information.

b) Windsor Parking Regulations and Enforcement Information Report (6:14 p.m.)  
 Manager Burgess and Officer Levy reviewed the information report related to parking and enforcement in the downtown Windsor area. Information pertaining to the number of parking spaces available (including accessible parking) at key times during the day was presented.

Discussion Points:

- The Windsor Township was consulted, they had no concerns with parking or enforcement. Individual merchants were not consulted.
- The 30-minute parking restrictions on the West side of King Street from Cobbett Street to Water Street were removed resulting in the addition of 5 all-day parking spaces.
- The 3-hour parking limits on Upper Water Street were removed, resulting in the addition of 8-10 all-day parking spaces.
- Observations were made that employees of merchants were utilizing parking spaces directly outside their businesses and would swap out parking spaces once the permitted parking time lapsed.
- The survey/graph indicated there was capacity for parking in the downtown core.
- No WHRM By-Law exists regarding parking enforcement or fines, there may be value in exploring this. The current fine amounts used do not align with the Motor Vehicle Act, it was thought that the former Town of Windsor set the fine amount.
- Requested clarity at the next Council meeting on how the \$15 fine amount was established.

9. Reports

a) CAO's Report (6:26 p.m.)

CAO Phillips provided highlights.

Discussion Points:

- Attended various meetings and training (Council, Diverse and Inclusive Communities Committee, PAC/HAC, Fire Chief's, Operational mtgs related to various Community Development projects and facilities, Budget Planning mtgs with RCMP, AVON Region AT Plan mtg, Gordon Hughes Tennis Club mtg.
- Work (registering the lands) continues with the sale of previously identified WHRM surplus lands. Some parcels should be rezoned to ensure the best value is achieved. Rezoning approval will be sought once the list of properties has been completed.
- Jonathon Fowler has been engaged to lead the execution of the Phase 2 Archeological assessment of the Fort Edward Municipal lands.
- Attended the Former Mantua to Stanley Rail line meeting on March 21<sup>st</sup> at the Brooklyn Civic Centre with the general public and adjacent property owners to the former rail line.
- Attended the VREN Agri-Tech Session hosted by the VREN at Acadia University on March 29<sup>th</sup>. Representatives from the farming, university, agri-tech, government, and business community were present.
- Ongoing departmental meetings regarding 2023/24 draft operating and capital budgets continue with meeting dates scheduled for April 12, 17, 18, 19, and 20<sup>th</sup>.

b) Financial Update – Information Report (6:30 p.m.)

Acting Director Gibson presented the financial update for 2022-23 Operating Budget ending on February 28, 2023.

Discussion Points:

- The increase in revenue was a result of the continued deed transfer tax growth.
- A new Sustainable Services Growth Fund grant was received from the province amounting to just over \$1 million dollars. This has no impact on yearend numbers but creates capacity for projects in 2023 through to the end of 2025 (Accessibility, AT and anything that supports the province's growing population). More information will follow, and the terms and conditions will be shared with Council.
- Savings seen in Planning and Recreation were in percentages vs dollar amounts.
- Due to time constraints the Capital Financial report and Fundraising amount report were not available. These will be provided at the May Committee of the Whole meeting.

10. Correspondence (6:35 p.m.)

a) Information

1. Avon Causeway Activity Log received as of April 7<sup>th</sup>, 2023 – None

2. Current Correspondence Received Log as of April 7<sup>th</sup>, 2023.
  - a) March 28, 2023 from KMK Re: Request to meet and Discuss the Avon River and Windsor Waterfront Area.
  - b) March 29, 2023 from Markus Kehoe Re: Expression of appreciation.
  - c) March 30, 2023 from Communities in Bloom Re: Invitation to participate.
  - d) March 30, 2023 from David Simpson Re: Rails to Trails to Windsor.
  - e) March 30, 2023 from Mark Kehoe Re: Permit D2023-019 Pisiqid Canoe Club Day Camps – Not Valid.
  - f) March 30, 2023 from Minister Lohr (DMA) Re: Sustainable Growth Fund (SSGF) .
  - g) April 3, 2023 from Minister Masland Re: Response to correspondence sent re: Intersection Lighting.
  - h) April 4, 2023 from Windsor Township Business District Re: Lake Pisiqid
  - i) April 11, 2023 from Heather Lake Re Cogmagun and Beaver Pond Petition

Discussion Points:

- Mayor Zebian confirmed that the Municipality has reached out and are working with KMK to set a date for a meeting that works with both Councils.
- Councillor Ivey provided notice of motion relating to the definition of Community Centre. The notice being put forward at the next council meeting would be “ an amendment to the definition of Community Centre to align it with the definition that was presented to the planning committee a year ago (January) but was revised when presented to Committee of the Whole and Council one or two months later”.

Councillor S. McLean reviewed the correspondence and petition received from the residents of the Cogmagun and Beaver Pond area related to the poor condition of their roads and safety concerns related to this.

Discussion Points:

- Due to the road conditions a friendly amendment was made to change the word “repaving” with “reconstructed”. Both the MOVER and SECONDER were in agreement.

**MOVED BY COUNCILLORS S. MCLEAN AND M. MCLEAN THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL WRITE A LETTER OF SUPPORT FOR RECONSTRUCTION OF THE COGMAGUN AND BEAVERPOND ROAD IN THE CONSTRUCTION YEAR 2023 TO WEST HANTS MLA, DEPARTMENT OF PUBLIC WORKS MINISTER AND AREA MANAGER, DISTRICT DIRECTOR AND THE PREMIER OF NOVA SCOTIA. MOTION CARRIED**

Clarity was provided on why some correspondence (received prior to the April 11<sup>th</sup> correspondence from residents of Cogmagun and Beaverpond). The clerk advised the correspondence was added and only removed when an email was received advising (the

person who originally sent the correspondence) that it would be added to the April 25<sup>th</sup> Council meeting. An email was received specifically requesting that the April 11<sup>th</sup> correspondence from the residents of Cogmagun and Beaverpond Road be added to this agenda. There was value in having consistency in addressing correspondence, it was preferred to see the two (2) pieces of correspondence (Zwicker Lake Core Committee and Trudy Flynn Re Light up Municipal office Purple for May 12 Fibromyalgia Awareness Day) added to this agenda. By not adding the items, discussions on these matters have been delayed by another two (2) weeks.

3. Fort Edward Activity Log as of April 7<sup>th</sup>, 2023 - None

4. Storm Wastewater Activity Log - None

b) Requests (6:41 p.m.)

i. March 30, 2023 Chantelle Hill Re: Proclamation of Parental Alienation Bubbles of Love Day April 25, 2023.

ii. April 4, 2023 from Brenda Shiers, Chair of the West Hants Uniacke Community Health Board Request for Funding Support.

iii. April 6, 2023 from Poplar Grove Community Hall Request for Funding Support

Councillor S. McLean reviewed the correspondence received from the Poplar Grove Hall regarding a request for funding support to make repairs to their hall.

Discussion Points:

- Confirmation was provided that the Hall had applied for a WHRM grant.
- Acting Director Gibson confirmed the Canada Community Building Fund had capacity.

**MOVED BY COUNCILLORS S. MCLEAN AND M. MCLEAN THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE \$4,000 IN EMERGENCY FUNDING TO BE TAKEN FROM THE WEST HANTS CANADA COMMUNITY BUILDING FUND (CCBF) IN ORDER TO COMPLETE REPAIRS TO THE POPLAR GROVE HALL. MOTION CARRIED**

c) Out-going as of April 7<sup>th</sup>, 2023 - None

11. New Business

a) Gerrish Street/Water Street Traffic Concerns (6:45 p.m.)

Mayor Zebian presented the recommendation report pertaining to concerns at the intersection of Gerrish and Water Street. As the region grows and the downtown core gets busier, safety concerns increase due to limited visibility as a result of parking along Water Street.

Discussion Points:

- Attempts to make right turns at the bottom of Gerrish St. (enter onto Water St.) continue to be made despite it not being an option.

- There was value in exploring safer options, the example provided was those attempting to exit the private parking lot (vicinity of School House Brewery), individual's motion for others to proceed resulting in a lack of focus on their own driving and creating another hazard.

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR MURLEY THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECT STAFF TO PREPARE A REPORT ON OPTIONS TO MAKE THE INTERSECTION OF GERRISH AND WATER STREET SAFER. MOTION CARRIED**

Councillor Francis left the meeting at 6:49 p.m. and did not return for the remainder of the meeting.

b) Local Bus Service (6:48 p.m.)

Mayor Zebian presented the recommendation report highlighting that while Council awaits follow up from the Community Health Board on transit information there was value in Council exploring what a local bus service for the area looks like. Transportation was not a localized problem, individuals from all demographics and districts were struggling. Despite the services available (Dial-A-Ride), gaps still existed.

Discussion Points:

- Federal and Provincial grants were available to leverage funding (more geared towards Capital purchases vs funding research studies).
- Value in exploring a feasibility study (demand and capacity research). Research would include previous studies done (by other municipalities or Countries), capture information such as problems encountered, how they were overcome and minimum standards to achieve the system being sustainable.
- Look at how this service could/would align (schedules, other bus connections, wait times, etc.) with access to other services provided within the region.
- Start on a smaller scale and grow with the needs (vans vs large buses).
- Research could be shared with the Health Board to help move their project along.
- CAO was invited to attend a meeting with neighboring municipalities and the Province scheduled for April 20<sup>th</sup>, 2023 with the newly appointed Joint Regional Transportation Agency, (organization working to create a transportation plan for Halifax Regional Municipality and surrounding areas), it appeared that West Hants was captured as an area surrounding HRM and may benefit from these discussions.

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR MURLEY THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECT STAFF TO PREPARE A REPORT ON THE POSSIBILITY OF CREATING A LOCAL BUS SERVICE OPERATED BY WEST HANTS REGIONAL MUNICIPALITY INCLUDING COST ESTIMATES, POSSIBLE ROUTES, RUN TIMES, LOOKING AT PAST EXAMPLES TO ADDRESS ANY ISSUES FROM OTHER EXAMPLES**

**THAT HAVE ROLLED OUT THIS SIMILAR TYPE OF PROJECT OUT WITH THE ULTIMATE GOAL OF MAKING IT A SUSTAINABLE SERVICE. MOTION CARRIED**

c) Sidewalk Extension from Wentworth Road to the WH Sports Complex (7:00 p.m.)  
Councillor B. Morton presented the decision request report highlighting that access to the The West Hants Sports Complex can be challenging to access with no existing sidewalk to utilize. The addition of a sidewalk would eliminate a barrier and create improved accessibility for all.

Discussion Points:

- There was value in encompassing a broader/larger area and having a sidewalk strategy/plan to address issues with sidewalks associated with older streets/roads.

MOVED BY COUNCILLOR B. MORTON AND MURLEY THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECT STAFF TO PREPARE A REPORT ON WHAT IS REQUIRED TO EXTEND THE SIDEWALK FROM WENTWORTH ROAD TO WH SPORTS COMPLEX.

Discussion Points:

- Large trucks travel through that area (to the Lagoon) resulting in increased safety concerns.
- Adults and youth also navigate the side of the road to get to work at New Boundaries, there was value in requesting staff also explore extending the sidewalk to the end of the block (the intersection of Wentworth and Tregothic).

**MOVED BY COUNCILLORS IVEY AND MURLEY TO AMEND THE MOTION TO INCLUDE AND AS A SECOND STEP TO INCLUDE EXTENDING THE SIDEWALK TO THE END OF THE BLOCK (INTERSECTION OF WENTWORTH AND TREGOTHIC). MOTION CARRIED**

Full motion as amended:

**MOVED BY COUNCILLOR B. MORTON AND MURLEY THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECT STAFF TO PREPARE A REPORT ON WHAT IS REQUIRED TO EXTEND THE SIDEWALK FROM WENTWORTH ROAD TO WH SPORTS COMPLEX AND AS A SECOND STEP TO INCLUDE EXTENDING THE SIDEWALK TO THE END OF THE BLOCK (INTERSECTION OF WENTWORTH AND TREGOTHIC). MOTION CARRIED**

d) Underwood/Edward Gate - Electronic System Request for Decision Report – Item was removed from the agenda.

e) Community Beautification (7:08 p.m.)

CAO Phillips presented the recommendation report noting that the Community Beautification Plan's goal was to create welcoming spaces that attracted residents and visitors to areas in the region, while improving quality of life and promoting pedestrian activity and areas for people to gather, celebrate and spend leisure time.

Discussion Points:

- Project pertained to local signage (community entrances and branded the same as it relates to size and scale), highway signage was a separate project.
- The West Hants brand and brand manual would be followed as directed (fonts, colours, etc.).
- The scope of the project will include signage that alerts individuals they have arrived at a park, landscaping (including flowers, tall grasses).
- There was value in the consultant's exploring considerations for bird life in specific areas within the region.

**MOVED BY COUNCILLORS JANNASCH AND MAYOR ZEBIAN THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL APPROVE THE AWARD OF TENDER WHCD23-04 REQUEST FOR CONSULTING SERVICES FOR THE WEST HANTS REGIONAL MUNICIPALITY COMMUNITY BEAUTIFICATION PLAN CONTRACT TO WSP CANADA INC. FOR THE TENDERED PRICE OF \$56,425 PLUS HST. MOTION CARRIED**

12. Public Participation Period (7:14 p.m.)

There were upwards of 20 viewers online with several comments related to Parking Regulations and Enforcement, Invasive species and a local bus service to help reduce greenhouse gas emissions.

13. In-Camera

- a) 2023-03-14 Committee of the Whole In-Camera Minutes
- b) MGA 22(2)(a) Land Matter
- c) MGA 22(2)(a) Land Matter

**MOVED BY COUNCILLOR MURLEY AND MAYOR ZEBIAN THAT THE MEETING MOVE IN-CAMERA AT 7:15 P.M. MOTION CARRIED**

14. Next Meeting Date / Adjournment – Next regular meeting will be April 12, 2023 Special Committee of the Whole Budget meeting, at 6 p.m.

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Mayor Abraham Zebian

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Deanna Snair, Municipal Clerk