

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda Amended
December 5th, 2023 - 6:00 p.m.
In-person Sanford Council Chambers, 76 Morison Dr, Windsor, NS
Virtual via Zoom (also FB 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
 - a) Dashboard Action Items – Information Log
 - b) Dashboard Action Items – Dangerous or Unsightly Premises
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
 - a) 2023-11-14 Committee of the Whole Minutes
 - b) **Municipal Owned Lands and Buildings (Surplus) – Development Officer Burns**
7. Presentations
 - a. **Stormwater Management Plan – Aaron Bailey, CBCL and Director Richard**
8. Unfinished Business/Postponed Motions
 - ~~a) **Municipal Owned Lands and Buildings (Surplus) – Development Officer Burns**~~
 - b) Water Utility Request for 3 Year Actuals Information Report – Director Rochon
 - c) Water and Sewer Consolidation – Director Rochon
9. Reports
 - a. CAO Activity Update - Information Report
 - b. Financial Update Ending November 30, 2023 - Director Rochon
10. Correspondence
 - a. Information
 1. Avon Causeway Activity Log as of December 5th, 2023 - None
 2. Correspondence Received Ledger as of December 5th, 2023
 - a) Kelsey McNeil Re Bear Lake Wind Information - Tax Memo & Community Benefits
 - b) Kody Blois to the Premier Re Marshlands (WHRM copied)

- b. Request(s)
 - i. Support for a Motion of Council for a Cease Fire
 - 1. Lubna Jamshaid Re Support Ceasefire in Gaza!
 - 2. Jill Pasquet Re Cease Fire
 - 3. Shawkat Ali Re Support for Ceasefire in Palestine
 - 4. Youseff Rafih Re Ceasefire Now! Not Pause
 - 5. Ahmed Nassrat Re Motion for Peace
 - 6. Andrew Zebian Re Call For Ceasefire
 - 7. Jennifer Crawford Re West Hants call for ceasefire in Gaza
 - 8. Elizabeth Tuck Re In Support of a Ceasefire
 - 9. Frank Bezanson Re A call for a permanent ceasefire
 - 10. Mohammed Barrah Re Urgent Letter to Mayor Zebian and WHRM Council
 - ii. Amanda Dunfield Re 2023.11.30 Stormwater Discussions Formal Request for Presentation Materials
 - c. Out-going Correspondence Ledger as of December 5th, 2023
 - i. 2023-11-30 Minister Masland Re Smiley's Provincial Park
11. New Business
- a) Performance Review Committee – Councillor Ivey
 - b) Consulting Services & Writing Fire Apparatus RFPs Quote – Supervisor Thornton
12. Public Participation Period
13. In-Camera
14. Next Meeting Date / Adjournment – December 12th Council Meeting at 6 p.m.

1. **Call to Order** – Deputy Mayor Paul Morton 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 (ZOOM)

Jeff Hartt, Councillor Dist. 4

Debbie Francis, Councillor Dist. 5

Paul Morton, Deputy Mayor Dist. 8

Bob Morton, Councillor Dist. 6

Ed Sherman, Councillor Dist. 7

John Smith, Councillor Dist. 9

Laurie Murley, Councillor Dist. 10

Jim Ivey, Councillor Dist. 11

Staff

Mark Phillips, CAO

Carlie Rochon, Dir. Financial Services

Todd Richard, Dir. Public Works

Deanna Snair, Exec. Asst/ Clerk

Shelleena Thornton, Municipal Operations Supervisor

Regrets:

Sara Poirier, Dir. Planning and Development Kathy Kehoe, Dir. Community Dev.

Presenters

Aaron Bailey, CBCL

Randell Davidson, WFD Incoming Fire Chief

12 Gallery members

3. **Approval of the Agenda, including additions or deletions (6:02 p.m.)**

Voting for these items occurred by a show of hands.

Consensus was to move Item 8(a) was moved up to item 6(b) on the agenda.

Discussion Points:

No new information related to the Judicial review has been received. A decision was expected to be made by the end of this year.

a) Dashboard Action Items – Information Log

Dashboard – Dangerous or Unsightly Premises – Information log

**MOVED BY COUNCILLORS FRANCIS AND SHERMAN THAT THE
2023-12-05 COMMITTEE OF THE WHOLE AGENDA BE APPROVED.
MOTION CARRIED**

4. **Declaration(s) of Conflict of Interest (6:02 p.m.) - None**

5. **Announcements (6:02 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.

Festoon scheduled for this coming Thursday in Hantsport.
Congratulations extended to the Hants County Christmas Angels, they successfully raised \$81,000.

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

a) 2023-11-14 Committee of the Whole Minutes

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR FRANCIS THAT THE
2023-11-14 COMMITTEE OF THE WHOLE MINUTES BE APPROVED.
MOTION CARRIED**

b) Municipal Owned Lands and Buildings (Surplus) (6:05 p.m.)

Development Officer Burns reviewed the information report highlighting the 221 municipally owned properties and buildings, including the 18 properties deemed surplus in 2021.

Discussion Points:

- The property in Falmouth (near Halewood Drive) was a single property with a small sliver that provided driveway access off of Halewood. There was another property located north of this property as well. If supported the space could be used to connect neighbourhoods as the population grows.
- The former Municipality of the District of West Hants Parks and Open Space plan (2016-2026) spoke of different trailways and connections within the municipality including Halewood Drive and included more in-depth information. Each year the plan is reviewed to look at connections that may be possible.
- Road or Right of Way parcels (PID 45363249) were omitted from the list as they were not suitable for development.
- The property on the 215 (PID 45154861) has not been deemed surplus, it was included as it was a Municipally owned property.
- Concern was raised that residents were unaware of these municipal spaces in their backyards that could be used as green spaces. If supported, Council could direct staff to advertise the properties to increase awareness to communities.
- Through the current process/policy Council were looking at all the listed properties (some were able to be built on, others did not meet building lot requirements) scattered throughout the municipality, with the recognition that there was no intention to create a park or usable space. There was value in Council looking at these parcels in more detail moving forward and/or updating current policies.

7. Presentations

a) Stormwater Management Report/Presentation (6:17 p.m.)

Aaron Bailey from CBCL reviewed the “draft” presentation on the Stormwater Study for the former Town of Windsor including pictures from the July 2021 flood event in which various areas in Windsor experienced flooding (downtown area, Stannus and Gary Street areas, Exhibition grounds).

The report looked at how the current system worked, what worked and didn’t work in terms of improvements and performance within Windsor and the Tregothic Marsh. The Martock Marsh was

not considered in the study. A gap analysis was done to determine what information was needed to complete the study and develop additional models to represent the system., along with additional investigations into depths, sizes and slopes of pipes to create a model that best represented the system. Flow meters were added to the system to gather flow rates and compared them to theoretic flows to establish a base line flow condition in the system to start to create a flow analysis and model, which took approximately 6-8 months to complete.

The next steps were defining the storms that would be used to evaluate the system and confirm performance levels or upgrades were needed to meet current and future storms.

The downtown Windsor system was designed to accommodate the 1:5-year storms, the system would not handle any storms above this (the stormwater system would surcharge). Based on modeling calibration (July 27, 2021 event compared to the 1:5 year storm event), flooding occurred in the same general areas. Their modeling showed there was concern as the system was not able to meet the 1:5 year storm requirements. The same comparison was done for Tregothic Marsh area (using 1:10 year and 1:100-year storm), resulting in a similar flooding pattern but in the 100-year storm flooding was deeper and more widely spread.

Mr. Bailey reviewed the areas that were experiencing flooding. King Street flooding was a result of an undersized pipe. Gray Street area pipes were at capacity, resulting in flooding in local neighbourhoods. The pipe near Stannus Street was at capacity, resulting in stormwater not being able to get into the system or exiting the system in other areas. In addition, the Cunnable Creek pipe did not have a constant grade, some areas of the pipe were higher in some locations.

Tregotic Marsh area had areas that were less developed, resulting in the ability to store additional water. This area was flat and caused water to spread out more. Due to tidal influence, the Tregothic creek area flooded as there was no other course for water to get out. Other contributing factors that influenced flooding were ditch grades, sediment filled ditches and undersized culverts.

Options were reviewed for both the downtown Windsor area. Three (3) options were considered for Windsor (a complete system replacement with separated sewer and based on the public consultations what could be done immediately to address flooding and provide short term solutions that would provide some relief to the areas). The Tregothic Creek option was to upsize culverts and install storm pipes in the Exhibition grounds area.

Windsor-Downtown area options:

Option 1 was to relocate flows away from Cunnabel Creek. Take all the flow out of that area and build a separate stormwater trunk that would discharge all the water from downtown. Cunnabel Creek would be left to relay sewer only.

Option 2 was to upgrade Cunnable Creek pipe “as is” and deal with constructability issues as best can be, as it was a hard place to replace the pipes (property line restrictions, neighbouring homes and structures). Albert Street would continue as it currently does now.

Option 3 was to twin Cunnabel Creek, taking some of the flow out and putting it more into Albert Street.

Short to medium term solutions/options included:

1. Take the purple area on the map (in the presentation) separate it (all the water coming into Cunnabel Creek was removed) and divert it into the lands behind Sobeys. Gets the water away from the problem area.
2. Look at lowering the overflow that flows into the pump station so water can leave the system sooner, in addition to adding larger pumps that would pump the water to the sewage plant and treat it there.
3. Install a separate sewer on Stannus Street that would take the sewer and stormwater directly into the 1500 Trunk sewer that runs along the Avon in an attempt to collect the water and get it off the street.
4. Install a new pump station near one of the parks on Stannus Street and collect all the water coming in and then pump it to the sewage plant.
5. The fifth option discussed at the community meeting was to put in stormwater catch basins in the area and direct it behind King Street.

The first two (2) options had little impact on the area. Separating the sewer upstream from Stannus decreased the water level; however, once any water hit the Stannus system it would surcharge onto the ground. Installing a pump station (that would pump the water away) showed some benefits.

Separating Stannus Street and sending it to the Trunk sewer showed that flooding still occurred; however, it was less, and the system would still have capacity. This would not solve the problem, but it would provide some relief. In order to solve the problem, the system would need to be separated further upstream.

Diverting the water behind King Street provided some benefits; however, the park area and area where not many houses were located would see the most benefits from this. Storm and sewer would need to be separated (purple area on the map) before it could be diverted behind Sobeys. This would likely transfer the problem from one area (Stannus Street) to another area (King Street) and the combined sewer and stormwater would also have to be separated prior to diversion.

Within the Tregohic Marsh area, it was recommended that several (approximately 22) culverts be upsized to allow increased water flow, as well as a new storm system to collect surface water. These options provided the best relief for the area. Concern was raised that the modeling and mapping did not capture areas within Tremaine Crescent (both ends) that have experienced flooding. There was value in not losing sight of this.

Mr. Bailey reviewed the cost evaluation for each option. Long-term options (1,2 and 3) ranged from \$140 - \$155,000,000. Short term options (1,2,3 and 4) ranged from \$25 - \$45,000,000. Culvert replacements were approximately \$12,000,000 and storm pipe replacement was estimated to be \$6,000,000.

Discussions at the community meetings included opportunities for improvements on private properties. Some cities (Fredericton and Toronto) offer programs at varied levels where a third party assesses the private property (flood proofing, back flow prevention) to confirm if the property complies with standards and if not, what upgrades are required to bring the property

into compliance and provide a cost estimate of the work. Applications would be submitted for approval and to determine funding or grants available to property owners.

Next steps would be to finalize the report (7-10 days), narrow down how Council would like to proceed to look at solving some of the issues, develop a budget for the work needing to be done, explore engineering and then explore funding opportunities and partnerships.

Discussion Points:

- The report had a lot of new information (costing) and required time to process. There was concern around the time required to finalize the report and the holiday season. A question was raised about what could be done immediately to provide relief to residents in these areas. Due to costs, Mr. Bailey advised that he felt nothing could be done immediately.
- Of all the options provided, option 3 (install a separate sewer on Stannus) and option 4 (new pump station)) would provide the quickest and most relief; however, both options would require a lot of infrastructure be built before any benefits would be seen and was not a quick process.
- Several options were considered for Tregothic Creek (a retention pond, removing the top of the watershed from the system and diverting it down to a new water course, etc.); however, they provided little benefit due to the land being flat and no natural drainage. For water to flow there needs to be sloped grade in the land.
- The “new” pump station would be in the Stannus Street area and have a force main to get combined sewer to the new sewage treatment plant (which was designed to treat combined sewage and has lots of capacity). The ability existed to use a gravity fed system vs pumping, but it would require a lot more work and there would still be capacity issues within Cunnable Creek. There was value in having the discussion around future projects and possibly diverting future funding to a project that would see benefits for the Stannus Street area.
- There were no benefits to upgrading the pump at the waterfront; the pipes were the issue and they were at capacity.
- Another option discussed was having a gravity fed tunnel to the existing sewage lagoons (PS-4), have a diversion control chamber with a large lift station that would divert some to Lagoon Drive and the remainder to the new sewage treatment plant. There are necessary upgrades required within the next four (4) years for this lift station that would support this option. It would be valuable to quantify what the treatment plant could handle in a major storm. These answers would be determined through the design of the project.
- Cunnabel Creek starts on Stannus Street as a circular 48 inch concrete culvert, near the Curling club it is a corrugated steel culvert (no bottom) inside a wooden box culvert. It does increase up to 50 inches in some places but also narrows as it nears the pump station. Once it reaches the pump station, it is pumped (some also goes by gravity) to an interceptor (60” concrete circular culvert that runs under the highway to pump station 7 and then pumped to the treatment facility.
- Short-term option 4 would eliminate a combined sewer overflow (CSO) onto the street in the 1:5-year storms; however, the pipe would still be full and any homes below a certain elevation/connection point would still potentially experience system backups.

- Sump pumps can add a lot of water to a system, it was important to have them removed from the system to take away additional stress on the system.
- Time frames for any of the options would be determined more during the engineering phase. It was expected any option would be a multi-phase approach (minimum 2-3 construction years).
- The report presents options for consideration. Decisions need to be made on how the problem will be solved before an approach is determined. For discussion purposes the next steps could include options and how they could be phased in compared to other options and their phases, as well as timelines before major benefits would be seen.
- The consensus was that this issue needed to be prioritized and looked at immediately, while also looking at potentially reallocating future spending for some type of immediate solution. Time needs to be dedicated outside of a regular Council meeting to have a detailed discussion once the report has been finalized.
- The full presentation will be added to the meeting package and shared publicly. There was value in having an in-depth discussion prior to the holiday break. A Special Council meeting will be held on December 19th at 6 p.m. to discuss the matter further.

The presentation concluded at 7:27 p.m.

8. Unfinished Business/Postponed Motions

a) Municipal Owned Lands and Buildings (Surplus) – Item moved to 6(b) on the agenda.

b) Water Utility Request for 3 Year Actuals Information Report (7:27 p.m.)

Director Rochon reviewed the summary of the three-year water utility budget to actuals. The 2020-21 Windsor water utility had a surplus of \$264,459 (5.8% of the budget). In 2021-22 there was another surplus of \$266,015 (18.6% lower than what was anticipated and was the first year impacted by the credit). The 2022-23 year was when the auditor referenced the deficit.

The West Hants water utility had a surplus for 2020-21, 2021-22, and 2022-23 surplus was associated to the credit.

During the 2022-23 budget prep it was noted that revenues had surpassed what was budgeted for, which led to the investigation (calibrated correctly and to make sure it was working properly) into what was occurring at the meter. It appeared that 40 million liters of water was going through the meter every quarter. Once the investigation was completed and it was determined that the error was an incorrect decimal placement in the reading, an adjustment was made. UARB regulations only allow adjustments to go back four quarters, resulting in the credit occurring from June 2021 to the last billing in April; at which time the meter was adjusted.

When the meter reading was imported, a decimal placement was incorrectly captured resulting in the meter projecting higher than normal.

Part of the credit was accrued into 2021-22 and the remainder was in 2022-23. This did not occur until after the budget was approved, which was why the budget numbers did not reflect what the revenue was. The budget was based on what was going through the meter prior to the investigation.

Discussion Points:

- The meter reading showed 40 million liters over one (1) quarter. A normal reading was between 4-9 million depending on the season. This triggered the investigation.
- The error was a meter reading issue/calibration. A decimal placement during importing caused the error. Part of the investigation was also replacing the meter.
- An adjustment was made for both utilities (also reviewed by the auditors during the 2021-22 audit that was done after the 2022-23 budget was approved).
- The Windsor water utility bills the Three Mile Plains water utility, the credit was on the revenue side resulting in an adjustment showing in TMP for the 2022-23 year which was when the credit was applied to the account.
- The numbers did not reflect actual figures as not all the information was available, and the budget was based off what was previously going through the meter.
- Currently TMP was at approximately \$35,000 in revenue, however there were still 2 billing cycles remaining. This was approximately 10% less than was previously noted, however it was unknown how long the meter issue was occurring.
- It was odd that there were no footnotes within any statement advising of the meter read issue.
- If the utilities were consolidated a bill would still be generated based on volume going through the meter, but the impact would not be the same because revenues and expenses would be on the same statement.
- Director Rochon was unable to speak to the 2017 study done by the former town of Windsor that set the rate for West Hants. The data may still be available and able to be assessed, as well the current consultant worked on the 2017 study and can be consulted as well for this information.
- The new study does have the 2022-23 actuals and the information was updated in the November 24th memo distributed to Council.

c) Water and Sewer Consolidation Report (7:43 p.m.)

Director Rochon highlighted that the discussion was deferred from the previous meeting to provide additional time to review the November 24th 2023 memo from G. A. Isenor Consulting Limited with updated 2026-27 figures for consolidating the water and sewer utilities. The report only showed the updated information for the combined entities. The individual studies were not updated as time did not permit. The year end audited financial data from 2022-23 statement was used to update the study. All the assumptions presented at the November 14th Committee of the Whole meeting remain unchanged. The report was being used to begin the consolidation process and determine interest in consolidating the utilities, another report will be presented to recommend a rate approval for the UARB.

Discussion Points:

- There was value in consolidating the utilities to simplify the process and for the best interest of residents.
- The rates being presented were correct, they were based on the 3-year actual information and reflected in the November 24th memo. The 2022-23 approved financial statements were used to update the report.

- Four years ago, customers experienced a large increase. At that time a rebate was discussed, with no rebate in place. Three Mile Plains (TMP) residents are paying for sewer that is not used (base amount), concern was raised as Council has yet to see the “new” proposed base rate.
- The study included the current base rate as well as proposed base rates for 2024-25, 2025-26 and 2026-27. Discussions centered around a different percentage for base rate and consumption would be part of the next steps as the consultant did not have enough time to generate the information for these scenarios.
- The 40% and 50% base rates would not change the estimates seen in the November 24th memo as they were based on the average user. When the actual rates were presented, the rates would break out the affluent charge (would increase) and the base charge (would decrease). There was still a cost to operate the utility.
- Thoughts were that part of the shock was that sewer was removed from tax bills (which was included in mortgage and possible not realized until it was removed) and added to water bills to be more transparent resulting in sewer being billed based on water consumption. The former West Hants sewer was set historically low and ran deficits over the years that remaining residents of West Hants (residents outside of TMP) were covering.
- Consolidating the utility could see costs decreasing (potentially costs associated with administration, auditing services (only one utility to audit vs two utilities), banking fees, etc.
- Consolidation could create simplified tracking of supplies and work orders when staff are in the field working vs currently tracking and allocating resources correctly to each utility. Individual tax bills are received and would be processed and coded to one account vs separate utility accounts resulting in better efficiencies.
- Consensus was to defer discussion to the next meeting (December 12th, 2023) to allow time to review the memo further. Mayor Zebian will bring a sewer rebate and bulk water rebate report for Council to discuss and consider at the next meeting.

A break occurred at 8:03 p.m. The regular meeting resumed at 8:16 p.m. Councillor Murley returned at 8:17 p.m.

9. Reports

a) CAO’s Report (8:16 p.m.)

CAO Phillips reviewed the report highlighting the past month’s activities.

Meetings highlights included attending COTW, Council, Municipal Capital Growth Program (MCGP) Information Session, Diversity and Inclusive Meeting, Operational Meetings regarding Sports Complex, Trails, Parks and Open Spaces, Economic Development, Capital Projects and Community Events, Short-term Rental public meeting, SWITCH West Hants Public Announcement, Nova Scotia Department of Natural Resources and Renewables/ Wind Farms open house, Windsor and Hantsport Stormwater Management Public presentations, VREN Liaison and Oversight Committee meeting, WHRM EMO Planning Committee, Minas Energy and Dam System

Education and Awareness Session, Fire Chiefs and Council Fire Services Workshop, Quarterly Alert Ready Review session.

Discussion Points:

- The Community Centre would benefit from having a proper screen and audio equipment/sound baffles in place when hosting community meetings. Not having proper equipment was frustrating for those in attendance. There was value in exploring an inexpensive solution for this area.
- With respects to cell phone tower zoning, the planning process cannot be circumvented. Until an agreement was made between all the parties (carriers and landowners), the exact planning process/zoning requirements were unknown. It was viewed as a positive step forward that a landowner was considering a land lease agreement for the purpose of erecting a cell tower. Director Poirier would be equipped to answer the question.
- With respects to elevation and evacuation mapping, the Municipality was looking at creating maps that identify areas that have potential or need to evacuate based on the emergency (this may be a larger area than what may be impacted but it was better to be more wide spread vs not including an area). It was unlikely that any mapping from Minas Energy showing their contours/elevations would be shared. Every evacuation was different depending on the emergency and there was concern that providing elevation levels may create a false sense of security for residents.

b) Financial Update ending November 30, 2023 (8:30 p.m.)

Director Rochon reviewed the report ending October 31, 2023. Revenues were projected to be 1.7% lower than budgeted and expenses were projected to be 2.8% higher than budgeted. The total deficit was projected to be \$ \$1,396,042, (\$704,406 was related to the budgeting error previously identified at the September 26, 2023 Council meeting).

The biggest area of change related to the unconditional transfer of \$562,000. Deed Transfer Tax actual was at \$1.08 million, the projection has been updated to reflect the financial results. Unconditional Transfers was projecting \$562 thousand less, due to the Municipal Financial Capacity Grant not doubling in 2023-24. Operational grants are projecting higher. Sales of services were projecting lower due to recreation revenue increasing (up to \$124,405), this can be mitigated through safe restart funding. Sewer revenues continue to project lower in the second quarter. Other revenues were projected higher than expected due to miscellaneous revenue, including permits, licenses, rentals, tax certificates, and return on investment.

RCMP expenses were projecting higher, with the addition of the provincial RCMP quarterly billing \$236,291, the 2022-23 operating RCMP credit will help mitigate this. Fire was projecting higher, with the major capital repairs for Hantsport Fire, and Windsor Fire apparatus, increases associated to Southwest Hants Fire Operating and Regional Fire Operations.

General Government was projecting higher (increases associated with Office Buildings, Council Chamber furniture, and Dial-A-Ride). Environmental health services were projecting higher due to increase associated to sewer depreciations, increases tipping charges following the flood. Education projected higher by \$27,140, Regional Library is also higher by \$7,710.

Out of the \$1 million dollar budget, it was estimated to be \$562,000 less based on information received from the Department of Municipal Affairs and Housing. Deed transfer tax has been decreased by \$141,000 (trending lower than what was budgeted).

Discussion Points:

- Deed Transfer was held at the \$2 million mark and was recently adjusted (lowered) by \$141,000 to where it was expected to be at for March 31, 2024.
- Increased tipping charges were still being worked on with GFL. More information will be available in a future report. It was hoped that this amount would be covered by the Disaster financial Assistance Program (DFA). There was value in having an update and more information regarding the Community Centre and the Canoe Club.
- In an attempt to mitigate the deficit (\$691,000) staff have been closely monitoring budgets to remain within the approved budget. Staff are exploring revenues, grants and looking at reserves to see what can be utilized (surplus from the RCMP can be used to help offset the overages, the safe restart can be used to offset revenues loss for recreational programming).
- Previously the Municipal Financial grant has been doubled, however this year only one (1) financial capacity grant as being given. The budget was based on receiving two (2) grants vs one (1).

10. Correspondence (8:38 p.m.)

a) Information

1. Avon Causeway Activity Log received as of December 5th, 2023. - None
2. Current Correspondence Received Log as of December 5th, 2023
 - a) Kelsey McNeil Re Bear Lake Wind Information - Tax Memo & Community Benefits
 - b) Kody Blois to the Premier Re Marshlands (WHRM copied)
 - c)

b) Requests (8:38 p.m.)

- i. Support for a Motion of Council for a Cease Fire
 1. November 28, 2023 from Lubna Jamshaid Re Support Ceasefire in Gaza!
 2. November 28, 2023 from Jill Pasquet Re Cease Fire
 3. November 28, 2023 from Shawkat Ali Re Support for Ceasefire in Palestine
 4. November 29, 2023 from Youseff Rafih Re Ceasefire Now! Not Pause
 5. November 29, 2023 from Ahmed Nassrat Re Motion for Peace
 6. November 30, 2023 from Andrew Zebian Re Call For Ceasefire
 7. November 30, 2023 from Jennifer Crawford Re West Hants call for ceasefire in Gaza
 8. December 3, 2023 from Elizabeth Tuck Re In Support of a Ceasefire
 9. December 3, 2023 from Frank Bezanson Re A call for a permanent ceasefire
 10. December 5, 2023 from Dr. AK. Kirumira Re Resolution Calling for a Ceasefire in Gaza

MOVED BY MAYOR ZEBIAN AND COUNCILLOR SMITH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECTS STAFF WRITE A LETTER CALLING ON THE GOVERNMENT OF CANADA TO DEFEND THE RIGHTS OF ALL INNOCENT PEOPLE WHO DO NOT HAVE A VOICE IN THE GAZA CONFLICT; DENOUNCE ALL HUMAN RIGHTS VIOLATIONS CURRENTLY TAKING PLACE AND SWIFTLY CALL FOR PEACE AND A PERMANENT CEASE FIRING IN GAZA FOR THE REGION KNOWN AS PALESTINE. MOTION CARRIED

- ii. Amanda Dunfield Re 2023.11.30 Stormwater Discussions Formal Request for Presentation Materials. Information was shared prior to the meeting.
- c) Out-going as of December 5th, 2023
 - i. 2023-11-30 Minister Masland Re Smiley's Provincial Park

11. New Business

a) Performance Review Committee (8:44 p.m.)

Councillor Ivey reviewed the report highlighting that at the November 28th Council meeting council agreed to form a new committee; however, no further direction or terms of reference were discussed. There was value in a discussion occurring on next steps.

Discussion Points:

- It was understood that the committee would be informal. No Terms of Reference would be required.
- All interested parties wanting to be a part of the committee would have their name put in a hat and four (4) names would be drawn.
- Councillors would still have a voice; the committee would be the ones who move the concerns/comments forward.
- Where the committee was informal, nothing was set in stone for an incoming Council, they would choose how they wanted to proceed with the matter.
- Consensus was for interested parties to submit their names in an email (cc'd all of Council) to the mayor. All names submitted will be combined into a list and at the next meeting four (4) names will be drawn.

b) Consulting Services & Writing Fire Apparatus RFPs (8:50 p.m.)

Municipal Operations Supervisor Thornton reviewed the report. Previous discussions have occurred around fire apparatus, specifically, replacement schedule, apparatus specifications (wants versus needs), who prepares the Request for Proposals (RFP), levels of expertise and experience in identifying apparatus specifications within an RFP, and ensuring that RFPs are broad enough to receive as many proposals from manufacturers/suppliers as possible, etc. During this meeting, a need to have a third-party consultant assist WHRM fire departments and staff in creating fire apparatus needs, specifications, and recommendations for Request for Proposals were expressed.

In an effort to provide a quote for the Rescue Engine 4, Goudreault Associates reviewed the already drafted RFP# WHRMAD22-03A, noting a number of concerns: not broad enough; therefore, unlikely to attract serious proposals from other sources/builders, drafted in a way that might be perceived as sole sourced, fundamental fire apparatus features can be extracted in consult with the fire truck committee; however, due to the number of required specifications, a re-write would be in order versus editing (would be quicker and more thorough), ensure NFPA 1900 standard compliance (new standards effective Jan. 2024), to post an RFP for both the Rescue Engine 4 and Engine 4 together, should result in some cost-savings.

Discussion Points:

- In the past vendors have offered price savings when ordering multi-apparatus, it was unknown if these vendors still offer this incentive.
- The truck was identified in the 5-year Capital plan, going out to RFP would help firm up the final costs for Council to consider during budget discussions.
- Delivery of the apparatus was expected to be 900 days.
- The truck committee still has a voice and is able to provide insight in the process.
- The consensus was that using a consultant was not to take away anyone's voice/input but to provide a level of assurance to Council and have more options to consider when looking at purchasing any apparatus.

MOVED BY COUNCILLORS MURLEY AND FRANCIS THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVES GOUDREULT ASSOCIATES REVIEWING AND DEVELOPING THE REQUEST FOR PROPOSALS FOR WINDSOR FIRE DEPARTMENT'S RESCUE ENGINE 4 AND ENGINE 4 AT THE QUOTED PRICE OF \$14,794.16 PLUS TAX. MOTION CARRIED

12. Public Participation (9:02 p.m.)

Ahmed Nassrat, a resident from Wolfville and member of the Mosque's executive committee representing families within the region extended appreciation and Thanks to Council for endorsing and passing a motion in support of peace and a ceasefire.

13. In-Camera – None

14. Next Meeting Date / Adjournment – Next regular meeting will be December 12th, 2023 Council meeting, at 6 p.m.

MOVED BY COUNCILLOR SHERMAN AND MAYOR ZEBIAN THAT THE MEETING ADJOURN AT 9:04 P.M. MOTION CARRIED

Mayor Abraham Zebian

Deanna Snair, Municipal Clerk