

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda **AMENDED**

May 14th, 2024 - 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) 2024-04-09 Committee of the Whole Minutes
7. Presentations
 - ~~a) Coastal Protection Presentation – Department of Environment~~
 - a) Norseridge Hospice Presentation - Kathryn Murphy
 - b) After Action Review Flash Flood (July 2023) Information Report – EMO Coordinator Thornton
 - c) Emergency Solutions for Stannus Street Supplementary Discussion with CBCL (Aaron Bailey and Director Richard
 - d)
8. Unfinished Business/Postponed Motions
 - a) Water Rate Study Update Submitted to UARRB -April 2, 2024 – Councillor Ivey
 - b) Water Rate Study Update Submitted to UARRB – May 7, 2024 – Councillor Ivey
 - c) Flood Zone Property Option Recommendation Report – Councillor Ivey
 - d) Flood Zone and Stannus Street - Cunnable Creek Recommendation Report – Councillor Ivey
 - ~~e) Emergency Solutions for Stannus Street Supplementary Discussion with CBCL – Director Richard~~
 - f) Home Flood Protection and Emergency Plan – Coordinator Ogilvie
 - g) Parks & Grounds Articulating Mower Lease Recommendation Report – Manager Bennett

h) Parks & Grounds Sub-Compact Mowers (Tractors) Recommendation Report – Manager Bennett

i) Legal Costs related to Permit D2023-019 Information Report – Director Poirier

9. Reports

- a. CAO Activity Update - Information Report
- b. Climate Action Committee Solar Feasibility Study Information Report – Coordinator Ogilvie
- c. Climate Action Committee Solar Capital Project Excerpt - Coordinator Ogilvie

10. Correspondence

a. Information

- 1. Avon Causeway Activity Log as of May 14th, 2024 - None
- 2. Everwind/Bear Lake Wind Farm Activity Log
 - a) Combined Correspondence as of May 14, 2024
- 3. Correspondence Received Ledger as of May 14th, 2024
 - a) Mayor Blair to Minister Lohr Letter re Service Exchange (WHRM copied)
 - b) Hon. John Lohr Letter to A. Zebian Mayor - Canyon Point (revised)
 - c) Sydney Caldwell Re Potentia Windfarm Ellershouse
 - d) Eleanor Roulston, Warden Re Rails to Trails - Windsor-Hantsport Railway
 - e) Minister Masland Re Trunk 1 concerns
 - f) Lisa Bland Re Paintball facility feedback
 - g) Pamela Dreiling Re NO to rapid, irreversible population growth and development in West Hants (WHRM copied)
 - h) Grace Crawford Re Ellershouse 3 wind turbine project and wetlands - flood control
 - i) Minister Lohr to Mayors and Wardens Re MGA Amendments
 - j) Amanda Dunfield Re WHRM WINDSOR STORMWATER re Emerg Resp Plan
 - k) Anne-Marie Tetrault Re Gray Street Development

b. Request(s)

- i. Sally Ross Re Request to take over ownership of the Sainte Famille Cemetery
- ii. Craig MacPherson Re Funding for Pickleball
- iii. Avon Street Erosion Society Re Invite to WHRM Council
- iv. Chantz Silver Re Help for a permanent warming centre in Windsor
- v. Art Crowell Re The bay of fundy adventure trail letter request
- vi. WTBA Re Request for Long-term Strategic Funding for Windsor Township Business Association

- c. Out-going Correspondence Ledger as of May 14th, 2024 - None
11. New Business
- a) ~~Parks & Grounds Articulating Mower Lease Recommendation Report – Manager Bennett~~
 - b) ~~Parks & Grounds Sub Compact Mowers (Tractors) Recommendation Report – Manager Bennett~~
 - c) Recreational Water Testing Information Report – ~~Director Kehoe~~ CAO Phillips
 - d) Fees Policy Amendments pertaining to Secondary Suites Recommendation Report – ~~Planner Fredericks~~ Director Poirier
 - e) Financial Services Polices - Recommendation Report – Director Rochon
 - f) ~~After Action Review Flash Flood (July 2023) Information Report – EMO Coordinator Thornton~~
 - g) 2024 Municipal and CSAP Election Budget Recommendation Report – Clerk Snair
 - h) Diverse and Inclusive Communities Committee Recommendation Report – Clerk Snair
 - i) Municipal Complex RFQ Recommendation Report – Clerk Snair
 - j) Planning and Heritage Advisory Committee Citizen Appointments – Clerk Snair
12. Public Participation Period
13. In-Camera
- a) 2024-02-13 In-Camera Meeting Minutes
 - b) MGA 22(2)(a) Legal Matter
 - c) MGA 22(2)(a) Legal Matter
 - d) MGA 22(2)(a) Land Matter
 - e) MGA 22(2)(a) Land Matter
 - f) MGA 22(2)(a) Land Matter
14. Next Meeting Date / Adjournment – May 28th 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 (Dist. 1)
pert Jannasch, Councillor Dist. 1
Scott McLean, Councillor Dist. 3
Jeff Hartt, Councillor Dist. 4
Debbie Francis, Councillor Dist. 5

Paul Morton, Deputy Mayor Dist. 8
Bob Morton, Councillor Dist. 6 (6:43 p.m.)
Ed Sherman, Councillor Dist. 7
John Smith, Councillor Dist. 9
Laurie Murley, Councillor Dist. 10
Jim Ivey, Councillor Dist. 11

Regrets:

Mark McLean, Councillor Dist. 2

Staff

Mark Phillips, CAO
Carlie Rochon, Dir. Financial Services
Todd Richard, Dir. Public Works
Kevin Bennett, Manager of Parks and
Recreation Facilities

Shelleena Thornton, Municipal Operations Supervisor
Sara Poirier, Dir. Planning and Development
Deanna Snair, Exec. Asst/ Clerk
John Ogilvie, Climate Action Coordinator
Erin Amirault, Project Engineer

Regrets:

Kathy Kehoe, Dir. Community Development

Presenters

Kathryn Murphy, Norse Ridge Hospice
Aaron Bailey, CBCL (ZOOM)
Nine (9) members in the Gallery

3. **Approval of the Agenda, including additions or deletions (6:01p.m.)**

Voting occurred by a show of hands.

Items moved:

- Item 11 (f) to 7(b)
- Item 8(e) to 7(c)

a) Dashboard Action Items – Information Log

b) Dashboard – Dangerous or Unsightly Premises – Information log

**MOVED BY COUNCILLORS FRANCIS AND SHERMAN THAT THE
2024-05-14 COMMITTEE OF THE WHOLE AGENDA BE APPROVED
AS AMENDED. MOTION CARRIED**

4. **Declaration(s) of Conflict of Interest (6:02 p.m.)**

Councillor Francis and Mayor Zebian declared conflict with item 13 (b) due to owning land.

5. **Announcements (6:03 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 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.

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

a) 2024-04-09 Committee of the Whole Minutes

**MOVED BY COUNCILLORS MURLEY AND FRANCIS THAT THE 2024-04-09 COMMITTEE OF THE WHOLE MINUTES BE APPROVED.
MOTION CARRIED.** Nays: Ivey

7. **Presentations**

a) Norse Ridge Hospice (6:04 p.m.)

Ms. Murphy was requesting support in the process to make Norse Ridge Hospice a reality in West Hants. The proposal would bring death care, grief, bereavement, death education and end of life doula services closer to West Hants. Complimentary end of life services would be offered in partnership with NS Health Authority or autonomously by following current end of life health care practices. It was estimated the project would take ten (10) years to compete.

The hospice would offer 7-10 beds in a quiet wooded setting that offers trails to allow families to break away from the stressful process of supporting loved ones in death. Grief support services and a community room for health and wellness programming would also be offered.

Following completion of the main hospice building, a secondary building would be constructed to offer a space for family members to remain on site and near their loved ones during the dying process. Future plans would also include a Bed and Breakfast style facility for family members.

Current research identifies 30 hospice beds were needed for every 100,000 people, and the closest hospice was located 45 minutes from Windsor.

The proposal was seeking support to identify potential grants/funding opportunities available at all levels of government, support in navigating processes and identifying community conversations with stakeholders/supporters who can assist with the project and support/assistance in navigating an easement from Dawson Road to parcel "C" with the Avon River Power Company Ltd. And improved snow removal processes for Dawson Road.

Discussion Points:

- Establishing a working Board was the critical first step, there was a lot of work needing to be done including fundraising to champion the project.
- The able to access the property from the owner's own property was also an important step.
- Additional discussion with the other hospices needs to occur to determine the total financial commitment required to bring the proposal to reality. Estimates were close to \$10 million depending on what the Board and community identify as being needed.
- Zoning would need to change as the property was currently zoned Residential.

- It was noted Kings County supports the hospice; any future discussions need to consider that a precedence has been set for municipalities to support hospices.

b) After Action Review July 2023 Floods (6:23 p.m.)

Fire Services and EMO Coordinator Thornton provided a high-level overview of the report. The purpose and objectives of an After-Action review was to strive to answer the following questions: what was supposed to happen (if applicable), what actually happened, what worked well, what were the challenges and what should/could be changed for next time?

The review attempts to capture items that will document the response of the Municipality and supporting agencies, the challenges during the emergency (incident), and details that will support future reflection. It was important to document these reflections, and important to recognize that the complexity of the incident created challenges, that by nature, results in impacts that cannot always be prevented.

The AAR was not an exhaustive account of the emergency incident; rather, it was a critical analysis intended to inform internal discussions and decision-making within the Emergency Management Organization (EMO). The information presented should be considered in context of continuous improvement, allowing the organization to learn from experiences to enhance its capabilities for future emergencies. The AAR was not intended to assign blame or liability, it is a tool for organizational learning and development. Open and candid discussions were encouraged to foster a culture of continuous improvement and preparedness to foster resiliency.

Key Highlights:

- The report was approximately 21 pages and the reports noted as appendices were public documents. The information within the AAR resulted from completed AAR's that were circulated to all external agencies.
- The information collected resulted from a joint hotwash with RCMP on August 9th. They will conduct their own review and any of their findings will be noted in their report. Aside from the summary within the report, no other information pertaining to the RCMP's reviewed is in the report.
- WHRM's hotwash was held August 30th.
- The event was divided into two (2) parts; the Flash Flood portion and then once missing persons were identified, the RCMP took over the scene and WHRM EMO assumed a supporting role for RCMP.
- All information was summarized, it was noted there were several common denominators; specifically, the Alert Ready, as it was noted on multiple forms.
- The report was reviewed by WHRM's EMO planning committee (approximately 34 people, including primary and alternates).

Discussion Points:

- With respects to evacuation routes, the challenge lies with identifying specific flood areas. For example, with the July flood, every area was flooded, and infrastructure was impacted and/or crumbled in many areas. If specific evacuation routes had been identified, it was likely that people may have or would have been sent into a hazardous zone. One of the challenges identified in the report was 511 and getting updated information related to roads, that information was coming from First Responders on scene.

- Staff have been working with the province, NS Public Works and other WHRM staff to identify areas more prone to flooding during lighter or normal rain fall amounts (not July event). This was a good indicator that if an area floods during a light-moderate rainfall, those areas would be prone to flooding. This would be highlighted in a map to show people that they should not travel that route.
- WHRM acquired the updated technology and has received and continues to receive training related to cell phones and Starlink. This technology will be active in areas challenged by cell coverage and staff will know how to activate the system vs relying on Public Field Safety Comms.
- WHGSAR has technology available that does not require a person to be online to activate mapping tools, they will be providing more information/education to WHRM on this technology. The other maps (arial and street view with civic addresses) referenced will be directed towards resident awareness and will be able to be downloaded and saved on a device.
- WHRM have taken steps to reduce the wait times for an Alert to be issued. Authorization within WHRM has been expanded in attempts to expedite the process. First Responders can now contact Valley Comms to request an Alert be issued, Valley Comms will then contact the CAO. The process now is if the CAO is unable to be reached, Valley Comms will go to their designate and if that person was unresponsive the call would go top their designate.
- No timeline for the RCMP's report.
- Maps will be communicated online, currently all communications were shared in the quarterly newsletter. Hard copies of maps or other information is also available. A proposal was also included in the budget to allocate funds to support EMO having their own separate newsletter.
- NS Mental Health and the Salvation Army continue to offer supports.
- No update has been provided to WHRM on the province's initiative (Build Nova Scotia) to improve cell phone coverage. CAO will follow up and provide an update.
- The AAR report will be shared on the EMO website as well as mapping will be broken down further to make it easier to access.
- It was felt the document would stay "as is" and as items/areas were updated, additional appendices would be added to reflect current information. There was value in having the updated information at the beginning of the report to save time and confusion in searching the document for appendices.

The presentation and question period ended at 6:43 p.m. EMO Coordinator Thornton left the meeting.

c) Emergency solutions for Stannus Street follow up discussion with CBCL (6:43 p.m.)
 Aaron Bailey from CBCL provided a brief overview regarding the berms suggested at the previous meeting. It was identified to keep overflows on the street, berms would need to be at least 2-3 feet high and surround the entire property, which would be expensive. It was felt this would be hard to do as the size of the berm and required sloping would occupy most of the land between

the curb and residential homes. The other concern noted was related to driveway blockers, while there are available products that can assist with diverting water away, some of the flood events evolved quickly and did not provide time to react and get barriers erected in time to be effective. It was felt that installing these types of barriers would be difficult to do due to the tight constraints and it would not be practical as diverting the water from one area would impact other areas. Stannus Street was the low point, water from everywhere flowed into it and the only way out for the water was through the Cunnabel Creek Storm sewer pipe, which restricted flow due to its size. The concern with the area was that it did not meet criteria for storm sewer systems, typical systems were designed to handle 1 in 10-year storms and any storms above that would naturally flow away via gravity (the pipe would need to be 30 feet deep to do this) . This area was not able to do that due to being a low-lying area, which was why it was making solutions more expensive and had to be a long-term solution rather than putting a lot of money in the ground for short term storms rather than looking at the long-term storms that occur and will continue to cause these problems.

Discussion Points:

- In 2021 and 2023 photos provided, the water was 3-4 feet high in the back yards of properties. The pressure was high enough that it blew the washing machine's exit pipe from the wall and moved the machine across the basement floor and was floating. It was important to get to a solution quickly for these homes impacted.

Two options were discussed, putting a pipe down Stannus Street that would collect all the water in the area and direct it to go straight out into the lake and then the option of storage (retention or detention pond). A detention pond (allow water to flow in and out) would act as storage for the water and when the area was not flooded (detention pond) the land was still able to be used. The area would need to be excavated 4-5 feet to provide the storage needed as some of the pipe sizes would also need to be increased as well. This was still a significant project but was one of the options being evaluated and considered by CBCL.

The challenge with putting a pipe down Stannus Street was having it sized correctly to be able to handle all the flows that it would need to handle for future storms. In the short term, redirecting some of the sewer that can't go into the new pipe and that new pipe would become a combined sewer flow directly into the lake. The pipe would be a significantly sized pipe and would require time to design, construct and build.

Another option would be to have the water stored somewhere and then pump it up to the sewage plant. This would require new infrastructure (a large pipe) and new larger pumping systems. The storage component could likely be built in a year, but the piping would be a micro tunnel due to the size and depth needed.

The concern with getting a short-term solution in place (a pipe in that would handle a 1 in 5 year storm) was if a storm occurred that was more intense than the 1 in 5 years, flooding would still occur and the money invested would be of little benefit. CBCL will also explore putting a force main in to create additional capacity within the existing system.

The presentation concluded at 7:11 p.m.

8. Unfinished Business/Postponed Motions (7:11 p.m.)

- a) Water Rate Study Updated Submitted to UARB April 2, 2024

b) Water Rate Study Updated Submitted to UARB April 2, 2024

Councillor Ivey merged item (a) and (b) and spoke to them at the same time. The purpose of the reports was to get the updated studies on record and have the information communicated to residents. Council were unaware of the two (2) revised studies that were submitted since the study originally approved, it was surprising that Council was not part of the process as it involved an increase in the rates.

Discussion Points:

- During a rate study it was typical to experience rates being revised based on UARB direction. Thinking back to the former West Hants, the rates also changed after the Public Hearing process.
- Part of the UARB guidelines/principles was to ensure fairness for the utility customer.
- If the UARB determines the changes were significant enough they would order the rates to be readvertised.
- If changes were not deemed significant, the UARB does not direct readvertising as it may create rate confusion if multiple studies exist.
- The original approval by Council was the application made and the communication shared with residents. Based on questions/examples asked by the UARB, responses were sent in for the board to consider, which resulted in the revise rates. Staff only provided responses to questions asked, staff did not change the approved rates. All the information is public and is on the UARB website. The UARB was in charge at this point.

c) Flood Zone Property Option (Buy-out) Recommendation Report (7:24 p.m.)

The report was provided as part of the discussion held at a previous meeting. CAO advised that the Disaster Financial Assistance (DFA) program was not currently offering that manner of support as part of the response to the July 2024 floods. There was no confirmation from DFA that the program was offered to residents in Halifax. The Municipal Government Act (MGA) provided municipalities with the ability to purchase land/property for municipal purposes, should they choose to do so.

A larger discussion needs to occur on a plan moving forward. If purchasing properties was the plan, was it still intended to move forward with the 5-year capital plan to separate streets with combined sewer/stormwater. There was thought that Council needed to stop being reactive and be more proactive (set a course and remain committed), which will help provide consistency/certainty for residents and provide the best use of funds. Having an engineered path forward will help Council make an informed decision.

d) Flood Zone and Stannus Street – Cunnabel Creek Recommendation Report (7:37 p.m.)

The report was originally intended to accelerate Stannus Street separation. In an effort to get a sense of timing, costs and effectiveness an inquiry was asked to see if a timeline was able to be provided. A detention pond would require engineering and would likely be a lined concrete tank. This information would be part of CBCL's phase 2 study that CBCL has committed to having completed in the eight (8) month timeline. This report will provide the details, data and information needed. Once a more detailed design was completed on option, more accurate information relating to costs, and such would be able to be provided. Costing for designs that

capture a 1 in a 5 year and a 1 in a 100-year storm will be provided within the report. It was important to get options/solutions right and in order to do this the proper information and proper engineering was required. Progress reports will be shared with Council.

e) Emergency Solution for Stannus Street Supplementary Discussion with CBCL (Aaron Bailey) and Director Richard - item was moved up on the agenda.

f) Home Flood Protection and Emergency Plan (7:45 p.m.)

Coordinator Ogilvie reviewed the decision request report that would be the driving force for the strategic direction of the program. As part of the emergency planning process, emergency pumps such as trash pumps were considered being added to the draft policy (that Council will review and consider), these would also require a home flood risk assessment unless Council directed otherwise. A home flood protection assessment would look to provide residents with options to best protect their properties and ensure upgrades completed were well thought out and provided the most benefit.

Council discussed the report in length to determine which factors would be chosen to support the pilot program and best benefit residents needing assistance as well as the ability to identify priority areas (Stannus Street) or building capacity within the policy to address Stannus Street concerns. Currently the Clean Foundation were being proposed to complete assessments, they identified having capacity and trained staff to do this and could also train additional staff to complete assessments. Timelines for completing assessments was unknown at this point, but it was important to prioritize Stannus Street applications to ensure they were not held up longer than necessary.

Much discussion occurred around the percentage of funding that would be supported by WHRM. Concern was raised if inspections were 100% funded by WHRM and no repair/upgrades were completed, that amount of funding for the assessment was no longer available to others. At the same time concern was voiced that residents (Stannus Street) have already paid for many repairs and may not have the ability to incur costs upfront and wait for reimbursement. Caution was raised in trying to create a program with two very different needs.

It was suggested to have a program timeline to ensure sustainability.

It was suggested to have criteria in place on who would complete any repairs/upgrades, similar to the PACE program.

COUNCIL UNANIMOUSLY SUPPORTED TO MAKE A VALID HOME FLOOD PROTECTION ASSESSMENT MANDATORY FOR APPROVAL OF A GRANT FOR UPGRADES UNDER THE HOME FLOOD PROTECTION PILOT PROGRAM. MOTION CARRIED

COUNCIL SUPPORTED PAYING 100% OF THE COST OF A HOME FLOOD PROTECTION ASSESSMENT FOR APPROVED APPLICANTS TO THE HOME FLOOD PROTECTION PILOT PROGRAM. MOTION CARRIED

COUNCIL UNANIMOUSLY SUPPORTED TO DELEGATE THE RECOMMENDATION PROCESS FOR GRANTS TO STAFF. MOTION CARRIED

COUNCIL SUPPORTED (6 IN FAVOUR) TO SET THE INDIVIDUAL FUNDING LIMIT FOR APPLICANTS TO THE HOME FLOOD PROTECTION PILOT PROGRAM AT \$10,000. MOTION CARRIED.

Nays: Hart, Smith, S. McLean

COUNCIL SUPPORTED TO OFFER TO PAY FOR 100% OF THE COST OF A HOMEOWNER'S UPGRADE, TO THE SPECIFIED LIMIT, FOR APPROVED APPLICANTS TO THE HOME FLOOD PROTECTION PILOT PROGRAM. MOTION CARRIED. Nays: Smith and Francis

To supplement the program, the following motion was made.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR MURLEY THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECTS STAFF TO CONTACT NOVA SCOTIA EMO TO INFORM THEM OF OUR HOME FLOOD PROTECTION PILOT PROJECT AND TO REQUEST ADDITIONAL SUPPORT FOR ANY AFFECTED HOMEOWNERS, PROPERTY OWNERS WITHIN WEST HANTS REGIONAL MUNICIPALITY THROUGH THE DFA FUNDING. MOTION CARRIED

A break occurred at 8:15 p.m. The regular meeting resumed at 8:31 p.m.

Council voted (via hands) to move 11(a) and 11 (b) up on the agenda.

- 11.** a) Parks and Grounds Articulating Mower Lease Recommendation Report (8:31 p.m.)
Manager Bennet reviewed the report to support Parks and Grounds in maintaining service levels within the region.

MOVED BY COUNCILLORS FRANCIS AND SHERMAN THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE AWARD OF TENDER WWHCD24-02 TO VESEYS EQUIPMENT TO LEASE 1 (ONE) NEW 4520 VENTRAC TRACTOR ON A 5 (FIVE) YEAR TERM AT \$855.50 PER MONTH PLUS APPLICABLE TAXES WITH A \$13,062.50 BUYOUT OPTION. MOTION CARRIED

- b) Parks and Grounds Sub-Compact Mowers (Tractors) Recommendation Report (8:33 p.m.)
Manager Bennet reviewed the report to support Parks and Grounds in maintaining service levels within the region. It was noted the request was over the budgeted amount previously approved by Council.

MOVED BY COUNCILLORS FRANCIS AND SHERMAN THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE AWARD OF TENDER WWHCD24-03 TO NOVA INTERNATIONAL LTD. TO PURCHASE THREE (3) NEW BX2380 OPEN STATION SUB COMPACT TRACTORS AT A PURCHASE PRICE OF 20,116.35 EACH

**FOR A GRAND TOTAL OF \$60,349.05 PLUS APPLICABLE TAXES.
MOTION CARRIED**

8. g) Legal Costs related to Permit D2023-019 Information Report (8:35 p.m.)
Director Poirier provided an overview of the report. All legal costs associated with the Zwicker Lake property between the spring of 2022 and March 31, 2024 were noted in the report. Total costs associated with the file were \$41,943.74.

Discussion Points:

- The invoice dated April 30th was associated with the file following the judicial review and discussions with the solicitor. The fees were not associated with any recent conversations occurring.
- It was felt it was worth noting WHRM costs to protect the position taken based on the permit decision were significantly higher than the costs incurred by the residents in attempting to protect their rights.
- It was noted the residents received the payment. The residents also shared correspondence from ACOA stating that they were advised by both the Canoe Club and WHRM that they (CC) were able to operate on Zwicker Lake. A question was asked if WHRM stated this information.

Deputy Mayor P. Morton called Point of Order at 8:40 p.m. The question was not related to the report (legal costs).

9. **Reports**

a) CAO's Report (8:40 p.m.)

CAO Phillips provided a high-level overview of the past month's activities.

- Meetings included COTW, Council, District 9 Town Hall/ Community meeting, Diversity and Inclusion, Homelessness check ins with POSSE, Accessibility Advisory Committee, Departmental Budget.
- July 2023 flood repairs continue. Canoe Club repairs continue, the building was now safe to occupy. Aesthetic changes will continue over the summer months. The Community Centre was 99 % completion, all the groups have reoccupied their previous spaces.
- Repairs along the Brooklyn section (combination of storm repairs and ongoing maintenance). The major washout in the Vaughan Rd / 236 intersection area of the trail will be tendered in late spring.
- Ongoing meetings within Community Development as they remain active.
- The Planning Department remains busy (Public Information meetings, Development Agreements and Public Input sessions).
- Internally staff have started to gather historic Windsor and West Hants reports related to Commercial and Industrial Land Development to create a strategy for commercial development to make land shovel ready.
- Attended the GFL Landfill Public Sessions.
- There have been 2 or 3 Marsh Bodies reach out. WHRM has a total of 19 Marsh Bodies, some have begun to be active again. As a landowner in the Marsh body, Council may want to determine what type of representation they want to have at these meetings. Historically

a staff person has sat on a Marsh body committee meeting. Marsh Bodies have similar authority as municipalities (to do work and impose costs onto landowners within the Marsh body).

- Protective services remain busy with various meetings. An EMO exercise was scheduled for the end of May.

Discussion Points:

- An opinion was raised that some of the questions included in the online survey related to consolidating the planning documents were tilted in a specific direction., more open-ended questions for the public were a way of gathering a sense of what they envisioned for the future of West Hants. Significant change has occurred in West Hants over the last seven (7) years, and it was important to hear what the residents wanted and to get the updated plan right.
- CAO was unsure of where the communication advising ACOA that the Canoe Club was able to operate on Zwicker Lake came from.

b) Climate Action Committee Solar Feasibility Study Information Report (8:52 p.m.)

Coordinator Ogilvie noted a recommendation report would be presented at the next meeting for Council to consider and select a proponent to perform a feasibility study. WHRM successfully received a \$75,000 grant to perform a solar energy feasibility study. In combination with Council's allocation of \$25,000 (from the Regional Operating Reserve), the proposed budget was a maximum of \$100,000.

Discussion Points:

- Both types of sites (ground and buildings) were being explored. Buildings were easier for solar installation (faster and a bit cheaper to install roof mount system vs a ground system).
- Some ground sites were also identified (capped first generation landfill on Walton Woods Road). This may be an option to consider as a community solar project through the province.

c) Climate Action Committee Solar Capacity Project Excerpt (8:54 p.m.)

Coordinator Ogilvie shared the excerpt from the April 10th Climate Action Committee in hopes that consideration would still be provided for the project during budget deliberations. \$150,000 was previously allocated in the 2024/25 Capital budget to support a solar project (pending approval of the grant), unfortunately WHRM was not successful in their application to the Sustainable Communities Challenge Fund. In order to continue moving forward, future consideration of the allocated funds was needed.

10. Correspondence (8:57 p.m.)

a) Information

1. Avon Causeway Activity Log received as of May 14th, 2024 – None
2. Everwind Bear Lake Correspondence Received (one (1) new addition)
3. Current Correspondence Received Log as of May 14th, 2024 (reviewed in groups of four)
 - a) 2024-04-15 Mayor Blair to Minister Lohr Letter re Service Exchange (WHRM copied)

- b) 2024-04-26 Hon. John Lohr Letter to A. Zebian Mayor - Canyon Point revised letter.
- c) 2024-04-27 Sydney Caldwell Re Potentia Windfarm Ellershouse
- d) 2024-05-01 Eleanor Roulston, Warden Re Rails to Trails - Windsor-Hantsport Railway
- e) 2024-05-02 Minister Masland Re Trunk 1 concerns
- f) 2024-05-03 Lisa Bland Re Paintball facility feedback
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- i) 2024-05-10 Minister Lohr to Mayors and Wardens Re MGA Amendments
- j) 2024-05-10 Amanda Dunfield Re WHRM WINDSOR STORMWATER re Emerg Resp Plan
- k) 2024-05-12 Anne-Marie Tetrault Re Gray Street Development

Correspondence was reviewed in groups of four (4).

Discussion Points:

- Important to highlight correspondence from Sydney Caldwell and to not lose sight of this information when Development Agreements were proposed/considered and what considerations are included in these agreements, specifically related to other windfarms and control of water off the properties.
- Important to note the letter from Amanda Dunfield and the importance of identifying an emergency response plan.
- Important to highlight correspondence from Anne- Marie Tetrault and also note that Ms. Tetrault was not alone in her concerns. There were many residents in that area voicing similar concerns.

b) Requests

- i. 2024-04-12 Sally Ross Re Request to take over ownership of the Sainte Famille Cemetery
- ii. 2024-05-01 Craig MacPherson Re Funding for Pickleball
- iii. 2024-05-06 Avon Street Erosion Society Re Invite to WHRM Council
- iv. 2024-05-06 Chantz Silver Re Help for a permanent Warming Centre in Windsor
- v. 2024-05-08 Art Crowell Re the Bay of Fundy adventure trail letter request
- vi. 2024-05-09 WTBA Re Request for Long-term Strategic Funding for Windsor Township Business Association

Discussion Points:

- Reminder to all that if they were planning to accept invitation extended by the Avon Street Erosion Society, to RSVP.
- The request from the WTBA was in the draft budget, the terms of the proposed funding would be a discussion of Council.

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR HARTT THAT
COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECTS
STAFF TO WRITE A LETTER OF SUPPORT FOR THE WEST HANTS**

**TRAILS ASSOCIATION FOR THE BAY OF FUNDY ADVENTURE TRAIL
PROJECT. MOTION CARRIED**

c) Out-going as of May 14th, 2024 - None

11. New Business

a) Parks and Grounds Articulating Mower Lease Recommendation Report – item was moved up on the agenda.

c) Parks and Grounds Sub-Compact Mowers (Tractors) Recommendation Report – Item was moved up on the agenda.

d) Recreation Water Testing Information Report (9:03 p.m.)

CAO Phillips reviewed the report. Staff created a document that is now available on the website regarding Recreational Use of Lake Pesaquid that outlines recreational water testing information and Stormwater management in WHRM. In addition, two (2) Standard Operating Procedures (SOP) have been created for Water Quality Testing for Recreational Swimming & Recreational Swimming Waterbody Closure for the Kempt Quarry Recreation Site; Falmouth Mini Park, Falmouth Boat Launch, Windsor Waterfront Park (Lake Pesaquid); Falls Lake Park (Pioneer Drive) and Armstrong Lake Park.

Discussion Points:

- A transducer (acts as a level) was installed on the WLS1 lift station to accurately predict and notify when CSO occurs. This will provide the ability to determine when they occur, how long they occur, and the actual volume of overflow into the lake. This was integrated into the SCADA system to trigger alarms and alert staff and provide a higher level of due diligence.
- The transducer was located in a different chamber. The level transmitter that controls the pumps was located in the sewage component part of the lift station. The overflow chamber only overflows when the pumps are overwhelmed.
- The information provided by the previous system compiled the same information but not as accurate as the transducer will.

e) Fees Policy Amendments pertaining to Secondary Suites Recommendation Report (9:10 p.m.)
Director Poirier provided a high-level overview of the report. WHRM was successful in their application to the Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Funding Program. The program provided WHRM with a grant (a little over \$1.08 million) from the Government of Canada, to be received between 2024-2027 and used to influence policy changes that supports development of new housing. Action item 4 (listed within the grant application) identified eliminating permit fee for Accessory Dwellings Units (ADUs) also commonly called Secondary Suites.

**MOVED BY COUNCILLORS FRANCIS AND SMITH THAT
COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL AMEND
THE TEXT OF THE FEES POLICY RCOFN-013.00 AS SHOWN IN**

ATTACHMENT A OF THE REPORT #23-21 TO COMMITTEE OF THE WHOLE DATED MAY 14, 2024. MOTION CARRIED

f) Financial Services Polices Recommendation Report (9 :14 p.m.)

Director Rochon provided a high-level overview of the three (3) proposed policies (RCOFN-011.01 Residential Property Tax Assistance Policy – establish guidelines for providing tax assistances to residential taxpayers within the Municipality), (RCOFN-015.0 Accounts Receivable Policy – ensures prompt, effective, and efficient collection of all non-tax and non-water utility revenues due to WHRM) and (RCOFN-016.0 Utility Assistance Rebate Policy – establishes guidelines for providing a utility rebate to residential consumers receiving bulk water services through a bulk water hauler, and/or municipal sewer services, within the WHRM).

Discussion Points:

- Currently there is no consistent collection policy for general receivables.
- The interest rate is 1.25%. Interest charges are applied to accounts as a separate finance charge.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR FRANCIS THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVES THE UPDATED RESIDENTIAL PROPERTY TAX ASSISTANCE POLICY RCOFN-011.01 AS PRESENTED TO COMMITTEE OF THE WHOLE ON MAY 14, 2024. MOTION CARRIED

MOVED BY MAYOR ZEBIAN AND COUNCILLOR FRANCIS THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVES THE ACCOUNTS RECEIVABLE POLICY RCOFN-015.00 AS PRESENTED TO COMMITTEE OF THE WHOLE ON MAY 14, 2024. MOTION CARRIED

MOVED BY MAYOR ZEBIAN AND COUNCILLOR FRANCIS THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVES THE UTILITY ASSISTANCE REBATE POLICY RCOFN-016.00 AS PRESENTED TO COMMITTEE OF THE WHOLE ON MAY 14, 2024. MOTION CARRIED. Nays: Hartt

g) After-Action Review Flash Flood (July 2023) Information Report – EMO Coordinator Thornton – item was moved up on the agenda.

h) 2024 Municipal and CSAP Election Budget Recommendation Report (9:23 p.m.)

Clerk Snair provided a brief overview of the budget report for the upcoming 2024 Municipal and CSAP elections.

MOVED BY COUNCILLORS FRANCIS AND SHERMAN THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DELEGATE TO THE CHIEF ADMINISTRATIVE OFFICER ITS AUTHORITY TO MAKE, REVISE AND AMEND THE TARIFF OF FEES AND EXPENSES AND

PROVIDE FOR A METHOD OF RENDERING AND VERIFYING ACCOUNTS FOR PAYMENT RELATING TO THE MUNICIPAL ELECTION 2024. MOTION CARRIED. Nays: S. McLean

MOVED BY COUNCILLOR FRANCIS AND MAYOR ZEBIAN THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVES THE DRAFT BUDGET IN THE AMOUNT \$171,085.25 INCLUDING APPLICABLE TAXES FOR THE 2024 MUNICIPAL AND CSAP ELECTIONS AS PRESENTED AT THE MAY 14, 2024 COMMITTEE OF THE WHOLE MEETING. MOTION CARRIED. Nays: S. McLean

MOVED BY COUNCILLOR FRANCIS AND MAYOR ZEBIAN THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVES A 10% CONTINGENCY OF \$17,108.52 BE ADDED TO OFFSET INCREASED COSTS ASSOCIATED WITH INFLATION FOR AN ESTIMATED TOTAL COST OF \$188,193.78. MOTION CARRIED. Nays: S. McLean

- i) Diverse and Inclusive Communities Committee Recommendation Report (9:27 p.m.)
Clerk Snair reviewed the report highlighting the request made by the Diverse and Inclusive Communities committee to Council support and fund the installation of a Pride crosswalk in Windsor.
Council discussed the report in length. The committee fully supported the Diverse and Inclusive Communities committee but did raise some concerns around potential safety issues with painting a crosswalk as well as stairs.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR MURLEY THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL ALLOCATE AN AMOUNT OF \$5,500 BE PREAPPROVED FROM THE 2024/25 OPERATING BUDGET TO SUPPORT THE INSTALLATION OF A PRIDE CROSSWALK AT THE INTERSECTION OF WATER AND GERRISH STREETS. MOTION CARRIED. Nays: Smith

- j) Municipal Complex RFQ Recommendation Report (9:34 p.m.)
Clerk Snair reviewed the report highlighting the recommendation to award the tender to HATCH to complete an assessment of existing facilities (100 King and 76 Morison), look at alternative options (lease or purchase) or a new build as potential options for consideration when looking at a home base for the regional Municipal Complex.
Council discussed the report at length. Some felt a consultant was not needed to make a decision that Council was able to do themselves, while others felt the consultant was needed as the information previously requested had not been provided. Surprise was noted with the RFQ's cost; it was noted that over \$500,000 had been spent in the past four (4) years maintaining the two (2) complexes, while both facilities (100 King and 76 Morsion) presented their own challenges, some felt the costs associated with the RFQ would be better served being put into one of the existing buildings. Opinions were a decision needed to be made and it should not be left for an upcoming Council to decide. Mayor Zebian will provide a report for discussion and consideration.

MOVED BY COUNCILLORS IVEY AND SMITH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE AWARD OF TENDER WHRMADM24-01 FOR CONSULTING SERVICES TO EVALUATE & RECOMMEND THE APPROPRIATE REGIONAL MUNICIPAL COMPLEX TO THE LOW COMPLIANT BIDDER, HATCH, FOR THE TENDERED PRICE OF \$173,880 PLUS APPLICABLE TAXES. MOTION DEFEATED UNANIMOUSLY

- k) Planning and Heritage Advisory Committee Citizen Appointments Recommendation Report (9:49 p.m.)

Clerk Snair noted the need to fill two West Hants Citizen member vacancies for the remainder of the current term. A total of five expressions of interest were received.

MOVED BY COUNCILLORS FRANCIS AND SMITH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPOINTS MICHEAL BOURGEOIS AND MARK KEHOE TO THE PLANNING AND HERITAGE ADVISORY COMMITTEE FOR THE REMAINDER OF THE NOVEMBER 2022 - OCTOBER 2024 TERM WHICH WILL FULFILL THE TWO (2) WEST HANTS REPRESENTATIVE MEMBER VACANCIES. MOTION CARRIED UNANIMOUSLY

- 12. Public Participation - None**

- 13. In-Camera (9:51 p.m.)**

- a) 2024-02-13 Committee of the Whole Minutes
- b) MGA 22 (2)(a) Legal Matter
- c) MGA 22 (2)(a) Legal Matter
- d) MGA 22 (2)(a) Land Matter
- e) MGA 22 (2)(a) Land Matter
- f) MGA 22 (2)(a) Land Matter

MOVED BY COUNCILLORS FRANCIS AND SHERMAN THAT THE MEETING MOVE IN-CAMERA AT 9:51 P.M. MOTION CARRIED

MOVED BY COUNCILLORS MURLEY AND FRANCIS THAT THE MEETING MOVE OUT OF IN-CAMERA AT 10:45 P.M. MOTION CARRIED

- 14. Next Meeting Date / Adjournment** – Next regular meeting will be May 28, 2024 Council meeting at 6 p.m.

MOVED BY COUNCILLOR SHERMAN AND MAYOR ZEBIAN TO ADJOURN THE MEETING AT 10:45 P.M. MOTION CARRIED

Deputy Mayor Paul Morton

Deanna Snair, Municipal Clerk