

WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole - Meeting Agenda Amended February 18, 2025

February 11th, 2025 - 6:00 p.m.

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

Virtual via Zoom (also YouTube Livestream)

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



West Hants
something inspiring awaits

1. Call to Order
2. Attendance
3. Approval of the Agenda, including additions or deletions
 - 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) 2025-01-14 Committee of the Whole Minutes
7. Presentations
 - a) ~~Hants Shore Karate Club~~
 - b) EPR Details/Transition and Region 6 2025/26 Budget Update (includes motion)
 - c) **Active Living Strategy Recommendation Report – Active Living Coordinator Waters**
8. Unfinished Business/Postponed Motions
 - a) Cunnabel Creek Stormwater Management Report – CBCL
 - b) Traffic Calming in School Zones Information Report – Director Richar/CAO Phillips
 - c) Tremaine Crescent Information Report – CAO Phillips
 - d) Wind Farms Information Report – CAO Phillips
9. Reports
 - a) CAO Activity Update - Information Report
10. Correspondence
 - a) Information
 1. Avon Causeway Activity Log as of February 7th, 2025 - None
 2. Correspondence Received Ledger as of February 7th, 2025
 - i. Wind Farms
 - Karen Wallace Re Wind Amendment

- ii. Citizen Committee Participation
 - Markus Kehoe Re PAC HAC Members Dismissed
 - Tim Carr Re Citizen Participation PAHAC
 - Margaret Johnston Re Planning Committee Restructuring Amendment
 - Jane Davis Re Deep Disappointment in Decision to Reduce Citizen Representation on PACHAC
 - KJ Conyers-Steede Re Concern Over the Restructuring of the Planning Advisory Committee
 - Guide Furlani Re Planning and Heritage Committee re-instatement amendment and motion
 - Alicia Hennessey Re Concerned Citizen about the PACHAC committee
 - Amanda Dunfield Re WHRM PACHAC Restructuring
 - Carol Bradley Re West Hants PACHAC
 - Vanessa Brunt Re Concerned Citizen about the PACHAC committee

b. Request(s)

- i. Avon Community Farmers Market Board of Directors Funding Request
- ii. Hon D. Ritchey Re Library Funding Formula Increase (WHRM copied)

c. Out-going Correspondence Ledger as of February 7th, 2025

11. New Business

- a) Windsor Food Bank Funding Recommendation Report – Mayor Zebian
- b) ~~Active Living Strategy Recommendation Report – Active Living Coordinator Waters~~
- c) RFP Awarding: WHRMPD24-2, Pre-approved Housing Design Options – Planner Wong
- d) Riverview Street & Services Reconstruction Construction Recommendation Report- Director Richard

12. Public Comment Period

13. In-Camera

- a) 2025-01-14 Committee of the Whole In-Camera Minutes
- b) MGA 22(2)(a) Land Matter
- c) MGA 22(2)(a) Land Matter
- d) MGA 22(2)(a) Legal Matter
- e) MGA 22(2)(a) Legal Matter
- f) MGA 22(2)(a) Personnel Matter
- g) MGA 22(2)(a) Personnel Matter

14. Next Meeting Date / Adjournment – February 25th, 2025 Council Meeting at 6 p.m.

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Minutes

February 11, 2024 - 6:00 p.m.

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

Virtual via Zoom (also YouTube Livestream)



1. **Call to Order** – Deputy Mayor Francis called the meeting to order at 6:00 p.m.

2. **Attendance** (6:00 p.m.)

Council

Abraham Zebian, Mayor (6:36 p.m.)

Rupert Jannasch, Councillor Dist. 1

Scott McLean, Councillor Dist. 2

Chrystal Remme, Councillor Dist. 3

Paul Wheadon, Councillor Dist. 4

Bob Morton, Councillor Dist. 6

Debbie Francis, Deputy Mayor, Dist. 5

Kayla Leary-Pinch, Councillor Dist. 7

Paul Morton, Councillor, Dist. 8

John Smith, Councillor Dist. 9

Bonnie Smith, Councillor Dist. 10

Jim Ivey, Councillor Dist. 11

Staff

Mark Phillips, CAO

Carlee Rochon, Dir. Financial Services

Todd Richard, Director Public Works

Troy Burgees, Traffic Authority

Kathy Kehoe, Dir. Community Development

Kari Fougere, Acting Director Planning & Development

Carmen Dewar-Miller Finance Admin/ Clerk

Regrets:

Shelleena Thornton, Municipal Operations Supervisor

Deanna Snair, Exec. Asst/ Clerk

Presenters:

ERP Regulation and Region 6 Budget – Christine McClare

Alan Ehrenholz, CBCL

Thirty-two (32) residents in the Gallery

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

The Hants Shore Karate Club sent their regrets, they will present at another meeting, this item was removed from the agenda.

Item 11(b) was moved up to Item 7(c).

Voting occurred by a show of hands.

**MOVED BY COUNCILLORS P. MORTON AND B. SMITH THAT THE
2025-01-14 COMMITTEE OF THE WHOLE AGENDA BE APPROVED AS
AMENDED. MOTION CARRIED**

a) Dashboard Action Items – Information Log

b) Dashboard – Dangerous or Unsightly Premises – Information log

4. Declaration(s) of Conflict of Interest (6:04 p.m.)

Deputy Mayor Francis and Mayor Zebian declared conflict on Item 13 (b) In-Camera Land Matter due to owning land.

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

The Fire Alarm protocol was reviewed.

Deputy Mayor Francis reviewed 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.

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

6. Approval of Previous Meeting Minutes (6:06 p.m.)

a) 2025-01-14 Committee of the Whole Minutes

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR P. MORTON THAT
COUNCIL APPROVE THE 2025-01-14 COMMITTEE OF THE WHOLE
MINUTES. MOTION CARRIED**

7. Presentations

a) EPR Details/Transition and Region 6 2025/26 Budget Update (includes motion) (6:08 p.m.)

Ms. McClare provided a brief overview of Nova Scotia's transition to the Extended Producer Responsibility (EPR) for packaging and paper products, what EPR was, what it does, and specifics about Nova Scotia's EPR regulation. The Regulation outlines program requirements, targets, and timelines. The presentation reviewed services for every eligible source (residential house, seasonal dwellings, schools, apartment buildings, campgrounds, this does not include businesses or business materials.

Municipalities need to decide if they will opt in or opt out of EPR. Opting out means municipalities do not want to manage collection for recyclable materials. Opting in means municipalities would continue to manage their current recycling collection and Circular Materials would support and pay municipalities for the collection of these materials resulting in municipalities no longer paying tipping/processing fees for this service.

During the collection agreement review, Circular Materials will pay for the cost per stop (per dwelling unit), with annual adjustments based on CPI.

Ms. McClare reviewed the next steps that needed to be considered, and timelines associated with each.

Discussion Points:

- Apartments buildings (under a Development Agreement) responsible for their own private collection would not be eligible for municipal collection but Circular Materials would still provide collection for them.
- Opting out at a later stage was not seen as a concern, opting in at a later time was seen as more difficult. Ultimately if a municipality refuses to collect the material, then Circular Materials has no other option but to collect it.
- There should be no change with current sorting requirements.
- If WHRM opted out, it may be challenging on current/existing collection contracts, however collection contracts do have clauses that allow agencies to get out of them. Recyclers and collectors have known that these changes and know that the work was still present, the only change was who was paying them. It should allow for easy cooperation in making any changes.
- WHRM will not be responsible for paying tipping fees anymore (approximately \$500,000), these will disappear and WHRM will be compensated based on the offered provided by Circular Materials.

b) Region 6 2025/26 Budget Update

Ms. McClare provided a brief overview of what Region 6 was, where funding came from, revenue, expenses, current budget and proposed budget for 2025-26.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR S. MCLEAN THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVES THE 2025-26 OPERATING BUDGET FOR REGION 6 SOLID WASTE MANAGEMENT FOR THE AMOUNT OF \$846,045, WITH THE WHRM PORTION AS \$27,448.05, AS PRESENTED ON FEBRUARY 11, 2025. MOTION CARRIED

c) Active Living Strategy Recommendation Report

Active Living Coordinator Waters provided a brief history of the MPAL (Municipal Physical Activity Lead). As part of the MPAL role there was a requirement from the province for an Active Living Strategy. This Active Living Strategy update was the third installment and would run from 2024-2028. The action items within the plan exist within current work plans as it related to active living.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR LEARY-PINCH THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL APPROVE AND ADOPT THE WEST HANTS REGIONAL MUNICIPALITY ACTIVE LIVING STRATEGY 2024-2028. MOTION CARRIED

8. Unfinished Business/Postponed Motions

a) Cunnabel Creek Stormwater Management Report – CBCL

Alan Ehrenholz, a municipal engineer with CBCL provided a brief history on the file, why they were doing the study, information on how they came to be where they were today

and the results, and some of the proposed interventions/solutions/projects that CBCL were able to identify, as well as some of the benefits.

The presentation included an overall view of past storm events, data collection, modelling, how the system operates, areas of concern that were identified through lived experience by talking with the community, staff and Council and then reviewed option development in some of the areas where they were proposing projects or interventions.

Mr. Ehrenholz shared some flood maps and images of flooding. The lighter blue colours represented shallow amounts of water (1-2 inches) and as the colour darkened, the deeper the water was. The red colour indicated depths of over 1 metre or up to 1.2 m.

The works began with reviewing existing drawings & GIS data and performing Gap analysis, followed by field data collection. The next step was to complete flow monitoring. These programs were conducted in 2022 and in 2024. The April 12, 2024, design storm was what was used for calibration purposes. Once this step was completed, modelling was done. 1D (pipes) and 2D Models (involves overland flow) were built. Due to the topography of the Windsor, a 2D model was required to understand how water was flowing over land, where it went and where it needed to be dealt with which resulted in over 100 models with twelve (12) primary scenarios being developed.

Mr. Ehrenholz reviewed how the system operated and elevations for areas within Windsor. Pipes (minor system) were typically designed for a 1:5-year storm, meaning all the water would stay within the system. Overland (major system – curb and gutters or other overland flow pathways) used to make sure stormwater gets to a receiving body of water. Storms over a 1 in 5-year storm, one would expect water to flow in the streets, but it was hoped it would get to a receiving body of water.

Windsor has parts where a Combined Sewer System exists. These systems were designed to transport sanitary sewer and stormwater flows. When a combined sewer overflows the water can contain waste.

Mr. Ehrenholz highlighted some of the trouble areas in the former downtown Windsor area and noted the Cunnabel Creek pipe was currently undersized for a 1 in 5-year event. The pipe grade was not consistent of flat, with some areas being back graded possibly due to settling and was contributing to the trouble areas.

Mr. Ehrenholz provided a brief overview of the preferred options for consideration. An option for Stannus Street (combination of pumping 10m³/s) and storage (600m³). A large Force Main would be required (1800mm) and new gravity pipes (2400x1200 Box). The current pipe does not have capacity to convey flows downstream as much of the water entering Stannus Street area was coming from higher elevated areas.

Mr. Ehrenholz noted water needs to be able to get to the pumps in order for the pumps to effectively be able to do their job. The system was complicated, the solution was not a one size fits all solution which resulted in more than one option being needed.

An option for Albert Street looked mostly at diversion (gravity fed pipes - 1800mm in diameter), with a little storage (~1000m³) to attempt to get water away from Stannus Street.

Mr. Ehrenholz reviewed an option that included both upgrades (Stannus Street and Albert Street together) which resulted in the largest benefits seen. Mr. Ehrenholz noted in a fully separated scenario, the Cunnabel Creek pipe was able to contain sanitary flows within the pipe.

The Master plan was divided into ten (10) phases and possibly some sub phases included as well. The plan encompassed a little more than 10.5 m of pipe (a lot of length and a lot of different sized pipes).

The Implementation plan depends on confirmation of which areas will be constructed first. The combined diversion at Albert Street and pumping on Stannus Street provide effective relief of surface flooding, both projects were multi year projects. Works still needs to be done on how that work will be phased in and built over time. Mr. Ehrenholz noted Cunnabel Creel would still be at capacity until more of the existing system was separated and backflow preventors were needed to prevent sewer backups.

The overall probable cost for the project (Windsor would be entirely separated with fully sized pipes) was \$115,400,000 (based on 2025 prices).

The next steps included confirming which phase was to be initiated first, complete phasing plan, initiating pre-design to confirm options and starting the detail design of initial phases.

Deputy Mayor Francis opened the floor o Councillors for questions.

Discussion Points:

- The pre-fix to post-fix scenarios showing flooding (light blue on the map). There were areas where the system/pipes were designed for the 1 in 5-year flow. In larger storm events some water would still come up through the pipes, but the overland flow system (curbs and gutters) would be designed and meant to convey/direct flows to where we would want them to go. There would still be some water within the street as that was how it would be designed.
- If the sidewalk on Stannus Street was removed and open ditches were developed, there could offer some relief seen during smaller events. Depending on the sizing and location of the ditches also shows the complexity of the issue. It was felt it was not a holistic solution during peak storm events. If the ditches were full and areas further down were at capacity flooding would still occur.
- The cost of the project was based on Class D estimate. The estimate did not include pricing for exact details or constructability factors, which adds in the potential for increased costs. The industry standard for Class D estimates was to carry a 40% contingency. As the detailed design gets completed, costing becomes more accurate, and the contingency amount lessens.
- The project contained a significant amount of work, it was felt the project could extend over a twenty (20) – twenty-five (25) year time period. The options presented (Stannus Street - combination of pumping and storage) and Albert Street (Albert Street - mostly at diversion with a little storage) could easily be 5-year projects each, over multiple construction seasons.

- CBCL performed a draw down on pump station 7. A lot of the proposed solutions looked at separating stormwater from the combined system and create a sanitary system only, resulting in the pipe along the waterfront having less pressure/less flows into it. CBCL has information that can expand upon this in their final report. The goal was to get stormwater out of the system and into natural bodies of water as clean water does not require treatment and create capacity.
- Pump Station 1 would have capacity issues without any upgrades being done. It was felt that proposed projects that would change/increase capacity of the pump station were not insignificant and would not be a quick fix. There would be 100's of metres of pipe that would need to be upgraded and replaced and/or pump stations that may need to be upgraded as well. The amount of water in these areas required a substantial solution.
- CBCL felt they were able to achieve good data within their flow monitoring; however, it was recognized that more data was always beneficial.
- There may be potential in having data collection during certain parts of the year.
- Costs to maintain larger pipes would be similar to current costs for a gravity system. If a holding pond was added, there would be some additional costs associated with operating and maintain (excavator to dig the pond out). With respect to pumping stations, costs to operate and maintain these would increase. The benefit to having such a large station was that it would not be in operational all the time, it was there to provide protection during peak flows.
- It was felt this may be a good time to have a follow up public meeting/information session on the results of CBCL's findings.

b) Tremaine Crescent Information Report – Director Richard

Director Richard provided a brief update on the file. A box culvert was proposed for this area to help alleviate some of the standing water at the residence. Registered mail was sent to property owners regrading a potential stormwater easement. The detailed design calls for a large concrete box culvert and will require some land acquisition. Staff are also looking to have some control and an easement to do maintenance. To date there have been no responses received from residents regarding the registered letters sent. As an additional step staff have reached out via phone and email to the residents in hopes of having a discussion. Staff are looking to organize a meeting as soon as they have heard from all the residents. Once the meeting occurs, a report will be brought back for discussion and direction on how to proceed as the design was very expensive (class B estimate was over \$500,000).

This solution was a 1 in 100-year storm design for a box culvert. The box culvert needed to be sized to alleviate any standing water, as well, the easement may also need to be regraded as well as some ditching. Even with all this work, Tremaine Crescent was a low-lying area, and there will likely still be some standing water, and water will likely still get in the private residence basement. WHRM Public Works upsized the culvert that runs under the rial corridor and ditching in the area, which have resulted in some improvements, although more work was needed.

c) Traffic Calming in School Zones Information Report – CAO Phillips

The Province was contacted to inquire about what traffic calming measures were available for the Municipality to collaboratively participate in within school zones. Traffic Calming was not something they typically do, as they like to see evidence supporting the need before they consider action. The first step was to request assessments (speed data) be completed for the area; it was suggested Brooklyn would be the first area to have an assessment completed, as there were two (2) schools in that location and there have been numerous concerns.

If the assessment supported the need for traffic calming, and the Province approved the Municipality's application to install digital signs then Council can choose how they want to proceed; however, the Municipality would be responsible for purchasing, installing and maintaining the signage.

Manager Burgess explained that speed data would be collected and used by the Province as their evidence to support the need for traffic calming. The evidence would need to support the need for traffic calming measures. If 85% of the traffic was travelling at a safe speed (posted speed limit or less), the request would not be approved. The evidence would need to show that vehicles traveling over the speed limit were within the 85 percentiles or if there was evidence of a lot of accidents caused by speed in the area (RCMP data). Basically, if 85 % of the traffic was traveling within or under the posted speed limit, the area would not meet the eligible criteria for traffic calming.

The Municipality's only option for traffic calming on provincial roads were speed signs. The ability does not exist to implement speed bumps on provincial roads.

It was noted that it takes time to complete these assessments, and it was unknown how many requests the Province had, consensus was to submit requests for all schools within the region, starting with Brooklyn. There was value in having the schools listed by priority. All the schools located on provincial roads were identified as priorities (Brooklyn being the top priority), as Windsor, Hantsport and Avon View schools were on Municipal Roads.

d) Wind Farms Information Report – CAO Phillips

CAO Phillips provided a high-level overview of the report highlighting the previous request regarding a Cumulative Visual Effects Study for the Bear Lake application. After that meeting the municipality received correspondence from the Provincial Planning Department regarding the MPS and LUB amendments forwarded by Council. In the response the amendments were approved and further amended by the province as authorized and imposed by Minister Lohr. Most notably the change in setback requirements and the removal of the consideration of visual intrusive impacts on the landscape from the MPS.

Bear Lake has withdrawn their original application and has reapplied under the new criteria identified in the amended MPS and LUB. Visual intrusive impacts will not be a consideration for applications received from the date of the amendments (including Bear Lake's resubmitted application).

With regards to the study, staff have reached out to qualified firms for proposals to complete a study of this nature. In return, one proposal was received at the cost of

\$60,845.00 plus applicable taxes. If awarded the study's completion date was anticipated to be August 2025.

Data from the study could potentially be used in an attempt to limit the height of turbines and for future use when considering wind turbine applications. There was value in having an idea of what the longer-term view for the region was regarding wind turbines. Consensus was more information was beneficial in order to make informed decisions.

There may be value in having a discussion with Minister Lohr on his vision moving forward in an effort to get a better understanding of what the Province was thinking and where they were headed.

Staff have been provided direction on the matter; however, due to procurement, the study will need to return to Council for approval and to determine the funding source.

A break occurred at 8:30 p.m. The meeting resumed at 8:50 p.m.

9. Reports

a) CAO's Report

CAO Phillips provided some verbal highlights regarding his report.

Participated in Diversity and Inclusive and Accessibility Strategy session in Hantsport, the new Code of Conduct training, the Police Advisory Board meeting (January 20), the Hants Shore Health Clinic Annual General Meeting (January 21), the Audit Committee meeting, the Long Pind Classic and Banquet (January 25), the Valley Regional Enterprise Network, EPR information sessions. CAO shared a reminder that Council had previously indicated they would opt in but as the offer comes forward, a decision will be before Council on whether to move forward with that decision or not. A decision on this matter was required by the end of May 2025. Attended Enhanced Work Safety De-escalation training, along with regularly scheduled development meetings. Council's strategy session remains on-going. Participated in a Public Information meeting site visit.

The Accessibility and Diverse and Inclusive Communities committees have viewed the draft Anti-Hate/Anti-Racism/Accessibility Strategy, once the strategy was finalized, it will be presented to Council. Interviews were being conducted to fill the Human Resource Manager vacancy.

Discussion Points:

- Regarding the Operational and Financial audit, staff have gone back to the vendor to confirm they meet the entire scope of work requested in the RFP. As this matter was an audit-related matter, it will return to the Audit Committee next week and then be presented to Council.

11. Correspondence

a) Information

1. Avon Causeway Activity Log received as of February 11th, 2025 - None
2. Correspondence Received Log as of February 11th, 2025
 - i. Wind Farms
 - a) Karen Wallace Re Wind Amendment
 - b) Shared Tower Letter to Council Re Telecom Infrastructure

Council discussed the Shared Tower correspondence. It was understood in the original application the proposed tower was in a slightly different location. The proposed tower had moved slightly to satisfy the setback requirements (but remains on the same property) as a result of continuous consultations between the Development officer and Shared Tower. This dialogue occurred prior to permits or letters being issued and was done to ensure the Land Use By-Law requirements were met.

ii. Citizen Committee Participation

- Markus Kehoe Re PAC HAC Members Dismissed
- Tim Carr Re Citizen Participation PAHAC
- Margaret Johnston Re Planning Committee Restructuring Amendment
- Jane Davis Re Deep Disappointment in Decision to Reduce Citizen Representation on PACHAC
- KJ Conyers-Steede Re Concern Over the Restructuring of the Planning Advisory Committee
- Guide Furlani Re Planning and Heritage Committee re-instatement amendment and motion
- Alicia Hennessey Re Concerned Citizen about the PACHAC committee
- Amanda Dunfield Re WHRM PACHAC Restructuring
- Carol Bradley Re West Hants PACHAC
- Vanessa Brunt Re Concerned Citizen about the PACHAC committee

Council discussed the correspondence received as a result of the motion to change the composition of the Planning and Heritage Advisory Committee at the last meeting. It was noted the policy that Council had set for itself was not followed (not enough notice was provided). Apologies were extended to Council, members of the Planning and Heritage committee and public regarding the oversight. The intent was not to remove citizen engagement but to add/increase Council engagement in the planning process.

Mayor Zebian provided Notice of Reconsideration; the motion made at the last meeting will return to the next meeting (February 25, 2025) for further discussion.

Council discussed the matter in length. It was noted the Meeting and Committee Procedural Policy allows for a meeting to occur as long as quorum was achieved. As the motion was actioned on, quorum for the meeting would be eight (8). If the meeting was not able to achieve quorum, then the meeting would not occur and be rescheduled. Citizen members have yet to be appointed to the new committee, only members of Council will be at the upcoming meeting.

Concerns were raised regarding holding the meeting without citizen members in attendance, it was felt it was not the right thing to do, even if it was permitted.

Questions around the policy, quorum and the ability to legally hold a meeting were raised as wording within the MGA uses the word “shall” which was interpreted to mean must. There was value in seeking the solicitor’s opinion on the matter and the word “shall”. Staff will revisit the matter tomorrow to determine if the upcoming Planning and Heritage Advisory Committee meeting was able to occur on Thursday with no citizen representatives.

b) Requests as of February 11th, 2025

i. Avon Community Farmers Market Board of Directors Funding Request

Councillor Remme spoke to the Avon Community Farmers Market Board of Directors Funding Request. The group had three (3) requests for Council to consider.

Discussion Points:

- Mayor Zebian proposed a friendly amendment adding that the funding come from the Operating Reserve.
- The start up funding was needed immediately, once the motion was ratified in two weeks time, it would satisfy the immediate need for the group.

MOVED BY COUNCILLORS REMME AND LEARY-PINCH THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT WEST HANTS REGIONAL MUNICIPALITY APPROVES AN EMERGENCY START UP GRANT IN THE AMOUNT OF \$5,000 FOR THE AVON COMMUNITY FARMERS MARKET TO SUPPORT THEIR PREPARATION FOR THE 2025 MARKET SEASON, RECOGNIZING THEIR SIGNIFIGANT CIONTRIBUTIONS TO LOCAL ECONOMIC DEVELOPMENT, FOOD SECURITY AND COMMUNITY ENGAGEMENT AND FURTHER THAT FUNDING COME FROM THE OPERATING RESERVE. MOTION CARRIED

MOVED BY COUNCILLORS REMME AND B. SMITH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL CONSIDER INCLUDING A \$5,000 ANNUAL GRANT FOR THE AVON COMMUNITY FARMERS MARKET IN THE BUDGET FOR THE NEXT THREE (3) YEARS TO PROVIDE OPERATIONAL STABILITY AND SUPPORT THEIR ONGOING GROWTH AND COMMUNITY IMPACT.

Council discussed the second request from the group. Confusion was expressed with the motion as it was felt it was a bit vague, why was the funding only being requested for a three (3) year period and what happens after the three (3) years have passed. The group has indicated through conversations that their ultimate goal was to have funding as a line item within the budget and would like Council to consider this request during their discussions. Consensus was this discussion was better had during budget deliberations

Both the MOVER and SECONDER agreed to withdraw the motion.

CAO Phillips advised that staff would work with the Farmers Market regarding the request to use the Community Centre when Victoria Park was not suitable for use.

ii. Hon D. Ritchey Re Library Funding Formula Increase (WHRM copied)

c) Outgoing as of February 11th, 2025 - None

12. New Business

a) Windsor Food Bank Funding Recommendation Report

Mayor Zebian reviewed the report highlighting the need for continued financial support for the food bank. The food bank has benefitted from funding that West Hants has provided over the last year. They recently advised that if the funding cannot be renewed, they may be forced to close as they would not be able to cover the expenses of their location. They were still actively searching for a location that would provide more favourable expenses, but this has been challenging. They are requesting the funding be extended and still considered during the current budget season.

Discussion Points:

- Currently nothing has materialized as a space that meets their needs and at present the Municipality does not have a space to offer.
- Consensus was a decision was to provide the funding until a decision was made.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR LEARY-PINCH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL CONTINUE TO PROVIDE MONTHLY FUNDING BEYOND MARCH 31, 2025 TO THE WINDSOR FOOD BANK IN THE AMOUNT OF \$3700/MONTH OR UNTIL A FINAL BUDGETARY DECISION CAN BE MADE DURING 2025/2026 BUDGET DELIBERATIONS. FUNDS TO CONTINUE COMING FROM THE OPERATING RESERVE. MOTION CARRIED

b) Active Living Strategy Recommendation Report – discussed earlier on the agenda.

c) RFP Awarding: WHRMPD24-2, Pre-approved Housing Design Options Recommendation Report

Planner Dunphy reviewed the report. The plan identified attainable actions to support the development of new housing units by making policy changes that will enable or incentivize new home construction. In January 2024, the Municipality secured funding to participate in the HAF program. On January 30, 2024, Council approved the Housing Action Plan as submitted to CMHC and directed staff to begin implementation. Action Item #6, *Promote Alternative Forms of Housing*, identified an opportunity to create a set of designs for missing middle housing types that could be considered pre-approved by municipal staff. This item was given a total budget of \$100,000 through the HAF funding. A Request for Proposals was posted on December 20, 2024 resulting in three (3) submissions being received. However, two submissions did not meet the technical requirements of the procurement process.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL AWARD THE REQUEST FOR PROPOSALS # WHRMPD24-2 TO PASSIVE DESIGN SOLUTIONS AND UPLAND TO COMPLETE PRE-APPROVED HOUSING DESIGN OPTIONS AS IT RELATES TO ACTION ITEM #6 OF THE HOUSING ACTION PLAN AT A PROJECT PRICE OF \$89,100.00 PLUS APPLICABLE TAXES. MOTION CARRIED

d) Riverview Road Street & Services Reconstruction Construction Recommendation Report

Director Richard reviewed the report. Riverview Road (from Rand St to Willow St) was identified as a priority for sections of water service upgrades and street renewal and approved in the capital budget. This determination was based on the age and condition of the water main, the need for improved storm water management along Riverview Road and the width and condition of the existing roadway and sidewalk. Detailed design of the section of street was completed and we are now at the stage to proceed with reconstruction of Riverview Road. The project included replacement of water main with 250mm DR18 PVC pipe, including all required valves and fittings, installation of 3 new fire hydrants, replacement of PRV chamber, replacement of water service laterals to occupied and empty lots, installation of temporary water service during construction, installation of new storm water mains with 200-450mm DR35 pipe, installation of 7 new storm manholes, 15 new catch basins, French drain construction, street reconstruction with new surge, geotextile, gravels and asphalt roadway, addition of concrete curb on both sides of the street, addition of new concrete sidewalk on the south side of the street, reinstatement of driveways, sidewalk and associated topsoil, sod and seed landscaping, removal and disposal of existing services and street paint marking where required. It was noted the cost was over budget, after a closer review it was noted, some things were overlooked (the pressure reduction valve chamber was missed in the tender, updating unit prices based on inflation), and the competitiveness and contractor availability also played a role in the increased cost.

Discussion Points:

- The project needs to be completed, if the desire was to wait, the cost for the project would only increase.
- Based on the Financial Services Director reviewing the report; proposed funding allocations were identified within the report for Council to consider. All proposed draws on the Reserves were within capacity of the Reserves and will remain with balances in each one.
- The Sustainability Services Growth Fund was seen as a bit of an uncertainty. Sidewalks were identified as coming from this funding source. A requirement for this funding source was that it needed to be used by March 31, 2025. A request was made to extend this funding source. If the request was denied, sidewalks were also eligible to be funded under the Canada Community Building Fund. This portion of the project was not related to debt servicing.
- It was estimated that only \$29,000 would affect the tax rate and be taken on through debt servicing per year. The remaining increase in costs was being mitigated through other funding streams.
- The \$369,334.91 noted in the report was associated with depreciation funding. It was the funding source and taken from the depreciation reserve. It was not set over a specific period of time.
- Any project over \$250,000 on a water utility requires Utility and Review Board (UARB) approval for funding from the utility. To date projects WHRM has not had a project declined.
- Director Rochon noted it was a requirement to borrow on the water side and this needed to be mentioned in the approval.

- Changing the scope of the project to lower the cost was not recommended by staff, as is the project meets Municipal Specifications.
- The road was at the end of its life span, and the aged infrastructure needed to be replaced as well. The Pressure Reduction Valve (PRV) chamber was not functioning as it should and needed to be replaced.
- The price was lump sum based on square footage identified in the RFP that was bid on.

MOVED BY COUNCILLORS P. MORTON AND REMME THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE AWARD OF TENDER WHRMHPW24-08 FOR RIVERVIEW ROAD (HANTSPORT) SERVICES & STREET RENEWAL TO THE LOW COMPLIANT BIDDER, GARY PARKER EXCAVATING LTD, FOR THE TENDERED PRICE OF \$3,498,693.20 PLUS A 15% CONSTRUCTION PROJECT CONTINGENCY OF \$524,803.98 FOR A TOTAL OF \$4,023,497.18 PLUS APPLICABLE TAXES. MOTION CARRIED. Nays:
McLean

13. Public Participation

Ms. Kathelene O'Brien from Union Corner expressed concern and frustration regarding the proposed cell tower. In her opinion she felt Shared Tower would not be able to meet the required setbacks based on her investigations, she felt the documents were riddled with errors, and the public consultation process was meaningless. In her opinion, Council did have a role in this matter and could request that Innovation, Science and Economic Development of Canada step in and explore another location more suitable for a proper telecommunications tower that would cover a larger grid and reach many more residents.

Guido Furlani from Windsor expressed appreciation to Council and the Mayor for revisiting the motion made to alter the Planning and Heritage Advisory Committee composition. In his opinion consolidation created some great opportunities but it also created problems and more representation from residents would be beneficial. Mr. Furlani also expressed his support to Ms. O'Brien regarding the telecommunications tower.

KJ Conyers-Steede from West Hants questions who was holding the power and control and the need to build trust. He expressed concern about how the decision was made and the division that is still being created within the communities. It was important to look ahead and envision where the region wanted to go instead of making the same mistakes/decisions and continuing to divide the community vs bringing the community together by having people come together with vested interests.

Markus Kehoe from Upper Vaughan expressed appreciation for the opportunity to revisit the motion that was made regarding PACHAC.

Mr. Kehoe questioned the lack of a required Public Information meeting for Bear Lake's new Wind Farm application,

Mr. Kehoe expressed appreciation to Community Development staff for extending invitations to be a part of the Winter Carnival festivities.

Michel Bourgeois from Curry's Corner expressed appreciation for the opportunity to revisit the motion made to alter the Planning and Heritage Advisory Committee composition.

Judy Mallard Wile spoke about Shared Tower and her experience with them when they approached her. She expressed the company made the telecommunications tower appealing but after doing her own research on the health effects, she turned down their offer. In her opinion a telecommunications tower was great in some places, just not populated areas and questioned if a person would want one in their backyard.

14. In-Camera

- a) 2025-01-14 Committee of the Whole In-Camera Minutes
- b) MGA 22(2)(a) Land Matter
- c) MGA 22(2)(a) Land Matter
- d) MGA 22(2)(a) Legal Matter
- e) MGA 22(2)(a) Legal Matter

**MOVED BY COUNCILLORS P. MORTON AND LEARY-PINCH THAT
THE MEETING MOVE IN-CAMERA AT 9:56 P.M. MOTION CARRIED**

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR P. MORTON THAT
THE MEETING MOVE OUT OF IN-CAMERA AT 10:59 P.M. MOTION
CARRIED**

**MOVED BY COUNCILLORS P. MORTON AND B. MORTON THAT THE
MEETING ADJOURN AT 10:59 P.M. MOTION CARRIED**

15. Next Meeting Date / Adjournment – February 25, 2025 Council meeting.

Deputy Mayor Francis

Deanna Snair, Municipal Clerk