

**WEST HANTS REGIONAL MUNICIPALITY**

**Committee of the Whole - Meeting Agenda Amended January 15, 2025**

**January 14<sup>th</sup>, 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.*

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**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) 2024-12-03 Committee of the Whole Minutes
7. Presentations
  - a) Dial -A-Ride Presentation – Kim Fahie
  - b) Hantsport Memorial Community Centre (HMCC) – Nic Zamora
  - c) Property Valuation Services Centre (PVSC) – Paul Beazley and Rod Tremblay
8. In-Camera
  - a) MGA 22(2)(a) Land Matters
9. Unfinished Business/Postponed Motions
  - a) Municipal Street Lighting Policy & Recommendation Report- Director Richard
10. Reports
  - a) CAO Activity Update - Information Report
11. Correspondence
  - a. Information
    1. Avon Causeway Activity Log as of January 10th, 2025 - None
    2. Correspondence Received Ledger as of January 10th, 2025
      - i. 2024-12-10 Amanda Dunfield Re Windsor Flood Zone Combined Sewer Overflows\_ PVSC - NSFMS \_ Intact 2024 Municipal Climate Resiliency Grants Program

- ii. 2024-12-18 Rick Smith Re Audit Committee Brief
    - iii. 2024-12-30 Hon. John Lohr Re Congratulatory letter for municipalities on adopting the code of conduct
  - b. Request(s)
    - i. 2024-12-19 Avon River Pickleball Club Letter of intent
    - ii. 2025-01-02 Rick Smith Re Tremain Crescent Flooding
    - iii. 2025-01-09 Amanda Dunfield Re WHRM Windsor CSO -inquiry council elect briefing buyout discussions
  - c. Out-going Correspondence Ledger as of January 10th, 2025
    - i. 2024-12-10 Installing a fence along the perimeter of Avon View High School property
    - ii. 2025-01-09 Financial support to fund a residential property buyout program
- 12. New Business
  - a) Epoxy Floor Coating Water Treatment Plant Floors Recommendation Report – Director Richard
  - b) 2025 Rand Street Hantsport Detailed Design Street Reconstruction Recommendation Report - Director Richard
  - c) Fort Edward View Planes Recommendation Report – Acting Director Fougere
  - d) Windsor Community Centre Structural Assessment Recommendation Report – Director Kehoe
  - e) Accessibility Advisory Committee Citizen Member Appointments Recommendation Report – Clerk Snair
  - f) Diverse and Inclusive Communities Committee Citizen Member Appointments Recommendation Report – Clerk Snair
  - g) Meeting and Committee Procedural Policy Amendments Recommendation Report – Clerk Snair
- 13. Public Participation Period
- 14. In-Camera
  - a) 2024-11-12 Committee of the Whole In-Camera Minutes
  - b) 2024-12-03 Committee of the Whole In-Camera Minutes
  - c) MGA 22(2)(a) Land Matter
  - d) MGA 22(2)(a) Land Matter
  - e) MGA 22(2)(a) Legal Matter
  - f) ~~MGA 22(2)(a) Personnel Matter~~
- 15. Next Meeting Date / Adjournment – January 28<sup>th</sup>, 2025 Council Meeting at 6 p.m.

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  
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

Regrets:

Scott McLean, Councillor Dist. 2

Staff

Mark Phillips, CAO  
Carlee Rochon, Dir. Financial Services  
Todd Richard, Director Public Works

Kathy Kehoe, Dir. Community Development  
Kari Fougere, Acting Director Planning & Development  
Deanna Snair, Exec. Asst/ Clerk

Regrets:

Shelleena Thornton, Municipal Operations Supervisor

Presenters:

Dial -A-Ride Presentation – Kim Fahie  
Hantsport Memorial Community Centre (HMCC) – Nic Zamora  
Property Valuation Services Centre (PVSC) – Paul Beazley  
Two (2) residents in the Gallery

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

Financial reports will be presented at Council meetings to allow for increased accuracy.  
Planning excerpt was included on the agenda to allow for an increased level of discussion for Council.

Item 14 (e) was removed.

Voting occurred by a show of hands.

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

- a) Dashboard Action Items – Information Log
- b) Dashboard – Dangerous or Unsanitary Premises – Information log

**4. Declaration(s) of Conflict of Interest (6:04 p.m.) - None**

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

Deputy Mayor Francis 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.

An Equity, Accessibility and Anti-Racism session was scheduled for Thursday, January 16<sup>th</sup>, 2025 from 6:30 pm and 8:00 pm at the Three Mile Plains Hall. The survey was available online. All were encouraged to complete the survey.

The return of the Long Pond Classic was scheduled for January 25<sup>th</sup>. Although the banquet was sold out, all were encouraged to drop by Long Pond to watch one of the outdoor games.

Avon Chambers of Commerce has scheduled an event in recognition of Robert Burns Day on January 25<sup>th</sup>, 2025.

Windsor Township Business Association (WTBA) was hosting a post-Christmas social event this coming Thursday as well.

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

a) 2024-12-03 Committee of the Whole Minutes

Council discussed the minutes, noting minor changes to be completed by the clerk. Consensus was to approve the minutes with the proposed changes as discussed.

**MOVED BY COUNCILLORS P. MORTON AND LEARY-PINCH THAT  
COUNCIL APPROVE THE 2024-12-03 COMMITTEE OF THE WHOLE  
AGENDA AS AMENDED. MOTION CARRIED**

**7. Presentations**

a) Dial-A-Ride (6:08 p.m.)

Ms. Fahie and Ms. Chambers provided a brief overview of Dial-A-Ride, their operations, services they provided, and those supported by subsidized transportation. Dial -A- Ride provides between 6-700 drives per year and any funding provided allows them to offer subsidized transportation to those residing in West Hants in need of transportation.

The request was to remain a line on the West Hants Regional Municipal budget with an increased amount per year from what was received in the past.

Discussion Points:

- No financial information/income was required from a person, this was done in an effort to remove barriers for users. If a need was identified, subsidized rides were offered. It was felt that most individuals using the service required subsidizing.
- Transportation was available every day, including weekends; however, it was based on driver availability.

- There were four (4) paid drivers that drive the vehicles owned by Dial-A-Ride and also volunteers who use their own vehicles for transporting.
- Statistics on catchment areas and where people are accessing transportation to and from are available in the quarterly report. Individuals travel from Halifax to Yarmouth and all areas in between.
- As per UARB licensing, the organization was only able to provide local transportation (Windsor area) to individuals in wheelchairs.
- The higher the funding amount provided results in the organization's ability to provide more subsidized transportation for residents in West Hants.
- The normal rate (not subsidized) was \$0.51/km. To go from Windsor to Halifax in a regular vehicle (subsidized) would cost \$45 (return).
- It was beneficial to know if the service had grown/extended further out into the more rural areas of West Hants.
- Dial-A-Ride now has a level 2 charging system for their electric vehicles. The previous issues regarding a battery identified last year have been resolved.

b) Hantsport Memorial Community Centre (HMCC) (6:24 p.m.)

Nic Zamora provided a brief overview of the Hantsport Memorial Community Centre, its history, past funding models, programs and services offered, current fiscal reporting and the need for additional funding to ensure programming continues. The request was for \$75,000 in annual operational funding from the Municipality to allow HMCC to alleviate some of the typical yearly cost pressures and to focus on much-needed upgrades to its facilities. It was noted insurance costs alone has almost doubled compared to previous years, along with other costs increasing due to inflation. Non-Area Rate Expenses as of March 31, 2024 totalled \$158,200.00 plus \$24,224.78 for general liability insurance and an additional cost of \$5,353.42 for the area rated admin fees.

Discussion Points:

- The group has received several other grants. An accessibility grant was received to upgrade the washrooms for the tennis courts. Provincial grants were received for repairs completed for Churchill House and Federal grants were also received in the past.
- Appreciation was expressed in receiving the presentation, it was felt further discussions would occur during budget deliberations.
- It was thought the Red Barn was actually older than Churchill House. The building was not deemed condemned, but the main floor was the only usable space out of the entire structure. The space was not insulated, heated, painting was needed and some of the siding and sills needed repairing. Roof work was previously completed.
- A conversation between both parties may be valuable and help provide options that may assist with cutting or reducing operational costs (phone/internet).
- Appreciation was expressed to HMCC with respect to their aquatic programs. They were developed to be flexible, which provided the ability for private sessions and were valuable from a DEI perspective.

Mr. Zamora, Ms. Fahie and Ms. Chambers left the meeting.

c) Property Valuation Services Centre (PVSC) (6:48 p.m.)

Mr. Beazley and Mr. Tremblay introduced themselves and provided a brief overview of 2025 Assessment role. The 2025 Assessment role noted the Assessment role reflected steady residential market growth especially in towns outside of Halifax Regional Municipality. The analysis indicated apartment buildings and manufactured homes were a strong market across the province.

Mr. Tremblay reviewed the four-step process for Nova Scotia's Property Assessment and Taxation System, a brief overview of PVSC, what PVSC does and does not do, the Role Quality Standards, the 2025 Assessment Roll for West Hants, the appeal process and PVSC's contact information in case residents had any questions and wanted to contact them. Key points of the presentation noted properties were required to be assessed at market value (the market one year prior to holding the notice in your hand – January 1, 2024 for this year) as per the Nova Scotia Assessment Act. PVSC administers the Capped Assessment program on behalf of the NS Government. The program places a 'cap' on the amount of taxable assessment for eligible residential property and how much it can increase year over year based on the Nova Scotia Consumer Price Index (CPI). CPI for 2025 was 1.5% compared to 3.2% in 2024. The total assessment role equaled \$3.2 billion (\$2.9 billion in residential assessed value which reflected a 12.9% increase (residential lift) year over year). Residential assessed value with CAP equaled \$2.1 billion (reflected an 8.4% lift from 2024, this was the taxable lift). 88% of the dwellings in West Hants were capped this year (same as 2024).

Discussion Points:

- Of the 262 appeals received, the exact number of adjusted appeals was unknown. In the past, somewhere between 18-22% of appeals were adjusted. Typically, 1/3 of appeals were withdrawn, 1/3 were amended and 1/3 were confirmed and remained unchanged.
- Appeals with damages occurring prior to December 1<sup>st</sup> would be adjusted for the current year. Residents were encouraged to reach out and call PVSC as long as it was within the 31-day appeal period.
- There were no fees associated with an appeal, and it was easy to request an appeal. It was noted it was rare that PVSC would increase an assessment but if properties had obvious additional structures added to a property, an assessment would be adjusted in the coming year.
- PVSC would happily change/correct physical data that was incorrect depending on when the physical data occurred. In the absence of a building permit, an appeal or a call from a homeowner, it was difficult to be aware of the damage.
- Flooding was more difficult to assess as damage was often reflected inside the home and not seen from the outside, unlike fire damage which was usually seen from the outside.
- An adjustment continues to be applied to homes in the Stannus Street area; specifically for market values related to flooding. This was a separate adjustment applied consistently throughout this area where an issue was identified and remains in effect for the 2024 role, with the addition of a few more properties added to the file. PVSC sees a reduced value for this group of properties specifically. Affected property owners in that area will receive a letter with a brief description of the adjustment. These are 15% adjustments to market

based assessed values to reflect differences in that area due to stigma related to the flood issue.

- Properties reconstructed following flooding, or fires would be assessed at a new value of the new construction vs the previous assessment prior to the damage. PVSC received an additional regulation yesterday under Section 45(a) from the provincial government to provide relief for property owners affected by the wildfires by applying their 2023 Capped Assessment plus CPI for the two intervening years, assuming everything remained the same. One of the provisions within the new regulation was that up to 25% increase in square footage was permitted.

Mr. Beazley and Mr. Tremblay left the meeting.

**8. In-Camera (7:23 p.m.)**

a) MGA 22(2)(a) Land Matters

**MOVED BY COUNCILLORS P. MORTON AND LEARY-PINCH THAT THE MEETING MOVE IN-CAMERA AT 7:21 P.M. MOTION CARRIED**

**MOVED BY COUNCILLORS P. MORTON AND LEARY-PINCH THAT THE MEETING MOVE OUT OF IN-CAMERA AT 8:05 P.M. MOTION CARRIED**

A break occurred at 8:05 p.m. The meeting resumed at 8:15 p.m.

**9. Unfinished Business/Postponed Motions**

a) Municipal Street Lighting Policy & Recommendation Report- Director Richard Recommendation Report (8:15 p.m.)

Director Richard reviewed the report highlighting the previous information and direction provided to staff and updated information related to costing for streetlights in West Hants.

This proposed policy presents budgeting, financial and operating guidelines for municipal owned or leased streetlights and criteria for staff to use when reviewing requests for new streetlight installations throughout West Hants.

Lighting all roads (Municipal and Provincial) within the service areas of WHRM required an additional 765 streetlights resulting in one (1) 55W LED streetlight costing \$11.27/month. The annual cost to light all streets in WHRM service areas would be \$103,458.60.

Lighting only municipal roads within the service areas of WHRM would require an additional 159 Street Lights resulting in one (1) 55W LED streetlight costing \$11.27/month. The annual cost of lighting all municipal streets in WHRM service areas would be \$21,503.16.

**Discussion Points:**

- This was a lease program through Nova Scotia Power (NSP), NSP would own the light. \$11.27 /month included installation and maintenance.
- The policy provided funding options for consideration (Area Rated or General Rated). Currently streetlights were General Rated in serviced areas in Windsor and Hantsport.

Area rating may be a consideration when exploring lighting in more rural areas in West Hants.

- Service areas were defined as areas where water and sewer services were available (Three Mile Plains, Falmouth, Windsor and Hantsport).
- If the policy was approved, staff would do a cost estimated based off ideas where staff feel streetlight requests may be received and adjust/increase the budget accordingly. It would also be included in the Municipal Specifications to ensure consistency throughout the region.
- Placing a streetlight on a provincial road is not difficult, they require a request be submitted and dependant on Nova Scotia Power's availability to put the light in.
- The province has some intersections with streetlights. In these cases, they determine where lighting is needed. If there was a desire to have a light at an intersection on a provincial road, a request would need to be submitted for them to consider. Request cans be made to see if the province will pay for added streetlights on their roads; however, it was unlikely this would be successful.
- The policy speaks to the process for added streetlights on all roads and getting buy-in from neighbouring properties through a signed petition. At least (67%) of the properties in the proposed charge area, must be in favour of street lighting for the request to be considered.
- There may be value in adding a section in the policy identifying a minimum number that can apply for a streetlight in the policy, currently there is no minimum and if a single person living on a street wants a light, they would meet the criteria identified in the policy.
- The Crossing has some decorative 100% municipally owned and operated lighting. The lighting along the King Street extension/waterfront area were municipally owned. They were referred to as decorative streetlights.
- If streetlights were leased, they would be located on Nova Scotia Power (NSP) poles, if the wires were underground (as with some new subdivisions), streetlights would likely be a decorative pole that meets NSP standards.
- As identified in the policy, if a request was received to install a streetlight on a provincial road, the costs identified in the report.

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE STREET LIGHT POLICY RCOPW-002.00, AS PRESENTED. MOTION CARRIED.** Nays; Jannasch

## 10. Reports

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

CAO Phillips provided some brief highlights regarding his report.

Council orientation continued with site visits occurring. Strategy sessions would be scheduled next.

The Valley Community Fibre Network (VCFN) met on January 6<sup>th</sup>. A follow-up meeting was held with respect to the letter sent regarding installing a fence along the perimeter of the Avon View High School. The meeting was to look at developing strategies and create some trails/pathways

on and off the property to help students better navigate/travel the area and avoid conflicts with neighboring properties.

The Warming Centre continues to operate out of the Hants Aquatic Centre with community volunteers supporting the initiative.

A meeting occurred December 17<sup>th</sup> to discuss Pickleball and the desire to have a facility.

Participated in quarterly Alert Ready sessions (December 10<sup>th</sup>) with the province.

Discussion Points:

- Based on the meeting with key representatives from the school, school board and RCMP; containing students with a fence was not the preferred option. Individuals will find a way over/around a fence, either by climbing over or under it, cutting it, etc. It was unlikely a fence would be erected. A better coordinated or improved trail system was seen as more likely to be successful in deterring students from entering private property and keeping them on a safe predetermined path. The consensus was to provide a safer route (trail) for students to use.
- With respect to the Alert Ready system, there was some resistance from Emergency Responders in having the responsibility or undertaking the process and having the authority associated with Alert Ready. The process continues to be reviewed at the municipal level.

**11. Correspondence (8:48 p.m.)**

a) Information

1. Avon Causeway Activity Log received as of January 10, 2025

2. Correspondence Received Log as of January 10, 2025

- i. Amanda Dunfield Re Windsor Flood Zone Combined Sewer Overflows\_ PVSC - NSFMS \_ Intact 2024 Municipal Climate Resiliency Grants Program

Council may want to look at/explore how to proceed with changing the existing legislation for the Capped Assessment program or the creation of a new program, similar to the one created for the wildfires in Hammonds Plains. There was value in finding out how this new legislation came about, the process undertaken to have it in place, what factors may have influenced the creation of the revision for the policy and what could be done to mirror a similar policy for those impacted by flooding.

WHRM was aware of the Intact 2024 Municipal Climate Resiliency Grants program, as well as other grants provided through NSFMS and AMA. Staff will follow up on this matter. Any additional funding was seen as beneficial.

- ii. Rick Smith Re Audit Committee Brief

A summary report regarding this matter may be warranted in order to receive clarity on the matter and concerns raised with the 2023 Audit.

Clarity was requested regarding the motion made to secure an Operation and Financial audit. The Director advised the RFP posted on the NS Procurement website identified an Operational audit with a focus on financial.

Clarity was requested regarding if staff were waiting for the results of the audit before statements would be amended. Based on discussions with the auditors at the last Audit Committee meeting; the auditor expressed concern about going back and opening up former financial year statements, as this can lead to fraud and goes against public sector accounting standards based on what was performed at that time.

WHRM was not waiting to amend the financial statements, it was hoped the operation audit with the financial focus would result in a review of all of the processes (reading, billing, credit, management controls, compliance with the UARB and compliance with other financial accounting standards) currently in place to be able to comment on that year and that would be what would come back. In addition to this, staff added talking about if there was capacity for growth.

The numbers have not been adjusted as referenced by Mr. Smith's correspondence. This information was part of a credit, and the credit was reviewed by the Utility and Review Board (UARB) who deemed the credit was applied accurately. This resulted in a lower-than-normal revenue in the 2021/22 and 2022/23 year due to the void that was done when completing the March and April billing. From there the 2023/24 year a correction billing was done for the Underwood meter, which also fed from the Three Mile Plains area. Based on the UARB, billings cannot go past four (4) quarters, which means the Underwood meter cannot be billed for anything past four quarters as well. The Auditor also commented staff were not able to go past the four quarters to bill the Underwood meter as staff were only aware the problem existed this year and you are not able to go back and adjust a former year based on information becoming relevant this year.

- iii. Hon. John Lohr Re Congratulatory letter for municipalities on adopting the code of Conduct.

b) Requests as of January 10, 2025

- i. Avon River Pickleball Club Letter of intent

The letter was intended to formally make Council aware that a pickle ball facility was a priority for the group as Council moves towards strategic planning and future budget deliberations. If there was an appetite to have a formal presentation from the group, one could be arranged as well. The group does have some preliminary thoughts on concepts and designs (size and scale) that were completed by Lindsay's construction.

- ii. Rick Smith Re Tremaine Crescent Flooding

A sperate study was completed regarding the issues along Tremaine Crescent. There was a stormwater ditch crossing the property at 335 Tremaine Crescent. At certain times of the year the ditch backs up and holds water. A full study (detailed design) was completed by CBCL for that project, which resulted in staff requesting direction due to the elevated cost for an improved structure (box culvert) coming in at approximately \$500,000 (high level estimate) to potentially resolve the issue. At that time, the direction provided was for staff to try to find an easement as WHRM may want the easement to assist with managing the system.

No feedback was received from any of the property owners contacted regarding potential easements. Staff could look at other ways to obtain that corridor or only look at obtaining the area needed for the box culvert. Either option would require land acquisition.

The study/report could be reshared, if there was interest in reviewing it again. The study also indicated that spending that much on the solution may not alleviate the issues occurring at that residence, there would still be standing water as it was a low lying area.

There was value in an updated report being presented for the Committee of the Whole meeting in February.

- iii. Amanda Dunfield Re WHRM Windsor CSO - inquiry council elect briefing buyout discussions

Consensus from Council was that everyone was aware and up to date on the potential CSO Buyout program/policy.

A small update was previously provided during an In-Camera session. If there were further questions, it was suggested the meeting move in-camera.

With respect to pumps at the pool. There was one (1) 0.5 hp sump pump located on the inside of the pool cavity to keep the liner from lifting. It was believed the water pump was released onto the grass area.

- c) Outgoing as of January 10, 2025
  - i. Installing a fence along the perimeter of Avon View High School property sent Dec. 10, 2024
  - ii. Financial support to fund a residential property buyout program sent Jan. 9, 2025

## 12. New Business

a) Epoxy Floor Coating Water Treatment Plant Floors Recommendation Report (9 :12 p.m.)  
Director Richard reviewed the report. Resurfacing the floor coatings at all three Water Treatment facilities was identified in the 2024/25 approved capital budget. The existing floors have shown extreme wear and damage from chemicals and work traffic. Some areas have not been properly coated; therefore commercial paints will not adhere resulting in the recommendation to complete an epoxy floor coating. The project includes all labour, equipment and materials to remove the existing floor coating, seal any existing cracks, and resurface with two coats of epoxy coating.

### Discussion Points:

- The epoxy floor would be similar to the floor coating in the Hantsport fire departments with the same quality, visual appearance and nonslip material.
- It was hoped none of the 20% contingency would be needed, but it was in place to address any issues found when the original floor coating was removed (soft spots, cracks), etc.).
- The contractor bid based on a drawing. The square footage was determined by reviewing the plan. There may be areas where curb was present but not accounted for in the drawing or bid.
- The price was lump sum based on square footage identified in the RFP that was bid on.

**MOVED BY COUNCILLORS LEARY-PINCH AND P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE AWARD OF REQUEST FOR PROPOSAL WHRMPW24-12, SURFACE PREPARATION & EPOXY FLOOR COATING – WATER TREATMENT FACILITIES, TO THE LOW COMPLIANT BIDDER, STONHARD, FOR THE TENDERED PRICE OF \$74,916.00, PLUS A 20% CONSTRUCTION PROJECT CONTINGENCY OF \$14,983.20, PLUS APPLICABLE TAXES. MOTION CARRIED. Nays: Ivey**

b) 2025 Rand Street Hantsport Detailed Design Street Reconstruction Recommendation Report (9:20 p.m.)

Director Richard reviewed the report. Public Works intended to upgrade approximately 700 m of Rand Street in Hantsport between Holmes Hill Road and Riverview Road. A Request for Proposal (RFP) was sent to each of the Municipality's pre-qualified Engineering Consultants in November 2024, requesting Engineering support, from design to completion. Staff were looking for approval to proceed with detailed design drawings which would allow them to get in a position where WHRM had tendered documents, detailed design for water, sewer, storm systems along with street and sidewalk infrastructure.

The design was to be completed in 2025. It was hoped WHRM would be in the position to call for tender in the 2026/27 fiscal period.

Discussion Points:

- The cost includes full design of the stormwater systems, grades, driveway grades, sidewalk elevation and the complete road section for curb and gutter. It was the full design, along with preparing tender documents and project management throughout the process.
- Project management during construction would be covered in the construction phase.
- The culvert located on Bishopville Road (200m from the intersection) that leads into Rand Street was not part of this project. However, there was some flexibility within the project, but staff will make sure it was included.
- The construction start date would be next early Spring 2026.

Councillor Leary-Pinch was out of the room and did not participate in the vote.

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE AWARD OF TENDER WHRMPW24-11 – ENGINEERING & DESIGN SERVICES FOR RAND STREET, HANTSPORT – TO DESIGNPOINT ENGINEERING & SURVEYING LTD. (DESIGNPOINT) FOR THE TENDERED PRICE OF \$58,004.00, PLUS VALUE-ADDED SERVICE OF A LEGAL SURVEY AT \$8,174.00, FOR A TOTAL OF \$66,178.00 BEFORE APPLICABLE TAXES. MOTION CARRIED**

c) Fort Edward View Planes Recommendation Report (9:26 p.m.)

Acting Director Fougere reviewed the report. During the Planning and Heritage Advisory Committee (PAC/HAC) meeting on December 12, 2024, a committee member presented a report containing proposed Municipal Planning Strategy (MPS) amendments around the protection of the Fort Edward View Plane, resulting in the committee passing a motion to request that the report be acknowledged and also requested that Council direct staff create new MPS Policies around the protection of the view plane.

Staff were recommending new Municipal Planning Strategy (MPS) policies be created through the current Plan Review process vs initiating a separate amendment.

Councillor Leary-Pinch returned to the meeting at 9:32 p.m.

Discussion Points:

- Applications received prior to the plan review being completed would be evaluated on the criteria identified in the MPS and other documents as of the date of the application. There were no criteria in the current documents that speak to View Planes.
- The target date for the plan review to be completed was the end of this year.
- Concern was raised the recommendation presented/lead with was not the recommendation from the Planning and Heritage Advisory Committee. The committee felt it was important to initiate and start the conversation now to protect the view planes, as it was unknown when the plan review process would be completed.
- It was noted the Planning and Heritage Advisory Committee (PAC) recommendation was reflected in the report. It was not intended to be diminished in any way.
- It was possible to have this work done outside of the plan review. A separate public engagement process would be required and have to be completed by staff as a consultant has been engaged for the plan review to support staff with research and policy development.
- The consultant has already begun work regarding the view planes (looking at view planes, looking at the angles, collecting data). A lot of work has already gone into this [part of the plan review.
- Questions were raised if the motion should be amended to reflect the work already done and not create new work.
- The recommendation made at the meeting will be the recommendation proceeding to Council for consideration. The recommendation from PAC was included in the report and was an option to be made, if that was the desire of the mover.
- Council has provided formal direction through a motion regarding the Fort Edward View Planes be considered through the plan review process.

**MOVED BY COUNCILLORS P. MORTON AND WHEADON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL ACKNOWLEDGE THE WORK OF THE REPORT FROM JANE DAVIS SUBMITTED TO PAC/HAC ON DECEMBER 12, 2024 AND DIRECT STAFF TO CREATE NEW MPS POLICY THROUGH THE PLAN REVIEW PROJECT, TAKING INTO CONSIDERATION INFORMATION**

**PROVIDED BY JANE DAVIS AND DISCUSSIONS FROM THE DECEMBER 12, 2024 PAC/HAC MEETING, THAT SPEAKS TO THE PROTECTION OF THE HISTORIC VIEW PLANES SURROUNDING THE FORT EDWARD NATIONAL HISTORIC SITE, PRESERVING ITS CULTURAL, HISTORICAL, AND SCENIC INTEGRITY. MOTION CARRIED.** Nays: Zebian, B. Smith, P. Morton and Francis

d) Windsor Community Centre Structural Assessment Recommendation Report (9:47 p.m.)  
Director Kehoe reviewed the report. The Community Centre was nearing completion of an Energy Audit in hopes of receiving a complete energy efficiency assessment and providing recommendations for upgrades to improve energy efficiency within the building. A structural assessment will assist in making future decisions regarding capital improvements to the Community Centre, including improvements for energy offsetting with solar power.

Council discussed the report. The cost for a structural assessment was unknown; however, the HATCH assessment completed in 2020 was approximately \$42,500.

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL DIRECTS STAFF TO PROCEED WITH A REQUEST FOR PROPOSALS (RFP) FOR A STRUCTURAL ASSESSMENT OF THE HANTS COUNTY WAR MEMORIAL COMMUNITY CENTRE. MOTION CARRIED**

e) Accessibility Advisory Committee Citizen Member Appointments Recommendation Report (9:50 p.m.)

Clerk Snair reviewed the report. Members of this committee were notified of the approaching end of their term and were encouraged to apply for the upcoming term. Public advertisement for resident members was placed in the local paper (the Valley Journal Advertiser), on the Municipal website and Facebook page beginning on October 15, 2024. Applications to be a resident member of the Accessibility Advisory Committee were accepted until 12 p.m. (noon) October 30, 2024. Six (6) expressions of interest were received, including former members who wished to reapply for an additional term.

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR J. SMITH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPOINT THE FOLLOWING RESIDENT MEMBERS (MICHEL BOURGEOIS, AMIE DELEAVEY AND DENISE LONG) TO THE ACCESSIBILITY COMMITTEE BEGINNING JANUARY 14, 2025 AND ENDING OCTOBER 31, 2026. MOTION CARRIED**

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR LERAY-PINCH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPOINT**

**THE FOLLOWING RESIDENT MEMBERS (JORDAN STEPHENS AND ROSEANNA BOYD) TO THE ACCESSIBILITY COMMITTEE BEGINNING JANUARY 14, 2025 AND ENDING OCTOBER 31, 2027. MOTION CARRIED**

- f) Diverse and Inclusive Communities Committee Citizen Member Appointments Recommendation Report (9:53 p.m.)

Clerk Snair reviewed the report. Public advertisement for resident members was placed in the local paper (the Valley Journal Advertiser), on the Municipal website and Facebook page on October 15, 2024 and applications were accepted until 12 p.m. (noon) October 30, 2024.

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPOINTS THE FOLLOWING INDIVIDUALS AS VOTING CITIZEN MEMBERS TO BECOME REPRESENTATIVES AND SUPPORT TO THE DIVERSE AND INCLUSIVE COMMUNITIES COMMITTEE: ANNE BISHOP, LISA BLAND, ALMA CRNALIC, JAMIE PATTERSON, DOMENIC PADULA AND CHARLOTTE PAUL. MOTION CARRIED**

- g) Meeting and Committee Procedural Policy Amendments Recommendation Report (9:56 p.m.)  
Clerk Snair reviewed the report. The report suggested proposed changes that Council may wish to make in an effort to reflect an increased level of efficiency.

Council discussed the report and reflected on the proposed changes and also noted additional changes they would like to see incorporated into the updated policy. Proposed changes included adding text to reflect that anyone could self-nominate themselves for the positions of Deputy Mayor or Chair for a committee of Council, remove wording that aligned with Municipal Elections, as this wording was no longer needed, removing video recordings were not permitted as this was seen as being obsolete and adding more clarity to some areas within the policy.

An updated policy will be presented reflecting the discussions had at the meeting for Council to consider at the next meeting.

**MOVED BY COUNCILLOR LEAQRYPINCH AND P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECT THE CAO TO ENGAGE STAFF TO MAKE THE NECESSARY CHANGES TO THE MEETING AND COMMITTEE PROCEDURAL POLICY RCOGE-003.00 FOLLOWING THE DISCUSSION OF COUNCIL AT THE JANUARY 14, 2025 COMMITTEE OF THE WHOLE MEETING. MOTION CARRIED**

At 10:15 p.m. it was noted that a motion to continue the meeting was required as per policy.

**MOVED BY COUNCILLORS P. WHEADON AND JANNASCH THAT THE MEETING CONTINUE PAST 10 P.M. MOTION CARRIED**

**13. Public Participation (10:15 p.m.)**

Ms. Amanada Dunfield, a resident of Windsor, expressed she felt there was reluctance to disclose information on situations impacting residents' homes. Questions regarding pumps, etc. have been asked, with no responses provided.

Ms. Dunfield noted she had examined the area closely and has not seen any pumps discharging across the grounds and encouraged anyone not familiar with the area to go and see what structures were on the property.

Ms. Dunfield proceeded to read aloud her Freedom of Information and Protection of Privacy (FOIPOP) request and noted she had yet to receive any information.

Ms. Dunfield noted the pumps located at the pool have been a topic of several discussions, and she has found out a lot of information about them. She provided a brief update regarding one of the conversations had. Ms. Dunfield noted that she was told CBCL were made aware by staff of pumps installed at the pool and any other areas of town local to South Stannus Street to pump ground water away from exteriors of these structures into the combined sewer system. She felt this information was something Council should be aware of.

**14. In-Camera (10:19 p.m.)**

- a) 2024-11-12 Committee of the Whole In-Camera Minutes
- b) 2024-12-03 Committee of the Whole In-Camera Minutes
- c) MGA 22(2)(a) Land Matter
- d) MGA 22(2)(a) Land Matter
- e) MGA 22(2)(a) Legal Matter
- f) MGA 22(2)(a) Personnel Matter - item was removed from the agenda.

**MOVED BY COUNCILLORS P. MORTON AND LEARY-PINCH THAT THE MEETING MOVE OUT OF IN-CAMERA AT 10:48 P.M. MOTION CARRIED**

**MOVED BY COUNCILLORS P. MORTON AND B. MORTON THAT THE MEETING ADJOURN AT 10:49 P.M. MOTION CARRIED**

**15. Next Meeting Date / Adjournment – January 28, 2025 Council meeting.**

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Deputy Mayor Francis

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Deanna Snair, Municipal Clerk