

**WEST HANTS REGIONAL MUNICIPALITY**

**Committee of the Whole - Meeting Agenda Amended April 9, 2025**

**April 8, 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) 2025-03-11 Committee of the Whole Minutes
7. Presentations
  - a) Station Food Hub
8. Unfinished Business/Postponed Motions
  - a) Bear Lake Wind Farm Liaison Committee Recommendation Report – Councillor Leary-Pinch
  - ~~b) EPR Solid Waste Recommendation Report – Waste Coordinator LaPierre~~
  - c) Grants and Contributions Policy RCOFN-012.00 Amendments Recommendation Report – Director Kehoe
  - d) Rising Tide Shore Signage Recommendation Report – Manager Roberts
9. Reports
  - a) ~~CAO Activity Update – Information Report~~
  - b) Dangerous or Unsightly Report for September 1, 2024 - March 31, 2025
10. Correspondence
  - a) Information
    1. Correspondence Received Ledger as of April 4<sup>th</sup>, 2025
      - i. Community Letters Requesting a Community Centre (44 total)
      - ii. Tim Carr Re Support for Avon River Days Society Funding
      - iii. Pat Taylor Re fireworks regulations

- iv. Markus Kehoe Re File #24-03 Development Agreement Bear Lake Wind Farm - Process
  - b. Out-going Correspondence Ledger as of April 4<sup>th</sup>, 2025
    - i. WHRM signed letter of Support for Annapolis Valley Regional Library
    - ii. WHRM follow up letter to the Province Re Financial support to fund a residential property buyout program
- 11. New Business
  - a) Hantsport Main Street Renewal Tender Award WHRMPW25-08 Recommendation Report - Director Richard
  - b) Tregothic Creek Sanitary Crossing Tender Award WHRMPW25-06 Recommendation Report – Director Richard
- 12. Public Comment Period
- 13. In-Camera
  - a) 2025-03-11 Committee of the Whole In-Camera Minutes
  - b) MGA 22(2)(a) Contract Matter
  - d) MGA 22(2)(a) Land/Contract Matter
  - c) MGA 22(2)(a) Legal Matter
- 14. Next Meeting Date / Adjournment – April 22<sup>nd</sup>, 2025 Council Meeting at 6 p.m.

**WEST HANTS REGIONAL MUNICIPALITY**  
**Committee of the Whole - Meeting Minutes**

**April 8, 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

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

Kathy Kehoe, Acting CAO/Dir. Comm. Dev.

Carlee Rochon, Dir. Financial Services

Todd Richard, Director Public Works

Tim Bouter, Project Engineer

Deanna Snair, Exec. Asst/ Clerk

Kari Fougere, Acting Director Planning & Dev.

Regrets:

Mark Phillips, CAO

Shelleena Thornton, Municipal Operations Supervisor

Presenters:

Rebecca Tran, Station Food Hub

Five (5) residents in the Gallery

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

A request was made to consider adding an In-Camera item (MGA 22(2)(a) Land/ Contract Matter under Item 13 (d). Council unanimously voted to add the in-camera matter to the agenda.

An update regarding the Municipal Complex will be presented at an upcoming meeting.

**MOVED BY COUNCILLORS LEARY-PINCH AND B. SMITH THAT THE  
2025-04-08 COMMITTEE OF THE WHOLE AGENDA BE APPROVED AS  
AMENDED. MOTION CARRIED**

a) Dashboard Action Items – Information Log

b) Dashboard – Dangerous or Unightly 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. 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.

Mayor Zebian shared the Canada Broomball Championships were being held at the West Hants Sports Complex beginning today. There were 36 teams, with over 700 athletes participating in the event. All were encouraged to attend a game. Adam Sexton, a local resident was inducted into the Hall of Fame in Brooklyn last evening.

Councillor Remme shared news of the Sweets Corner Easter Egg hunt occurring this coming Saturday from 10 a.m. - 12 p.m.

Councillor McLean attended the Riverview Skating Club Grand Finale - Disney Stars at the Brooklyn rink. It was a great event and well attended. Congratulations were extended to all those involved in making the event such a success.

Councillor Wheadon shared news of the upcoming auction for Ardoise Mechanical scheduled at the Ardoise Hall this coming Saturday. Councillor Wheadon also noted the community breakfast hosted at the Ellershouse Hall raised over \$1,800.00 in support of the Scott family.

Councillor Leary-Pinch shared news that the Southwest Fire Hall breakfasts have resumed; beginning this Saturday.

**6. Approval of Previous Meeting Minutes (6:08 p.m.)**

a) 2025-03-11 Committee of the Whole Minutes

**MOVED BY COUNCILLORS LEARY-PINCH AND B. SMITH THAT  
COUNCIL APPROVE THE 2025-03-11 COMMITTEE OF THE WHOLE  
MINUTES. MOTION CARRIED**

**7. Presentations**

a) Station Food Hub (6:08 p.m.)

Ms. Tran provided a detailed history on the organization (who they were, what they did and their vision to be the connector for farms, food and people). They worked with local farms to purchase food from them, transport it to the station for processing, and make usable products that are sold to Nova Scotia Health through Sysco, GFS and directly to local stores (Noggins) with the hopes of future partnerships with Sobeys and Loblaws. In addition to these markets, the group were

scheduled to attend a trade show in Toronto in hopes of opening up future market streams and sharing more Nova Scotia local products outside of Nova Scotia.

The organization also provides opportunities for long-term leases to other groups/organizations within their facility.

The facility consisted of five (5) kitchens, where mash potatoes, mash sweet potatoes, mash turnip, carrots and onions were processed. Chow, preserves and apples were also prepared on site in a separate kitchen space.

The organization was third party audited, which allowed them to sell across Canada and export outside of Canada.

In 2023 the organization was successfully nominated for a food reduction challenge. The business was recognized as 1 of the top 10 businesses in Canada (only 2 in Atlantic Canada) and received a sizable amount in prize money which enabled them to purchase a 20 ft blast freezer, purchase other equipment and fund upgrades to the kitchen areas.

Ms. Tran introduced their new product “Grenn Tomato Chow Chow”. Since Habitant stopped making the product, the group recognized an opportunity to fill the gap and took steps to address the need with their new local product.

Ms. Tran provided information on the not-for-profit that the Food Hub created. The Station Learning Farm operates a program (Meals to Heal), which creates medically tailored meals (heart healthy, diabetic friendly) for individuals leaving the hospital setting.

Valley After the Bell also operates at the Station, the group packs snacks that are able to be put into kids backpacks. These items were delivered to schools on Fridays for kids who may struggle with food insecurity or need additional support over the weekends.

#### Discussion Points:

- Appreciation was expressed for showcasing and providing opportunities for community members to tour the facility and witness where the food was coming from. It was a great learning experience to see how food gets to a table.
- Empty classrooms (650 sq ft) were available spaces that could be leased, ideally the group was looking for long-term leases in these spaces. Leasing opportunities do not need to be specific to food-based, alternative leases would be considered.
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## **8. Unfinished Business/Postponed Motions**

a) Bear Lake Wind Farm Liaison Committee Recommendation Report (6:24 p.m.)

Councillor Leary-Pinch reviewed the report. During the March 25, 2025 Council meeting correspondence from Mark Stewart on behalf of the Bear Lake Wind Project, a partnership between Membertou First Nation and EverWind, extending an invitation to West Hants Regional Municipality to participate in their Community Liaison Committee (CLC) for their proposed renewable energy development was discussed. With the increased discussions and activities associated with wind farm development, having a Councillor representative at the table during these discussions was important.

**MOVED BY COUNCILLORS WHEADON AND B. SMITH THAT THAT  
COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPOINTS A**

**MEMBER OF WHRM COUNCIL TO BE A REPRESENTATIVE AND PARTICIPATE IN THE BEAR LAKE WIND PROJECT COMMUNITY LIAISON COMMITTEE (CLC) FOR THEIR PROPOSED RENEWABLE ENERGY DEVELOPMENT. MOTION CARRIED**

**MOVED BY COUNCILLORS WHEADON AND B. SMITH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECTS THE CAO TO ENGAGE STAFF TO MAKE THE NECESSARY CHANGES TO THE MEETING AND COMMITTEE PROCEDURAL POLICY RCOGE-003.00 TO INCLUDE AN APPENDIX IDENTIFYING THE BEAR LAKE WIND PROJECT COMMUNITY LIAISON COMMITTEE AND INCLUDE A TERMS OF REFERENCE AS SET OUT BY THE COMMITTEE. MOTION CARRIED**

b) Grants and Contributions Policy RCOFN-012.00 Amendments Recommendation Report (6:27 p.m.)

Director Kehoe reviewed the report. The grants and contributions process was designed to have one application intake per year with the annual application deadline being the third Thursday in February. This program was primarily designed for not-for-profit organizations with their volunteer-led initiatives.

During Strategic Planning Session with Council, direction was given for staff to review and amend the Grants & Contributions Policy RCOFN-012.00 with respect to emergency funding for organizations and make recommendations regarding a more fair and equitable approval practice.

Discussion Points:

- The policy would be effective in advance of the 2026 Grant application process. For 2025, the process will remain unchanged, and the amendments will be noted for awareness.
- Additional considerations to create a funding stream to support the Equity, Anti-Racism, and Accessibility Strategic Plan Strategic Action #5 will be presented as an amendment to this policy in advance of the 2026 Grants and Contributions application process opening in the fall of 2025, as staff ran out of time and were not able to complete a full review of what would be the best path forward to move these considerations forward.

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR J. SMITH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL ADOPT THE AMENDED WEST HANTS REGIONAL MUNICIPALITY GRANTS AND CONTRIBUTIONS POLICY. MOTION CARRIED**

c) Rising Tide Shore Signage Recommendation Report (6:30 p.m.)

Manager Roberts reviewed the report. The Rising Tide Shore signage project needs a unified approach to strengthen the area's identity. East Hants proposed a phased-in approach, which WHRM staff also supports. With Council's approval, WHRM staff will continue to work with the Municipality of East Hants to implement

the signage project and promote the Rising Tide brand, highlighting all attractions along Highway 215.

The manual introduced both the design and branding for the project. The design would incorporate the West Hants brand when signs were located within the West Hants region. The approach was three (3) phased approach, Phases 1 (Highway signage on 100 series highways) and 2 (signage at key intersections, i.e. Brooklyn and Newport) directing people down the 215. Phase 3 would look at individual key attractions.

Discussion Points:

- Business advertising was incorporated in Phase 3.
- The Beautification plan speaks to signage for towns and communities. There may be a layered approach as the projects moves forward as East Hants and West Hants work collaboratively on the project. Rising Tides will have its own brand and attractions and businesses will have signage as well, but it was unclear how the community signage would appear as the Beautification plan still needs to be factored in prior to final decisions being made on community signage. At this point the plan was still in draft form, a lot of work still needed to be done before a final plan was created.
- East Hants allocated \$100,000 in their budget for this project and West Hants allocated \$50,000 in the budget. It was not known if West Hants would need to allocate additional funding as the project progressed.

**MOVED BY COUNCILLORS LEARY-PINCH AND P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL SUPPORTS THE ADVANCEMENT OF THE RISING TIDE SHORE SIGNAGE PROJECT WITH THE MUNICIPALITY OF EAST HANTS, TO DEVELOP SIGNAGE ALONG HIGHWAY 215; TO ENHANCE THE VISITOR EXPERIENCE; SUPPORT ECONOMIC DEVELOPMENT; AND INCREASE WAYFINDING. MOTION CARRIED**

**9. Reports**

a) CAO's Report – No report was provided

CAO Phillips was not in attendance. No report was shared.

b) Dangerous or Unsightly Information Report for September 1, 2024 - March 31, 2025 (6:38 p.m.)

The update covered Dangerous or Unsightly Premises complaints from September 1, 2024, through March 31, 2025. Thirteen (13) complaints were received in writing; six (6) were remedied by the owner, eight (8) remain in progress and have yet to require an order at this point. The previous report had 5 files in progress, which have been remedied and are closed.

**11. Correspondence**

a) Information

1. Correspondence Received Log as of April 4, 2025 (6:39 p.m.)

Correspondence was reviewed in groups of two (2).

i. Community Letters Requesting a Community Centre (44 total)

- ii. Tim Carr Re Support for Avon River Days Society Funding
- iii. Pat Taylor Re fireworks regulations

Council discussed the correspondence received from Mr. Taylor regarding the proximity of the fireworks set off that evening to dwellings. Some municipalities have banned or restricted fireworks. There may be opportunities to explore ways to restrict or control usage through a local by-law or create public awareness through a registration/permitting process, or through a public information meeting where there was a requirement to let people in a certain radius know that fireworks would be set off. This would put the responsibility on the individual using fireworks to advise public of the event. This would allow opportunities for neighbouring properties, individuals with animals or may suffer from PTSD to plan and prepare prior to it occurring. It was important to not lose sight of this matter and look at it further.

- iv. Markus Kehoe Re File #24-03 Development Agreement Bear Lake Wind Farm – Process

c) Outgoing as of April 4th, 2025

- i. WHRM signed letter of Support for Annapolis Valley Regional Library
- ii. WHRM follow up letter to the Province Re Financial support to fund a residential property buyout program

**12. New Business**

a) Hantsport Main Street Renewal Tender Award WHRMPW25-08 Recommendation Report (6:44 p.m.)

Director Richard reviewed the report. The section of Main Street in Hantsport from Tannery Road to William Street was included as a priority for replacement for sanitary/storm/water infrastructure and street renewal in year two of the 2024/25 5-Year Capital Budget due to the age and condition of the underground services and street surface conditions. Design work was completed over the last year, and the project was tendered in March 2025.

Discussion Points:

- The provincial government provided consolidation funding when the former Town of Hantsport dissolved and former Town of Windsor amalgamated, which was being focused on rural projects. Consolidation funding was identified as a funding stream for this project, as it met criteria for the project, was part of the two (2) year budget and outlined in the five (5) year Capital budget last year for consolidation funding.
- The report outlined the net HST amount - contingency plus HST.

**MOVED BY COUNCILLORS LEARY-PINCH AND P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL PRE-APPROVE THE AWARD OF TENDER WHRMPW25-08 — HANTSPORT MAIN STREET RENEWAL — TO DEXTER CONSTRUCTION LTD. FOR THE TENDERED PRICE OF \$2,221,900.00 BEFORE APPLICABLE TAXES. MOTION CARRIED**

**MOVED BY COUNCILLORS LEARY-PINCH AND P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL PRE-**

**APPROVE A CONSTRUCTION CONTINGENCY AMOUNT OF \$336,285  
BEFORE APPLICABLE TAXES. MOTION CARRIED**

b) Tregothic Creek Sanitary Crossing Tender Award WHRMPW25-06 Recommendation Report (6:51 p.m.)

Director Richard reviewed the report. The project involved the replacement of an existing suspended sanitary sewer crossing over Tregothic Creek and was approved in the 2024-25 Capital Budget. The existing structure and piping have reached the end of their useful life and are at risk of failure. The existing cast iron pipe with exposed joints is showing signs of deterioration and deflection. Failure of this pipe would cause environmental contamination of Tregothic Creek. Design work for this project was completed over the last year, and the project was tendered in March 2025. Applications to Nova Scotia Environment and Climate Change for Watercourse Alteration and Wetland Alteration Permits (required to be in place prior to commencement of work) were submitted in March 2025 and are expected to be approved by May/June 2025.

Discussion Points:

- The over budget ask was due to inflation and compounded by increases with material, labour and equipment costs and limited contractor availability. This was being seen across all tender bids.
- The pipe that was buried was video inspected and did not raise any concerns. The pipe identified to be replaced was exposed to elements, the two concrete abutments have shifted during the freezing and thawing periods and the joints were showing signs of weakness. The pipe was deemed vulnerable, it was above a creek, which increased the risk factor.
- The project was a sewer project resulting in one funding source. Depending on the funding source (water, roads, sewer), HST was required to be identified.
- Despite the project being over budget, there was a level of comfort with the contingency amount baring no major scope changes for the project.

At 6:46 p.m. Mayor Zebian stepped out of the meeting and did not participate in discussion or voting until his return later in the meeting.

**MOVED BY COUNCILLORS B. SMITH AND LEARY-PINCH THAT  
COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVES  
THE AWARD OF TENDER WHRMPW25-06 — TREGOTHIC CREEK  
SANITARY PIPE CROSSING — TO DEXTER CONSTRUCTION LTD. FOR  
THE TENDERED PRICE OF \$212,500.00 BEFORE APPLICABLE TAXES.  
MOTION CARRIED**

**MOVED BY COUNCILLORS B. SMITH AND LEARY-PINCH THAT  
COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVES A  
PROJECT CONTINGENCY AMOUNT OF \$33,375 BEFORE APPLICABLE  
TAXES. MOTION CARRIED**

**13. Public Comment Period (6:58 p.m.)**

Ms. Amanda Dunfield from Windsor continued her story about backpacks as it was important to share the story so everyone was aware of what was occurring during and after events. Ms. Dunfield shared an in-depth story about a community member who came to assist residents on the night of the July 2023 flood, the implications that night had on the individual and their life moving forward and how the events witnessed that night trigger previous traumas experienced. Ms. Dunfield declared her own experiences, struggles and diagnosis of PTSD, which has resulted in loss of full-time employment. She noted people in the community were struggling and people in West Hants were struggling as a result of the 2023 floods. Communities need appropriate pre-and-post events support. It was important to have this support in place for people, as trauma was seen as a gateway drug. Ms. Dunfield expressed the awareness that she needed to get her child out of the flood zone, and expressed fear at what may occur if they continued to remain in the area. Ms. Dunfield noted there were people living in the flood zone that struggled with a diverse range of challenges, with little to no support. It was felt that a community check-in program would go a long way. There was a lot that could be done (trailers stocked with pumps, sandbags, hand sanitizers, etc.) and would be seen as beneficial for residents experiencing flooding.

**14. In-Camera**

- a) 2025-03-11 Committee of the Whole In-Camera Minutes
- b) MGA 22(2)(a) Contract Matter
- d) MGA 22(2)(a) Land/Contract Matter
- c) MGA 22(2)(a) Legal Matter

**MOVED BY COUNCILLORS P. MORTON AND LEARY-PINCH THAT THE MEETING MOVE IN-CAMERA AT 7:08 P.M. MOTION CARRIED**

Mayor Zebian returned to the meeting at 7:44 p.m.

**MOVED BY COUNCILLORS P. MORTON AND J. SMITH THAT THE MEETING MOVE OUT OF IN-CAMERA AT 8:46 P.M. MOTION CARRIED**

**MOVED BY COUNCILLORS J. SMITH AND P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVES ENTERING INTO AN AGREEMENT WITH CIRCULAR MATERIALS AS PER THE EXTENDED PRODUCER RESPONSIBILITY (EPR) MODEL AND OPTING-IN BASED ON THE TERMS AND CONDITIONS IN THE REPORT. MOTION CARRIED**

**MOVED BY COUNCILLORS P. MORTON AND B. SMITH THAT THE MEETING ADJOURN AT 8:48 P.M. MOTION CARRIED**

**15. Next Meeting Date / Adjournment – April 22, 2025 Council meeting.**

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Deputy Mayor Francis

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Deanna Snair, Municipal Clerk