

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

May 13, 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) 2025-04-08 Committee of the Whole Minutes
7. Presentations
 - a) Annapolis Valley Regional Library Update – CAO Julia Merritt
 - b) Hants Shore Child Care Association - Lori Maxwell
8. Unfinished Business/Postponed Motions
 - a) Peace and Good Order By-Law Information Recommendation Report – Clerk Snair
 - b) Municipal Surplus Land(s) Information/Request for Decision Report – CAO Phillips
9. Reports
 - a) CAO Activity Update - Information Report
10. Correspondence
 - a) Information
 1. Correspondence Received Ledger as of May 9th, 2025
 - i. Minister Lohr's letter to Mayors Wardens Re Fire Records Management System
 - ii. Eric Bowdridge Re Troubled by Ecological Degradation - Avon River Causeway
 - iii. Karen Wallace Re A Very Proud Week
11. New Business
 - a) Headworks Connection Preliminary Design RFP – Director Richard

- b) Cole Drive Flood Mitigation FRIP Application Recommendation Report – Director Richard
 - c) Meeting and Committee Procedural Policy Amendments Recommendation Report – Clerk Snair
12. Public Comment Period
 13. In-Camera - None
 14. Next Meeting Date / Adjournment – May 14th, 2025 Special Committee of the Whole Budget Meeting and May 27th, 2025 Council Meeting at 6 p.m.

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Minutes

May 13, 2025 - 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 (6:16 p.m.)

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

Kari Fogere, Act. Dir. Planning & Development

Deanna Snair, Exec. Asst/ Clerk

Regrets:

Kathy Kehoe, Director Community Development

Presenters:

Julia Merritt, CAO Annapolis Valley Regional Library

Lori Maxwell, Hants Shore Child Care Association

Jocelyn Brison, Hants Shore Child Care Association

One (1) resident in the Gallery

3. **Approval of the Agenda, including additions or deletions** (6:00 p.m.)

a) Dashboard Action Items – Information Log

b) Dashboard – Dangerous or Unsightly Premises – Information log

As there were no additions or changes proposed the agenda was approved as presented.

4. **Declaration(s) of Conflict of Interest** (6:00 p.m.) - None

5. **Announcements** (6:00 p.m.)

Deputy Mayor Francis reviewed and 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 (6:02 p.m.)

a) 2025-04-08 Committee of the Whole Minutes

With no changes proposed, the minutes were approved as presented.

7. Presentations

a) Annapolis Valley Regional Library Update (6:02 p.m.)

Ms. Merritt provided an overview of the library's activities noting libraries were seeing increased usage from community members. The summer reading club participation doubled over last year, with over 2.3 million minutes read and more than 2,000 registrants. Libraries welcomed over 3,700 new members, bringing us to over 25,500 active library card holders. Bridgetown, Lawrencetown, Middleton, and Port Williams branches are now open straight through the evening, resulting in no more 5–6:30 p.m. closures. Ms. Merritt noted the Library Funding Formula expired on March 31, 2025, with no new funding included in the Provincial 2025–26 Budget. Discussions with the Department of Communities, Culture, Tourism and Heritage are ongoing to secure both interim and long-term funding. In the interim an \$800,000 funding request was approved; however, they are still waiting to hear if the additional request for \$1.6 million will be approved. Ongoing, sustainable funding was critical to ensure public libraries can continue providing essential services across Nova Scotia. It was imperative that a new, long-term funding formula be developed and implemented in consultation with stakeholders to combat the high staff turnover due to low wages and maintain programming.

Discussion Points:

- Due to decreased funding, libraries have had to eliminate programming, say no to partnerships with other organizations wanting to offer services/program as they have no staffing to support any addition services. Many of their programs (partnership with NS Health, Storytime, March Break and Winter holiday programs no longer run.

b) Hants Shore Child Care Association (6:14 p.m.)

Ms. Maxwell and the group provided information on their Board of Directors, the organization's background and progress to date, their vision, the vision for the facility and community considerations and their request for land donation from the Municipality. The group would like to establish a registered 60 space childcare centre to serve the Hants Shore area for children ranging from 6 months – 11 years. The need for this service in the area was great and spreads wider than just the Shore, as it was represented in the petition by over 200 signatures of those who support the request but also need the service. The group was already registered as a non-profit (Feb 2025) and had an established waitlist that has 80 families listed on it.

The request was to have a 3-acre parcel (PID 45285103) in Upper Burlington owned by the Municipality and have the Municipality donate it to the group to establish the childcare facility and help guide them through the rezoning process.

Discussion Points:

- If all things aligned (donation of land, rezoning, etc.) the group could break ground in early Spring. Provincial funding had a timeline of 1 year, so the facility could be open as early as Spring 2027.
- Provincial funding was for \$1 million. Rough quotes received have estimated costs being between \$1 million - \$1.2 million.
- Access would likely be from Old Walton Woods Road for safety reasons.
- The location would service anyone working in the Shore due to its location.
- The Annapolis Valley Regional School Board Bus Garage would support bussing children back and forth and also to Dr. Arthur Hines School.
- Based on research and available funding programs, it was viable to capture the age bracket below 2 years, as there are little options for parents with children who need daycare support.

8. Unfinished Business/Postponed Motions

a) Peace and Good Order By-Law Information/Recommendation Report (6:30 p.m.)

Clerk Snair reviewed the report providing a brief history on previous draft by-laws presented for consideration, information about fire works, volume and nature of complaint calls received since January 2023. The proposed by-law was sampled from a neighboring municipality and highlighted behavioral expectations which when combined with the RCMP's criminal code enforcement provided enforceability when needed.

Council discussed the proposed by-law. The By-law spoke to being good, respectful neighbours and with most of the complaint calls about barking dogs and agricultural uses, it was a good first step in addressing the needs for the region. Although concern was raised about the potential increased workload for WHRM By-Law, it was felt the by-law would be an additional tool that RCMP could use to help. Enforcement would be treated the same as other By-Laws. By-Law officers will do the enforcement during regular business hours and RCMP after hours. If the matter was urgent or an emergency, then the RCMP should be contacted to deal with the initial response and refer back to By-Law Enforcement Officers where required.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVES AND GIVES FIRST READING TO THE PEACE AND GOOD ORDER BY-LAW RCOPG-001 AS PRESENTED IN THE MAY 13TH, 2025 REPORT TO COMMITTEE OF THE WHOLE. MOTION CARRIED. Nays: S.

McLean

b) Municipal Surplus Land(s)Information/Request for Decision Report (6:52 p.m.)

CAO Phillips reviewed the report. The report highlighted the historic and past discussions on municipal surplus lands. These parcels of land were deemed surplus by motion of the past Council; the decision before Council was to provide direction to sell or to retain the properties.

Council discussed the report and raised concerns with selling some of the parcels as communities were accustomed to using the spaces for personal recreational activities and green spaces; however, there was also an interest in divesting some of the properties, but it was unclear which properties should be sold. Concern was raised that one of the properties on the list was the property the Hants Shore Child Crae Association were requesting to have donated to them. CAO Phillips reviewed the process for selling land at less than market value or donating land (can sell or lease property at a price less than market value to a nonprofit organization that the council considers to be carrying on an activity that is beneficial to the municipality, must be passed by at least a two thirds majority of the council present and voting and if the land was valued at more than ten thousand dollars and the intent was to sell it at less than market value, a public hearing was required). Consensus was to support the ask of the Hants Shore group.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR B. SMITH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECT STAFF TO BRING BACK A REPORT WITH A RECOMMENDATION ON PID 45285103 TO SUPPORT THE REQUEST FROM THE HANTS SHORE CHILD CARE CENTRE. MOTION CARRIED

The remaining parcels will remain status quo. Through the meeting, public were now aware these parcels existed and if there was interest to purchase a property, CAO advised he would bring any inquires forward for Council to consider.

Councillor S. McLean requested an in-camera discussion regarding a land matter. As the discussion did not require to be addressed immediately, he advised he would bring a report forward at the Council meeting in May.

9. Reports

a) CAO's Report (7:16 p.m.)

CAO reviewed his report. *Governance Meetings* included Council Meeting – April 22nd, WHRM Strategic Planning Session - May 5th, Budget Meetings – May 6th, May 12th and May 14th.

Administration Meetings included CAO Modified Workweek – April 7th to 11th, Action Update on Future of Nova Scotia's Coastline – April 16th, Accessibility Awareness Workshop "The Remedy Report" – April 24th, DEICC and AAC Chairs Meeting – April 30th, Hants Courthouse Walk-Through – May 7th and Department of Emergency Management CAO Working Committee Meeting – May 14th.

Community Development meetings included Operational Meetings regarding Sports Complex, Trails, Parks and Open Spaces, Economic Development, Capital Projects and Community Events and a Community Space / Facility Meeting with Brison Developments – May 6th.

Planning and Development meetings included monthly Inter-Developmental Development Related Meetings, PIM Rezoning of Wentworth Road Lands to accommodate large scale retail, Kent Building Supplies – Municipal staff continue to meet with JD Irving representatives regarding the construction of the new store on Wentworth Rd. The project has been approved using the site plan approval process. Driveway access and infrastructure alterations are still being discussed to accommodate the development.

The UARB Hearing Marchand Windsor Back Rd ruling has not been received yet.

Economic Development meetings included VREN LOC Meeting – April 14, 2025, VREN Destination and Marketing and Management Levy Meeting – April 24th and a VREN Hants and Kings MLA Discussion – April 25th.

Public Works meetings included Windsor Storm Water Study CBCL – The final report was expected by the end of the month.

Protective Services meetings included Protective Service Workshop (Fire and EMO Related Service Models) – April 14, 2025, Police Advisory Board Meeting – April 28th and EMO Training – Community Evacuation Workshop – May 1st.

Discussion Points:

- Operationally steps have been taken to address questions related to the Court House. Turner Drake have been engaged to perform an appraisal of the property. WHRM does have a mild hazardous materials assessment on file, and from a visual perspective there does not appear to be a lot of asbestos but evidence of lead paint. Tim Leslie, Manager Building and Fire Inspection Services, will be doing a walk through to note any challenges /concerns with the aging building.
- No expressions of historical interest have been received regarding the building to date.

10. Correspondence

a) Information

1. Correspondence Received Log as of May 9, 2025
 - i. Minister Lohr's letter to Mayors Wardens Re Fire Records Management System
 - ii. Eric Bowdridge Re Troubled by Ecological Degradation - Avon River Causeway
 - iii. Karen Wallace Re a Very Proud Week

11. New Business

a) Headworks Connection Preliminary Design RFP Recommendation Report (7:26 p.m.)

Director Richard reviewed the report. A Request for Proposals (RFP) was released to evaluate the feasibility of connecting the Windsor Lagoon Wastewater Treatment Plant (WWTP) to the Headworks WWTP. This assessment will consider the hydraulic, operational, and economic feasibility of transferring flow between the two systems.

The Lagoon WWTP operates at or above design flows. The catchment area for the Lagoon WWTP was seeing increased development and will warrant a need for increased capacity for wastewater treatment. The Municipality is currently in the process of developing a plan to reduce the storm water component flowing to the Headworks WWTP through diversion and separating existing combined sewer systems in downtown Windsor. Once completed there will be significant capacity at this facility to accept additional dry weather flows along with additional storm water flows from the Lagoon WWTP. The project would determine the feasibility of having a connection between the two facilities.

Discussion Points:

- Staff identified the project should not be delayed if the desire was to see continued development. This was deemed high priority.

- Once any separation was completed, there would be more capacity at the Headworks (newer facility on Wentworth Road). If water can be diverted from Lagoon Drive, capacity will also be created at this facility to accept more dry weather flows. The systems would run in parallel with each other. The plan was to divert most of the water from the Lagoons to the Headworks.
- There was some sediment (sand and silt) buildup. An evaluation was completed prior to consolidation, the consultant advised dredging was not required at that time, but it will need to be done at some point. An expansion was also done in 2016 to increase the type of diffusers which eliminated some of the sludge build up. The connection would allow the ability to take Lagoon Drive offline to allow for dredging to occur.
- The lift station does require upgrades and screening be done as deposits get wrapped around the aerators and cause issues.
- There were no CSOs into the St. Croix River.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR LEARY-PINCH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE AWARD OF RFP WHRMPW25-02 — HEADWORKS CONNECTION PRELIMINARY DESIGN — TO CBCL LTD. FOR THE PRICE OF \$61,100.00 BEFORE APPLICABLE TAXES. MOTION CARRIED

MOVED BY MAYOR ZEBIAN AND COUNCILLOR LEARY-PINCH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE A DESIGN CONTINGENCY AMOUNT OF \$11,112.59 BEFORE APPLICABLE TAXES. MOTION CARRIED

Councillor Wheadon left the meeting at 7:36 p.m. He did not participate in the discussion or the vote for the Cole Drive Flood Mitigation FRIIP Application.

b) Cole Drive Flood Mitigation FRIIP Application Recommendation Report (7:36 p.m.)
 Director Richard reviewed the report. The report requested Council's endorsement and pre-approval to apply for funding under the Flood Risk Infrastructure Investment Program (FRIIP). An application for the Cole Drive Flood Mitigation project was submitted for consideration. WHRM has two (2) applications under the program for the 2025/26 fiscal year. It was hoped the application would be successful with this program or another funding program.

MOVED BY COUNCILLORS LEARY-PINCH AND P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE COLE DRIVE FLOOD MITIGATION PROJECT FOR SUBMITTAL UNDER THE FLOOD RISK INFRASTRUCTURE INVESTMENT PROGRAM. MOTION CARRIED

c) Meeting and Committee Procedural Policy Amendments Recommendation Report (7:40 p.m.)
 Clerk Snair reviewed the report. The proposed changes reflected housekeeping amendments to the Climate Action Committee Terms of Reference, many of which involved adding the WHRM

GHG Emissions Local Action Plan to the committee referenced plans, deliverables and goals as the plan guides much of the committee’s action work in conjunction with the CCCAPs. The Diverse and Inclusive Communities Committee were requesting a name change as the current acronym (DICC) had the potential to be problematic and offensive. The committee felt it was important to get away from that acronym but still carry the same meaning. Diversity, equity, and inclusion were the foundation of the Committee, and this should be reflected in the name. The committee proposed their name be changed to “Diverse, Equitable, and Inclusive Communities Committee (DEICC).

MOVED BY MAYOR ZEBIAN AND COUNCILLOR LEARY-PINCH 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 MAY 13th, 2025 COMMITTEE OF THE WHOLE MEETING. MOTION CARRIED

13. Public Comment Period (7:41 p.m.)

Mr. Guido Furlani wanted to share his support for Ms. O’Brien and provide an update. Canadians for Safe Technology were going to support Ms. O’Brien with her concerns regarding Shared Tower and cell phone towers. Mr. Furlani shared his concerns with comments being turned off on WHRM social Media posts and live streamed meetings. He expressed people were upset and implored Council to remove the censorship as people want to be able to speak openly on social media.

14. In-Camera - None

15. Next Meeting Date / Adjournment – May 14th, 2025 Special Committee of the Whole Budget Meeting and May 27, 2025 Council meeting.

The meeting adjourned at 7:50 p.m. as there was no further business to discuss.

Deputy Mayor Francis

Deanna Snair, Municipal Clerk