

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda

December 2, 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
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
 - a) 2025-11-12 Committee of the Whole Minutes
7. Presentations
 - a) Falmouth Family Park – Matthew Dunfield
8. Unfinished Business/Postponed Motions
 - a) Community Splash Pad Information Report – Director Kehoe
 - b) Waste Pick-up Crew Information Report – Director Kehoe
 - c) Community Development & Public Works Operations Building Short-term Mitigation Measures Recommendation Report – Director Richard
 - d) Draft CSO Residential Property Buyout Policy Information Report – CAO Phillips
9. Reports
 - a) CAO Activity Update - Information Report
10. Correspondence
 - a) General Correspondence Received Ledger as of November 28, 2025
 - i. Letter from John A. MacDonald, DMA to Mayors, Wardens & Chiefs
 - ii. Response received from Jaime Smith, Executive Director Supportive Housing and Homelessness Department of Opportunities and Social Development Requesting funding for Provincial Support in Establishing a Winter Warming Centre
 - b) Correspondence Sent as of November 28, 2025

- i. Letter Requesting Immediate Public Release of the Environmental Racism Panel Report sent 2025-11-28
- 11. New Business
 - a) Emergency Water Relief During Droughts Policy Recommendation Report – Clerk Snair
 - b) Award of Tender WHRMPW25-16 Plow Salt Truck Recommendation Report – Director Richard
 - c) 30% Design Award — Stannus Street Stormwater Management Recommendation Report – Director Richard
- 12. Public Comment Period
- 13. In-Camera - None
- 14. Next Meeting Date / Adjournment – December 9, 2025 Council Meeting at 6 p.m.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
---	---	---	--

To: West Hant Regional Committee of the Whole

Submitted by: _____
Kathy Kehoe, Director Community Development

Date: November 25, 2025

Subject: Information Report - Community Splash Pad

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 65, Powers to expend funds for municipal purpose.

RECOMMENDATION or DECISION REQUEST

n/a

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☒	Social ☒	Economic ☒	Councillor Activity ☐
--	---	---	--	--	--

At the November 12th Committee of the Whole meeting the following motion was passed:

That Council direct staff to report back at the December Committee of the Whole on the approximate cost of installing a Splash pad within the West Hants Regional Municipality, potential locations, vendors, and funding possibilities for Councils consideration for the 2026/27 budget.

Council recently approved the Comprehensive Needs Assessment for Parks & Recreation Facilities contract. The intent of the assessment, when complete will create a long-term vision for parks and recreation facilities that are needed in WHRM and will support decision making and capital improvement planning for the next eight years. The assessment is intended to address current conditions, identify gaps and provide actionable strategies for future planning, investment and sustainability.

DISCUSSION

Existing Splash pads

There is one splash pad operating in the municipality and it is owned /operated by the Hantsport Memorial Community Centre (HMCC) and was installed in 2011. It is understood that with regular maintenance splash pads have been known to last more than 20 years.

Site Location

Elmcroft Park is a municipally owned property that could be considered for a new splash pad location. This space is already a recreation focal point and used by many young families in the region. If a splash pad is to be located on lands that are not owned by WHRM the purchasing of the property would be over and above these prices noted within this report.

TYPES OF SYSTEMS

Flow-Through System

The system at HMCC is a “flow-through system”, meaning the water is not recirculated or re-used. Flow through systems allow for single use of the water which then goes into a wastewater system. This appears to be the preferred system within the industry as it does not require retreatment from any potential bacteria, waste or other contaminants in order to prevent the spread of communicable disease or infection.

A flow-through system installed in an area that is not on municipal services would require a well to be drilled and water flow rates to be sufficient and comply with all municipal and provincial regulations. The water flow rate for a splash pad with 14 water features is approximately 87 gallons per minute.

Recirculating System

A recirculating system uses less water than a flow-through system, but it requires a holding tank to catch the wastewater for retreatment as well as requires additional water to be added that has been lost due to evaporation, run-off and absorption.

For example, a splash pad that is approximately 2300 sq ft in size would need approximately 5-10 cubic meters of water (approx. 2641.67 gallons) resupplied each day if it were on a recirculation system. A recirculating system with 17 features would require a flow rate of 194.5 gallons per minute.

Recirculating systems require continuous monitoring and testing similar to pool operations. At the Hants Aquatic Centre staff test every two hours, and a recirculating splash pad would be tested on a similar schedule. If there is a fouling and contaminated water is collected into the holding tank, the entire system would need to be flushed at least once. This would be a slow process if not on municipal water services, either by relying on the well to refill or by trucking fresh water in.

Capital/Operating Costs

For the purpose of this report staff have used a splash pad size range between 2000 sq. ft & 2300 sq. ft. , has 14+ water features and being open approximately 16 weeks of the year, seven

days per week up to 10 hours per day. The splash pad capital cost will increase or decrease depending on the number and type of water features selected.

Note, when connecting with various contractors' prices for the Flow-through Splash pad ranged between \$370,500 - \$750,000 and indicated that for the Recirculating Splash pad a capital cost increase between 30% - 50% depending on a number of variables.

The figures noted in this report are estimations only and municipal procurement practices would be required to properly determine costings. When reviewing budgetary estimates, we found some information included certain cost components while other did not. To avoid underestimating the budget we have taken a cautious approach and included some costs that may already be incorporated in another vendor's base price.

Depending on the hours of operation, consideration may also be required to support additional summer/seasonal staff if a recirculating splash pad was to be installed, simply due to the staffing requirements for water testing. A recirculating system requires constant servicing whereby a dedicated person is needed to ensure the splash pad is running smoothly. Generally, it takes 45 mins-1 hr., 2-3 times per day to check chemicals and any required maintenance.

	Flow-Through Splash pad	Recirculating Splash pad
Capital Costs		
Splash pad Equipment	\$370,500- \$750,000	\$550,000- \$975,000
Planning and Design	\$5,000	\$5,000
Site Preparation	\$45,000	\$45,000
Geotechnical (depending on complexity)	\$5,000 - 25,000	\$5,000- \$25,000
Equipment/features	Included in price	Included in price
Plumbing/Mechanical	Included in price	Included in price
Electrical	\$25,000-\$75,000	\$25,000-\$75,000
Surfacing	Included in price	Included in price
Mechanical building (12x15)	Not required	\$36,000
Shade/seating	\$30,000	\$30,000
Landscaping & Pathways	\$20,000	\$20,000
Signage & Safety	\$2,500	\$2,500
Washrooms (if none exist onsite) /Septic (if not on municipal sewer)	\$100,000	\$140,000
Approximate Total Build Cost- (depending on size, number of water features and location)	\$603,000 -\$1,052,500	\$858,500-\$1,353,500
Annual Operational Costs		
Staffing	\$1,000.00	\$22,000.00
Water (2026 prices)	\$62,934.28	\$1,000.00

Electricity	\$7,500.00	\$7,500.00
Chemicals	None	\$2,000.00
Routine Mtnc (including vehicle costs/fuel)	\$1,000.00	\$11,000.00
Winterizing & Spring Start Up	\$2,500.00	\$2,500.00
Approximate Annual Operating Costs	\$74,934.28	\$46,000.00
Estimated impact on the general rate, assuming no debt servicing is needed	\$0.0038	\$0.0023

Vendors

Vendors that sell and install splash pads in the maritime provinces include Cobequid Trail Consulting, Leisure Valley Pools & Spas, ABC Recreation and PlayQuest etc.

Funding Opportunities

1. The Province of Nova Scotia, Communities Culture, Tourism & Heritage (CCTH) – Recreation Facility Development Grant Program – projects approved for funding are eligible to receive up to two-thirds of the total capital cost of the project to a maximum of \$150,000. In 2025/2026 this program awarded a total of \$150,600 for 5 projects in the Annapolis Valley.
2. Partnerships in communities through a business sponsor or through a community service group to financially support this type of project is not uncommon.

NEXT STEPS

To be determined by Council.

FINANCIAL IMPLICATIONS

Canada Community Building Fund (CCBF) was proposed in the 2025-26 as the funding source for the estimated \$450,000 project for the construction of the splashpad in an area with existing washroom facilities. The five-year capital budget has a projected ending balance of \$1,185,414 for the Canada Community Building Fund. This does not include third party CCBF grant funding or the splash pad. If Council wishes to use CCBF funding, other projects may need to be delayed or cancelled unless the municipality receives external grant funding.

ALTERNATIVES

1. Council can wait for the completion of the Needs Assessment for Parks and Recreation Facilities before making a final decision regarding a new splash pad.
2. Council can direct staff to include a new splash pad in the 2026/27 Capital Budget.

ATTACHMENTS

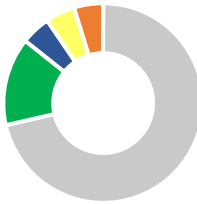
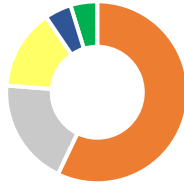
- Five Year Canada Community Building Fund Capital Schedule

CHIEF ADMINISTRATIVE OFFICER REVIEW

**Goal: Balanced
Decision Making**



Unbalanced



Heavily Weighted



Report Prepared by: _____

Kathy Kehoe, Director, Community Development

Report Reviewed by: _____

Kevin Bennett, Manager, Parks & Recreation Facilities

Report Reviewed by: _____

Carlee Rochon, Director, Financial Services

Report Approved by: _____


Mark Phillips, Chief Administrative Officer

Canada Community Building Fund Projects

Information Technology	2025-26	5 YEAR TOTAL
Public WiFi Investments	\$ -	\$ 100,000
INFORMATION TECHNOLOGY TOTAL	\$ -	\$ 100,000
Planning & Development	2025-26	5 YEAR TOTAL
Small Scale Solar Project (CAC)	\$ -	\$ 25,000
PLANNING & DEVELOPMENT TOTAL	\$ -	\$ 25,000
West Hants Sports Complex	2025-26	5 YEAR TOTAL
Heat Exchanger	\$ 108,139	\$ 108,139
Sports Complex Upgrades	\$ 100,000	\$ 200,000
Exterior LED Sign	\$ 80,000	\$ 80,000
Rubber Mats	\$ 50,000	\$ 50,000
RO Water Treatment System	\$ -	\$ 50,000
WEST HANTS SPORTS COMPLEX TOTAL	\$ 338,139	\$ 488,139
Windsor Community Centre	2025-26	5 YEAR TOTAL
Heat Pump System	\$ -	\$ 95,000
Install Central Heating & Cooling System	\$ -	\$ 100,000
WINDSOR COMMUNITY CENTRE TOTAL	\$ -	\$ 195,000
Rail Corridor Trail System	2025-26	5 YEAR TOTAL
Little River Bridge	\$ 650,000	\$ 650,000
Recreation Property - Active Transportation & Community Trail Opportunities	\$ 264,684	\$ 464,684
RAIL CORRIDOR TRAIL SYSTEM TOTAL	\$ 914,684	\$ 1,114,684
Community Development	2025-26	5 YEAR TOTAL
Shamrock Field	\$ 81,475	\$ 116,475
Causeway Trail	\$ 74,580	\$ 399,580
Hobarts Beach Recreation Site	\$ 57,389	\$ 57,389
Community Way Park	\$ 50,000	\$ 85,000
Maplewood Cemetery	\$ 45,000	\$ 210,000
Irishmans Road Recreation Site	\$ -	\$ 80,000
R.A. Jodrey Memorial Park	\$ -	\$ 25,000
Hants Aquatic Centre	\$ 26,000	\$ 176,000
Hantsport Community Art	\$ 15,000	\$ 15,000
Meadow Pond Recreation Lands	\$ -	\$ 345,500
Cheverie Saltmarsh Restoration Trail	\$ -	\$ 50,000
Elmcroft Park	\$ -	\$ 590,000
COMMUNITY DEVELOPMENT TOTAL	\$ 349,444	\$ 2,149,944

Public Works - Facilities	2025-26	5 YEAR TOTAL
Windsor Library	\$ -	\$ 43,802
Hantsport Library 2	\$ -	\$ 18,772
PUBLIC WORKS - FACILITIES TOTAL	\$ -	\$ 62,574

Public Works - Roads	2025-26	5 YEAR TOTAL
Asphalt Sidewalks Replaced with Concrete	\$ 521,450	\$ 521,450
Avondale Boat Launch Repairs	\$ 512,133	\$ 1,137,873
Grey to Avon - Concrete Sidewalk Construction	\$ 156,435	\$ 156,435
Crosswalk Rapid Flashing Signals	\$ 52,145	\$ 208,580
Active Signage Program	\$ 10,429	\$ 41,716
Centennial Drive Sidewalk Construction	\$ -	\$ 365,015
PUBLIC WORKS - ROADS TOTAL	\$ 1,252,592	\$ 2,431,069

Capital Renewal Projects - Sidewalks	2025-26	5 YEAR TOTAL
Main Street North	\$ 148,717	\$ 148,717
Rand Street	\$ -	\$ 436,212
Maple Avenue	\$ -	\$ 305,348
Chestnut Avenue & Pine Street	\$ -	\$ 250,822
Porters Avenue	\$ -	\$ 109,053
Nesbitt Street South	\$ 153,093	\$ 153,093
Payzant to King Street Connection	\$ 403,496	\$ 403,496
Wentworth @ Payzant Drive Traffic Control	\$ -	\$ 360,503
King Street	\$ -	\$ 719,750
Cobbett Street	\$ -	\$ 87,242
Fort Edward Street	\$ -	\$ 87,242
CAPITAL RENEWAL PROJECTS - SIDEWALKS TOTAL	\$ 705,306	\$ 3,061,478

TOTAL CCBF PROJECTIONS	\$ 3,560,165	\$ 9,627,887
-------------------------------	---------------------	---------------------

WH MARCH 31, 2025 EXPECTED RESERVE BALANCE	\$ 2,532,073	\$ 2,532,073
TOW MARCH 31, 2025 EXPECTED RESERVE BALANCE	\$ -	\$ -
WHRM MARCH 31, 2025 EXPECTED RESERVE BALANCE	\$ 2,859,378	\$ 2,859,378
ANTICIPATED REVENUE IN 2026/2030	\$ 1,084,370	\$ 5,421,850
ANTICIPATED RESERVE BALANCE MARCH 31, 2026/2030	\$ 2,915,656	\$ 1,185,414



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
---	---	---	--

To: Committee of the Whole

Submitted by: Kathy Kehoe, Director of Community Development & Jenny LaPierre, Sustainability and Environmental Quality Supervisor

Date: December 2, 2025

Subject: Information Report – Waste Pick Up Crew

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 65, Powers to expend funds for a municipal purpose.

RECOMMENDATION or DECISION REQUEST

n/a

BACKGROUND

Property ☐	Public Opinion ☒	Environment ☒	Social ☒	Economic ☒	Councillor Activity ☐
-----------------------------------	--	---	--	--	--

At the November 12, 2025, Committee of the Whole meeting the following motion was passed:

“Report for the December Committee of the Whole meeting on the possibility of creating a dedicated waste pick-up crew for the municipality, as well as information on past programs such as adopt a highway or other programs through Region 6 that have been successful in the past; including all costs and anything else that might be relevant for councils consideration for further direction at that point.”

DISCUSSION

Current Operations

Community Development, Parks and Grounds staff are responsible for the removal of garbage from municipal waste receptacles in our municipal parks, facilities and WHRM owned/maintained streets. Typically, this work consumes on average 24 hours per week during July and August and then approximately 16 hours per week during the remainder of the year for two employees. Additionally, waste is further collected from our parks and recreation spaces in Avondale and the Kempt shore through a contract.

Public Works staff also support garbage removal and education programs through a variety of ways as noted below:

Programming/events/education

1. Provincial Litter Cleanup Programs

- Nova Scotia Adopt-a-Highway - This program gives volunteers the opportunity to adopt a section of a roadway for a three-year period. During this time, volunteers agree to complete two clean-ups per year, usually one in the spring and one in the fall. After three years, you can renew your contract or disband your group. Signage is also given to their volunteer groups at either end of their adopted section after two clean-ups have been completed.
 - There are currently 5 registrants within WHRM
 1. WHMS
 2. Teens for change – AVHS
 3. West Hants Education Centre
 4. Avon 4-H Club
 5. Navy League Cadet Corp, William Hall V.C.
- The Great NS Pick-Me-Up – This program is a one-time litter facilitation program. You register a clean-up for an approved roadway, beach, shoreline, park, trail, or community of your choice, complete the clean-up, and are in no way obligated to do it again in the same location. You can register for as many or as few clean-ups throughout the province as you would like.
 - There have been 3 registrants for 2025 so far (one was WHRM)
- Marine Debris Clean-up Program – This program provides funding to help remove debris from Nova Scotia's marine and freshwater shorelines. The program has three funding streams:
 - Shoreline clean-up – supports clean-up efforts of marine and freshwater coastlines
 - Marine Debris and Litter Prevention – supports methods of reducing litter from reaching our water systems

- Marine Debris and Litter Recycling – supports waste diversion solutions that encourage recycling over sending debris to landfill

2. Community cleanup events

- WHRM has supported 10 community litter clean-up events. This does not include the passionate WHRM residents who do it on a regular basis out of the goodness of their hearts. After volunteers complete their litter cleanup, the bags are placed in a designated location for collection by Public Works staff, who then dispose of them at the GFL Landfill.

3. Staff volunteers

- Each year WHRM staff participate in a litter cleanup day in the spring for Earth Day. All staff and members of Council are invited to support. After the litter cleanup is complete, the bags are placed in a designated location for collection by Public Works staff, who then dispose of them at the GFL Landfill.



4. Education

- Annually, the WHRM Sustainability and Environmental Quality Supervisor, together with Region 6, visits as many schools as possible to deliver engaging presentations for students and staff. These sessions focus on the importance of proper waste sorting, understanding material composition to determine correct disposal, and inspiring students to become “Waste Champions” by ensuring “waste is in its place!” This usually sparks a litter clean-up crew at the schools for a little while.
- Curbside audits are completed on a regular basis to ensure residents are complying with Bylaws, and that waste is not escaping from garbage bags and waste containers. If this is an issue, a door hanger is left for educational purposes.
- Business Audits are conducted regularly. If any litter issues are identified during these audits, they are promptly brought to the attention of the business, and the business is asked to address the cleanup.

5. Enforcement – Bylaw Enforcement Officers & Sustainability and Environmental Quality Supervisor

- Primarily the responsibility of Bylaw Enforcement Officers.
- WHRM Bylaw Enforcement Officers, in collaboration with the Sustainability and Environmental Quality Supervisor, are responsible for providing education and issuing warnings to residents who fail to comply with the Solid Waste Bylaw, with the objective of reducing litter (refer to the highlighted sections of the Solid Waste Bylaw in the attachment). Additionally, fines and penalties may be levied against any resident found in violation of the Solid Waste Bylaw.
- Before consolidation, the former Municipality of West Hants Solid Waste Coordinator and/or Bylaw Enforcement Officer would monitor activity at the GFL Landfill to ensure that loads being transported by residents were properly covered, as required under the Solid Waste Bylaw. When non-compliance was observed, a warning was issued, and in some cases, tarps were provided to residents to encourage proper covering of waste and prevent litter from escaping.

6. Region 6 Solid Waste Management – Scope and Responsibilities

Region 6 Solid Waste Management is a committee of Council for the 12 municipal units along the South Shore and West Hants area. The committee's mandate is to support municipalities in achieving provincial waste diversion goals and maintaining compliance with Nova Scotia's solid waste regulations. Its scope includes:

- Policy and representation – Acts as a regional voice on solid waste issues, representing our municipality with provincial agencies, stewardship organizations, and Divert NS
- Program Development and Coordination – Provides expertise and administrative support for municipal waste programs, including curbside collection, recycling, organics, and special waste streams
- Education and Outreach - Delivers public education campaigns, school programs, and business outreach initiatives to promote waste reduction, proper sorting, and compliance with bylaws.
- Compliance and Enforcement Support - Assists municipalities with inspections, waste audits, and enforcement strategies for residential and ICI (Industrial, Commercial, Institutional) sectors.
- Funding and Resource Allocation - Distributes provincial funding for waste diversion programs and supports community litter cleanup initiatives.

- Collaboration and Partnerships - Works closely with Nova Scotia Environment and Divert NS to implement provincial strategies and explore opportunities for regional cooperation on waste management challenges

Council Considerations

Below staff are presenting suggestions for options for consideration to support further direction if required. NOTE: the amounts in the tables below are estimates only.

Option 1 – Fulltime & Seasonal Positions

The creation of two full-time positions and one seasonal position to support a project that would expand current practices to include garbage removal on provincial roadways. A dedicated truck with a dump body is recommended to support these positions.

Capital	
3500-ton truck with dump body	\$140,000
Approximate Total Capital Cost	\$140,000
Operational	
Staff wages	\$123,280
Benefits & allowances	\$30,000
Training	\$6,000
Fleet fuel & maintenance	\$15,000
Tipping fees	\$1,000
Equipment	\$10,000
Debt servicing (if capital is funded by debt)	\$31,007
Approximate Range of Annual Operating Costs	\$185,280 - \$216,287

Option 2 – Community Committee

Create a community committee that is dedicated to garbage clean ups and education within WHRM. This could include budgeted funds that would be designed to financially support community groups in regular community cleanups.

Prior to the consolidation of the former Town of Windsor & Municipality of West Hants, a committee of council was struck in the Municipality of West Hants that included community members, business reps, Council members, and municipal staff involved. The committee was not renewed once in the process of consolidating; the idea was to share thoughts on what the committee could do and what was already being done. We could look at starting this again, in hopes of gaining more attention to the need for litter clean-ups within the community.

Operational	
Staff wages	\$10,000
Meeting fees – for community reps	\$6,500
Fleet & fuel (for waste pick up)	\$7,500
Tipping fees	\$1,000
Equipment & program materials	\$7,500
Approximate Annual Operating Costs	\$32,500

Option 3 - Community Litter Clean-up Program

Creation of a Community Litter Clean-up Program where non-profit community groups are provided with a monetary incentive to remove litter from ditches within West Hants Regional Municipality. This program would be coordinated and administered by staff. Program details to be finalized if approved.

Operational	
Staff wages	\$10,000
Grant stipend to community groups	\$50,000
Fleet fuel & maintenance	\$7,500
Tipping fees	\$1,000
Equipment	\$7,500
Approximate Annual Operating Costs	\$76,000

Option 4 – Contract

Dedicated funds within the municipal budget to hire maintenance contractors to complete the work.

Operational	
Contractor fees	\$150,000
Approximate Annual Operating Costs	\$150,000

In Addition to Options 1, 2, 3 & 4

Clean Leadership Summer Internship Program

The Clean Leadership Summer Internship Program, administered by Clean Foundation, provides paid environmental work experience for your aged 15-30 across Nova Scotia. Internships typically run for 9-15 weeks during the summer and focus on projects that support sustainability, climate action, and clean technology.

The program offers:

- Hands-on experience in environmental community-based projects
- Leadership development and mentorship opportunities
- A 60% wage subsidy for host employers, making it cost effective for organizations to participate
 - Please note, 100% wage subsidy was given to West Hants Regional Municipality the last two years. Divert NS covered the remaining wages not provided by Clean Leadership

This initiative helps build a skilled workforce for the clean economy while supporting local sustainability efforts.

West Hants Regional Municipality can continue to leverage this program by hosting interns to focus on litter cleanup initiatives, public education campaigns, and waste diversion projects. This would provide additional resources for community beautification while fostering youth engagement in environmental stewardship.

Operational	
Staff wages	\$10,000
Training	\$600
Mileage	\$2,000
Approximate Annual Operating Costs	\$12,600

NEXT STEPS

To be determined by Council.

FINANCIAL IMPLICATIONS

Determined by Council's next steps, but any option above will have operational component for the 2026-27 operating budget.

ALTERNATIVES

n/a

ATTACHMENTS

Solid Waste Bylaw

CHIEF ADMINISTRATIVE OFFICER REVIEW

Staff have provided a thorough background of information detailing current and past practices. As noted in the report, additional service considerations should be considered during the 2026/27 Operating Budget deliberations.

Report Prepared by: _____
Jenny LaPierre, Sustainability and Environmental Quality Supervisor

Report Prepared by: _____
Kathy Kehoe, Director Community Development

Report Reviewed by: _____
Todd Richard, Director of Public Works

Report Reviewed by: _____
Carlee Rochon, Director, Financial Services

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

DRAFT SOLID WASTE MANAGEMENT BYLAW
WEST HANTS REGIONAL MUNICIPALITY

1. *The Waste Collection and Disposal Bylaw passed by the Council of West Hants Regional Municipality on February 25, 2025 and published in Saltwire, a newspaper circulating in the Municipality, on March 7, 2025, together with the Resolutions of Council passed under the said Bylaw dated _____ be and are hereby repealed and the following is substituted therefor.*
2. This bylaw shall be known and may be cited as the "Solid Waste Management Bylaw" of West Hants Regional Municipality ("the Municipality").

3. DEFINITIONS

In this Bylaw the following words and phrases shall have the following meanings:

- 1) "Administrator" means a person appointed by the Chief Administrative Officer to administer this bylaw, or a person appointed by the Administrator as his/her designate.
- 2) "apartment buildings" includes multi-unit buildings in which the tenure is not by lease, such as condominiums or co-operatives.
- 3) "backyard composting" means composting at a residential dwelling unit of organic solid waste comprised of yard waste and food scraps and spoiled or waste food or foodstuff excluding meat, fish, eggs or dairy products where the waste is generated by the residents of the dwelling unit or neighbouring dwelling units or both.
- 4) "boxboard" means cereal, shoe, tissue, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls, or other similar items.
- 5) "branches and limbs" include all branches, limbs, and brush less than (3ft) in length, with individual pieces having a diameter of not more than 3 cm.
- 6) "bulky item" means an item or bundle other than white goods too large to fit in a garbage bag.
- 7) "collectable waste" means material originating from eligible premises and placed for collection by the owner or occupant and includes, but is not limited to, residual waste, recyclable materials, and organic materials that are subject to sorting requirements, volumes and restrictions located elsewhere in this Bylaw, on regularly scheduled collection days.

- 8) "collection contractor" means any company, person or persons and the agents of such persons under contract with the Municipality to collect collectable waste from eligible premises.
- 9) "collection day" means any day which is scheduled by the Municipality for municipal collection of collectable waste.
- 10) "commercial container" means any container used for the storage of waste materials placed by individuals in multi-unit buildings or commercial or institutional premises which are eligible for municipal collection.
- 11) "commercial enterprise" means an enterprise which is commercially assessed for a commercial tax rate by the Municipality, or an apartment building having one civic address and more than six (6) units but does not include a business located in a residential dwelling such as, but not limited to, a home occupation or a professional office.
- 12) "commercial premises" means any lot of land which contains one or more commercial enterprises.
- 13) "common area containers" means separate containers for the source separation of organic materials, general recyclables, paper recyclables and residual waste and/or ICI waste located in a common area at industrial, commercial, and institutional premises.
- 14) "construction and demolition waste" or "construction and demolition debris" means material generated as a result of construction, demolition, or renovation activities and includes but is not limited to polystyrene or fiberglass insulation, pieces of gyprock, scrap wood and such other materials as may be permitted from time to time by regulation of the Province of Nova Scotia for disposal at a disposal site for construction and demolition materials.
- 15) "contaminated soil" means soil which:
 - (a) has been contaminated with and contains in excess of 2,000 parts per million of total petroleum hydrocarbons; or
 - (b) has been removed from a site because of actual or suspected contamination pursuant to a requirement or order of the Nova Scotia Department of Environment.
- 16) "corrugated cardboard" means a paper-based material generally consisting of a fluted corrugated sheet and one or two flat linerboards. It is widely used in the manufacture of corrugated boxes, corrugated shipping containers and other similar products.

- 17) "Council" or "council" means the Council of West Hants Regional Municipality.
- 18) "curb" means the portion of the public road right-of-way between the travelled portion or parking area and the property line, which parallels the street center line.
- 19) "dispose" includes any form of disposal and includes temporary or permanent out of doors deposit, storage, placement, or burial regardless of whether the material in question is in a container.
- 20) "dwelling" means a building, or a unit in a building, occupied or intended to be occupied as a home, by one or more persons, and usually containing cooking, eating, living, sleeping and sanitary facilities. This does not include a hotel, motel, guesthouse, RV, inn and, depending on their structure, sea-can containers.
- 21) "electronics" means any electronic device that is acceptable under the Recycle My Electronics program. The list of items under this category may change from time to time;
- 22) "eligible premises" means those properties within the Municipality which are eligible for municipal collection as defined in Section 8 of this Bylaw.
- 23) "general recyclables" means materials designated by Council from time to time, which at the time of adoption of this bylaw includes the following types of materials - glass bottles and jars, aluminum, steel and tin cans, high-density polyethylene, low-density polyethylene, and polyethylene terephthalate plastic bottles, containers and bags, milk and juice cartons, tetra packs and mini-sip containers.
- 24) "hauler" means any company, person or persons who transports waste materials including, without limitation, institutional, commercial, industrial waste (ICI), solid waste, recyclable materials, construction and demolition waste or organic materials to waste management facilities operated by the Municipality, its contractor(s) or its agents or to other waste management facilities approved under applicable law for disposal of waste materials.
- 25) "hazardous waste" means solid or liquid waste that may be harmful to humans, animals, plant life or natural resources including, but not restricted to, industrial chemicals, toxic, flammable, corrosive, radioactive, pathological and PCB waste, oil, gasoline, paint solvent, wood preservatives, ink, battery acid, pesticides, and insecticides.
- 26) "household hazardous waste" or "HHW" means waste-resource materials of potentially hazardous nature generated in households including, but not restricted to, solvents, glues, cleaners, paints and finishes, asphalt sealers, gasoline, diesel, kerosene,

pesticides, lawn and garden chemicals, poisons, propane tanks, pool chemicals, batteries, and automotive fluids. For the purpose of this bylaw, household hazardous waste does not include Polychlorinated biphenyls (PCBs), radioactive materials, explosives, fireworks, pathological wastes, and ammunition.

- 27) "illegally dumped material" means the disposal or depositing of waste in any manner or at any site other than those permitted under this Bylaw.
- 28) "Industrial/commercial/institutional waste" or "ICI waste" means material of similar composition as residual waste produced by a business, institution, or industry.
- 29) "institutional premises" means any building exclusively used by any corporate body or society for promoting a particular purpose on a non-profit basis and includes public buildings.
- 30) "leaf and yard waste" means leaves, brush, twigs, house and garden plants, sawdust and wood shavings or other similar items.
- 31) "litter" means any material left or abandoned outdoors in a place other than a receptacle place intended or approved for receiving such material.
- 32) "Materials Recovery Facility" (MRF) means a specialized plant that receives, separates, and prepares recyclable materials like paper, plastic and glass for sale to end buyers.
- 33) "municipal collection" means the scheduled collection of collectable waste made by or on behalf of the Municipality, for eligible premises.
- 34) "Municipality" or "municipality" means the West Hants Regional Municipality.
- 35) "non- collectable waste" means all material other than collectable waste and without limitation includes:
- (a) transient waste, meaning waste material produced outside the Municipality or produced at a location other than the dwelling in front of which it is placed for collection or at locations, if any, approved by the Administrator for inclusion in private road collection;
 - (b) liquid waste or material that has attained a fluid consistency and has not been drained;
 - (c) highly combustible or explosive materials, including without limitation, celluloid cuttings, motion picture film, oil or gasoline-soaked rags, gas containers, chemicals, acids or other combustible residues, fine dry sawdust, ammunition, dynamite, or other similar material;

- (d) pathogenic or biomedical material including, without limitation, dressings, bandages or other infected material or hypodermic needles discarded in the course of the practice of physicians, surgeons, dentists, or veterinarians;
- (e) trade waste means waste material such as pressure treated wood resulting from construction, demolition or renovation activities other than construction and demolition debris acceptable for disposal at construction and demolition debris disposal sites under Provincial regulations from time to time;
- (f) pathological waste means any part of the human body excepting hair and nail clippings, any part of a dead animal infected with a communicable disease and non-anatomical waste infected with a communicable disease;
- (g) waste listed or characterized as hazardous by this bylaw or by any federal or provincial law;
- (h) sheet iron, large pieces of scrap metal or machine parts, automobile parts, fuel tanks and bodies;
- (i) septic tank pumpings, raw sewage or industrial sludge;
- (j) radioactive materials;
- (k) soil, rock, and stumps from land clearing, or contaminated soils from environmental remediation activities;
- (l) industrial waste material from factories or other manufacturing processes;
- (m) manure, kennel waste, excreta, fish processing waste;
- (n) waste material from commercial containers;
- (o) lead-acid automotive batteries and propane tanks;
- (p) waste material which has not been placed for collection in accordance with the provisions of this Bylaw; and
- (q) materials banned from landfill disposal by provincial statute and regulations as amended from time to time.

36) “occupant” includes any person who occupies a building or a property, the owner or personal representative of the owner, within the Municipality.

37) “organics collection cart”, “cart” or “green cart” means a cart supplied to eligible premises by the Municipality for curbside collection of organic materials.

38) “organic materials” or “organic waste” means food waste, leaf and yard waste, soiled boxboard, soiled non-recyclable paper (wet or contaminated), bags designed for sugar, flour, and potatoes, branches and bushes, natural Christmas trees without decorations and stands and other material of plant or animal origin as designated by Council from time to time and not excluded as non-collectable waste by this Bylaw.

- 39) “owner” includes:
- (a) a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building;
 - (b) in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care and control of the land or building;
 - (c) a person who occupies shores, beaches, or shoals; and
 - (d) in absence of proof to the contrary, the person assessed for the property.
- 40) “paper recyclables” or “paper” means materials designated by Council from time to time, which at the time of adoption of this Bylaw includes boxboard, mixed paper, newsprint, magazines, catalogues, flyers, telephone and other soft cover books and egg cartons.
- 41) “privacy bag” means a small solid-coloured plastic garbage bag or a single container pursuant to Section 10.2.a.4.
- 42) “private roads” means roads, including privately owned roads or roads not maintained by the government owner, where the Municipality's collection contractor does not travel down the road and provide curbside collection services, unless otherwise approved by the Municipality and mutually agreed upon with the collection contractor. For private roads not approved, they will receive all eligible collection limits at the nearest public road, as outlined in Section 12 of this Bylaw.
- 43) “recyclable material” or “recyclables” means general recyclables and paper recyclables as defined in this Bylaw.
- 44) “regulation bag or container” means a bag, container or bundle which meets the specifications and other requirements for the same in relation to specific waste types as outlined in Section 10 or otherwise approved by the Municipality.
- 45) “residual solid waste” or “residual waste” means household waste except:
- (a) recyclables;
 - (b) organic solid waste and food;
 - (c) non-collectable waste or waste subject to special collection;
 - (d) waste placed for collection that does not meet the requirements of this Bylaw, including limitations on the size, weight, volume, bagging, packaging or bundling or which is otherwise placed for collection contrary to this Bylaw; and
 - (e) hazardous waste.

- 46) "single-family dwelling" means a dwelling as defined herein occupied by a single-family unit and includes a mobile home and a dwelling within a multi-unit residential dwelling, such as a duplex, rowhouse or townhouse. This includes a secondary suite within a single-family dwelling.
- 47) "solid waste" or "waste" includes recyclables, compostables, residual waste, construction and demolition waste, leaf and yard waste, contaminated soil and any other waste or discarded tangible personal property.
- 48) "special collection" means a Municipal collection scheduled by the Administrator for a specific waste which can include but is not limited to Christmas Tree Collection, Leaf & Yard Waste Collection, large item and/or white goods Collection.
- 49) "storage box" or "storage container" means an outdoor storage box or container acceptable for storing regulation bags or containers for solid waste provided they meet the specifications set out in Section 10.
- 50) "unit" means a self-contained portion of a building occupied as a separate residence or business.
- 51) "waste management facility" or "waste disposal facility" means any of the facilities for the management of aggregated ICI waste, residual waste, recyclable materials, and organic materials operated by the Municipality, its contractors, or its agents.
- 52) "white goods" includes any large household appliance, including but not limited to refrigerators, freezers, air conditioners, dehumidifiers, stoves, washers, and dryers.
- 53) "yard waste" means vegetative matter resulting from gardening, horticulture, landscaping, or land clearing operations, including material such as a tree, shrub trimmings, plant remains, grass clippings, and leaves, but not including construction and demolition waste or contaminated organic matter.

4. THE ADMINISTRATOR

- 1) The Administrator shall administer and enforce the provisions of this Bylaw and, for this purpose, may:
 - (a) divide the Municipality into areas for the purposes of collection of collectable waste from eligible premises on various days of the week;
 - (b) designate a particular day of the week for collection of collectable waste, or a type or types of collectable waste, in each designated collection area;
 - (c) alter the boundaries of areas as deemed necessary on reasonable notice to the public;
 - (d) administer and liaise with any collection contractor who may be hired by the Municipality to carry out the collection of collectable waste within the Municipality;
 - (e) assign organics collection carts to eligible premises;
 - (f) determine the frequency of collection of collectable waste in each designated collection area of the Municipality;
 - (g) designate the conditions and guidelines relating to the acceptance of waste materials at waste management facilities;
 - (h) determine the number, frequency, and type of special collections;
 - (i) provide any further directions required from time to time in order to implement this Bylaw and the waste collection policies or resolutions of Council from time to time; and
 - (j) enter on, inspect or pass over any property to which this Bylaw applies, without being liable for trespassing and without the owner of the property having the right to object, to determine:
 - a. the extent, if any, to which an offense has been committed; and
 - b. the cause, if any, to the offense which has been committed.

5. MUNICIPAL SOLID WASTE MANAGEMENT FACILITY

- 1) The solid waste management facility for the Municipality shall be the facility or facilities designated by resolution of Council of the Municipality from time to time.
- 2) The Municipality may, in its sole discretion, refuse any waste if, in the opinion of the Waste Facility Operator or the Administrator, the quantity or type of material being delivered to the Municipal Solid Waste Management Facility exceeds the Facility's capacity or is otherwise unacceptable.
- 3) No person shall deposit or cause to be deposited at the Municipal Solid Waste Management Facility material other than acceptable waste pursuant to this Bylaw and acceptable by the Waste Facility Operator.

- 4) Any person delivering or placing waste at a Municipal Solid Waste Management Facility must do so in accordance with this Bylaw and instructions from the Waste Facility Operator.
- 5) No person shall deposit waste at, in or adjacent to the Municipal Solid Waste Management Facility when it is closed or when the Waste Facility Operator or Staff have refused to accept or permit the deposit of such waste.
- 6) No person shall deposit or cause to be deposited at the Municipal Solid Waste Management Facility any solid waste which has not been separated in accordance with this Bylaw or any solid waste which is misleadingly packaged or presented, or which is concealed or intermingled with waste of another type or place of origin.
- 7) Any person delivering or placing solid waste at a Municipal Solid Waste Management Facility does so at their own risk.
- 8) No person shall remove solid waste from a Municipal Solid Waste Management Facility unless authorized by the Waste Facility Operator.
- 9) Any person having any questions or complaints about the operation of the Municipal Solid Waste Management Facility shall direct their questions and complaints to the Waste Facility Operator.

6. RESPONSIBILITIES OF PROPERTY OWNERS AND OCCUPANTS

- 1) Every owner or occupant shall:
 - (a) ensure solid waste does not accumulate on or around the property including uncollected solid waste other than in a storage container or in a collection box which meets requirements outlined elsewhere in this Bylaw and where an owner or occupant permits the accumulation of solid waste contrary to the Bylaw, the Administrator may order the owner or occupant to dispose of it lawfully, failing to do so may result in the Municipality's employees or agents to enter the property to collect and dispose of the accumulated solid waste, the expense of which will be charged to the owner or occupant, as a first lien collectable as a tax . Chargeable costs associated with cleanup may include contractor expenses, staff labour, fuel and tipping fees;
 - (b) Ensure the proper preparation and disposal of all solid waste in accordance with this Bylaw;
 - (c) use only regulation bags and containers for the storing and placement for collection of collectable waste:
 - i. maintain such regulation bags and containers in good repair and in sanitary condition; and

- ii. ensure that each regulation bag and container is covered and secured at all times except when being emptied or filled.
- (d) shall provide sufficient and adequate storage for solid waste which may accumulate from time to time on the property, including:
 - i. ensuring recyclables and residual waste regulation bags are stored inside buildings or in storage containers that are waterproof and impervious to domestic and wild animals and rodents, and which are designed and constructed to prevent the entrapment of children; and
 - ii. ensuring all storage containers can be opened from the inside at all times by children.
- (e) clean up any type of solid waste which has escaped from its regulation bag or container;
- (f) separate solid waste at the time of placement for collection and disposal into uncontaminated separate solid waste categories as follows:
 - i. compostables;
 - ii. general recyclables;
 - iii. paper recyclables;
 - iv. residual waste;
 - v. residential home renovation waste materials if and to the extent these may from time to time be permitted to be collected by the Municipality; and
 - vi. separation of solid waste acceptable only on special collections or by express approval by the Administrator for things such as bulky items, white goods, or HHW.
- (g) where reasonably possible, ensure that collectable waste remains indoors, or behind or beside the main building on the eligible premises except on collection day and is kept in a manner that discourages interference by vermin and wild or domestic animals;
- (h) place dangerous material such as broken glass, broken crockery, and sharp metal in a sealed box or bucket, and shall be clearly and adequately identified;
- (i) contract with a hauler, at their own expense, to provide, or may themselves provide, for the removal of all solid waste larger in volume, weight, size or quantity and/or for more frequent collection than is provided by the Municipality. It is further mandated that any excess residual solid waste that accumulates on the property shall be collected or disposed of at a minimum frequency of once every 14 days; and
- (j) shall be responsible for separation and lawful disposal of non- collectable materials at a lawful disposal site.

7. GENERAL MUNICIPAL COLLECTION

- 1) The Municipality, its servants, agents, or independent contractors, shall provide collection services to eligible premises within the Municipality located on highways plowed by the Department of Transportation or the Municipality, in accordance with a schedule approved by the Municipality from time to time, and to such other premises on any private roads as may be expressly designated for inclusion in general municipal collection by the Municipality.
- 2) The Administrator or their Designate may refuse to collect containers which have not been adequately drained of liquid or which are wet or the contents of which are of fluid consistency.

8. ELIGIBLE PREMISES

- 1) Eligible premises which have been granted an occupancy permit by the Municipality shall include:
 - (a) single-family dwellings, including mobile homes or grouped single-family detached dwellings on a lot;
 - (b) multi-unit residential dwellings that constitute a unit in a duplex, rowhouse or townhouse dwelling having street or road frontage;
 - (c) multi-unit apartment buildings which have a maximum of six (6) units (recyclables collected regardless of number of units);
 - (d) commercial and institutional premises generating ICI waste;
 - (e) municipally owned and occupied buildings such as municipal offices, municipal pool, municipal water treatment facilities, etc.; and
 - (f) community group facility, where physical premises are occupied for the purpose of supporting community activities.
- 2) Owners and occupants of properties not defined herein as eligible premises shall not place any waste materials at the curbside of such properties, or elsewhere except as expressly permitted by this bylaw or by the Municipality, for municipal collection.
- 3) Notwithstanding the provisions of section 8 of this bylaw, where a property of the type listed in clauses (a) to (f) of subsection 8 (1) does not qualify as eligible premises solely because the premises are not occupied, the owner of the said premises may place waste materials originating from the same premises at the curbside for municipal collection if authorized by the Administrator.

9. COLLECTIBLE MATERIAL – PREPARATION AND RESTRICTIONS

- 1) No person shall place or caused to be placed out for municipal collection any solid waste except in accordance with the following:
 - a) For any one eligible premise under section 8(1)(a) or (b) waste shall be placed for any one collection day only in accordance with the following limits or conditions:
 - i) a maximum of five (5) residual waste regulation bags per unit;
 - ii) a maximum of one (1) bulky item other than white goods not exceeding more than 75kg (165lbs) in weight per item;
 - iii) certain large items, such as furniture, may weigh up to 75kg (165lbs). Items weighing more than 75kg (165lbs) will not be collected;
 - iv) no limit to the regulation bags of recyclables;
 - v) one (1) organics cart of organic waste;
 - vi) a bundle of brush not exceeding 25kg (55lbs) in weight per bundle, no longer than 4ft (1.2m) and no bigger than 3 cm in diameter;
 - vii) a bundle of cardboard not exceeding 22kg (48lbs) in weight and no bigger than 1ft x 2ft x 3ft;
 - viii) paper recyclables must be placed in watertight transparent blue bags or clear transparent bags, except corrugated cardboard, which may be placed in securely tied bundles not greater than 2 ft x 3 ft x 8 in; and
 - ix) a maximum of six (6) paper bags of leaf and yard waste in addition to the organics cart.
 - b) In the case of placement for municipal collection of white goods containing refrigerant gas (or CFCs), the following items must have such gas (or CFCs) removed and display a sticker issued by the appropriate authority indicating that the refrigerant gas (or CFCs) have been removed before they are eligible for special collection:
 - i) refrigerators
 - ii) freezers
 - iii) air conditioning units
 - iv) dehumidifiers
 - c) Where the Municipality establishes a separate collection of white goods, special collections will have limits and specifications as may be determined and publicized by the Municipality's Administrator.
 - d) Where the Municipality establishes a separate collection of organic materials such as Christmas trees or leaf and yard waste, special collections will have limits and specifications as may be determined and publicized by the Municipality's Administrator.

- e) No person shall place or cause to be placed for municipal collection any non- collectable waste or material banned from disposal by provincial regulations.

10. REGULATION BAGS AND CONTAINERS FOR MUNICIPAL COLLECTION

- 1) The owner or occupant of each eligible premise shall be responsible for containing designated collectable waste to prevent the escape of waste materials into the environment. The owner or occupant of each eligible premises is responsible to gather waste material placed for collection in front of the eligible property that has escaped from its container onto public or private property.
- 2) Only plastic bags and containers which meet the following specifications and requirements shall be utilized for the purposes of general municipal collection:

a) Residual waste regulation bags:

Only the following residual waste regulation bags shall be used:

- i. Residual waste must be placed in watertight clear transparent bags with an overall length of not more than 3.28 ft (1 m) when empty and requires sufficient thickness to prevent breakage, tearing or splitting upon collection.
- ii. the filled bags are not to exceed 22 kg (48 lbs.) in weight.
- iii. all material must be securely contained to prevent material from escaping into the environment.
- iv. the filled bags shall not enclose other filled bags, and its contents shall be reasonably visible without the bag being opened except:
 - (a) one small solid-coloured privacy bag no larger than 22 x 24 inches and may be placed in the clear bag as above;
 - (b) medical containers provided by the Municipality; and
 - (c) boxed and labelled broken glass or sharp metal pieces.

b) Recyclable materials regulation bags

Only the following recyclable materials regulation bags shall be used:

- i. general recyclables must be placed in watertight transparent blue bags or clear transparent bags with an overall length of not more than 3.28 ft (1 m) when empty and requires sufficient thickness to prevent breakage, tearing or splitting upon collection;
- ii. paper recyclables must be placed in watertight transparent blue bags or clear transparent bags, except corrugated cardboard, which may be placed in securely tied bundles not greater than 2 ft x 3 ft x 8 in;

- iii. the weight of each bag, including contents, placed for recyclable materials collection must not exceed 22 kg (48 lbs.);
- iv. all material must be securely contained to prevent material from escaping into the environment;
- v. the filled bags shall not enclose other filled bags, and its contents shall be reasonably visible without the bag being opened; and
- vi. general recyclables and paper recyclables to be sorted as required by the Materials Recovery Facility.

c) Compostable materials regulation containers

Only the following compostable materials regulation containers shall be used:

- i. organics collection carts as assigned to eligible premises by the Municipality as per Section 11 of this bylaw; and
- ii. subject to the limits in this bylaw, excess leaf and yard waste material may be placed out for collection in paper bags, except branches or limbs that may be placed in securely tied bundles not exceeding 25kg (55lbs) in weight per bundle, no longer than 4ft (1.2m) and no bigger than 3 cm in diameter.

11. ORGANIC COLLECTION CARTS

1. Every owner or occupant of eligible premises shall be provided with one or more organic carts from the Municipality for the storage and disposal of organic waste generated from their premises in accordance with subsection 3 of this section.
2. To comply with the preceding section, an organic cart shall:
 - a) be assigned by the Municipality;
 - b) remain on the property for which it was assigned and shall remain on the property when a householder sells a property;
 - c) maintain the organic cart in good repair and sanitary condition;
 - d) be replaced or repaired at the owner or occupant's expense, to which the cart was assigned due to misuse, alterations or abuse;
 - e) make the cart assigned to the eligible premises available to the Municipality or its contractors or agents within a reasonable time frame upon request for inspection or repair purposes or for identification of the serial number;
 - f) owners of eligible premises are responsible for the cart(s) assigned to the premises and used by tenants who are renting or leasing the premises;
 - g) except as authorized by the Administrator, no person shall restrict the lid of an organics collection cart on collection day including using bungee cords, chains, rope, or another locking device; and

- h) any restraints that are used on a lid of an organics collection cart must be removed the morning of collection by the owner.
3. Every owner or occupant of the following types of eligible premises shall be provided by the Municipality, a maximum number of organic carts as outlined below. In all cases the building owners are to ensure adequate number of organic carts are provided. In the case of multi-unit buildings, if the number of bins provided is not sufficient for the waste accumulated by residents, the property owner will be required to provide additional commercial containers at their own expense.
- | | |
|------------------------------|---|
| a) single-unit building | 1 green cart per dwelling unit |
| b) duplex building | 1 green cart per each unit |
| c) semi-detached-building | 1 green cart per each unit |
| d) manufactured home | 1 green cart per unit |
| e) buildings of 3 to 6 units | 2 green cart per building |

12. PLACEMENT OF MATERIALS

- 1) All solid waste to be collected by the Municipality shall be accessible to the contractor within three (3) meters (9.8 ft) of the curb or other such location, which may be required from time to time. Solid waste is to be placed directly in front of, where possible, and on the same side of the street from which the waste was generated and is not to interfere with pedestrian or vehicular traffic and snow removal.
- 2) Organics collection carts must be placed at the curb in an upright position with the lid closed and shall not be stored inside a container or box, unless the cart can be wheeled out without lifting, or is removed from the container or box by the owner for collection.
- 3) A property that does not abut a public listed and maintained road and are located on private roads that are not approved for curbside collection, the owner shall transport eligible solid waste to the nearest public listed and maintained road for collection, unless the Municipality directs otherwise.
- 4) No person shall place, or caused to be placed outdoor, roadside storage boxes or containers other than one which meets the following specifications:
 - a) constructed of wood, metal, plastic or other impermeable material which is inaccessible to pests, rodent, vermin, birds or animals;

- b) are affixed with a lid weighing not more than 5 kg/11lbs. and, except as authorized by the Administrator, shall not have their opening restricted by bungee cords, chains, rope, or another locking device;
 - c) shall be maintained in a neat and sanitary condition and kept in good repair;
 - d) white goods, such as a discarded refrigerator or freezer shall not be permitted to be used as an outdoor roadside storage box or container for storing solid waste and nor shall white goods be placed within roadside storage boxes or containers;
 - e) where multiple dwellings use the storage container, all civic numbers must be posted on it to ensure that solid waste curbside limits are met;
 - f) shall be located and positioned no more than 9.8ft (3 m) from the travelled portion of the road or as directed by the Municipality and in a manner as to not interfere with traffic, pedestrians or snow removal;
 - g) the immediate vicinity of the container shall be kept neat and free of any solid waste;
 - h) the bin shall be accessible all year round by keeping vegetation trimmed, snow removed from the lid and path to the bin cleared; and
 - i) There shall be no loose solid waste stored in any container.
- 5) Owners shall maintain the area between the curb or edge of the travelled way and their property line free from garbage, waste, or debris.

13. COLLECTION TIMES & FREQUENCIES

- 1) The following provisions apply to municipal collection times and frequencies:
- a) Collection will commence at 7:00 am in all areas of the Municipality, except where circumstances warrant from time to time;
 - b) No owner shall permit solid waste to remain in front of the building or adjacent to or curbside except between 7:00 p.m. the day prior to collection and 9:00 pm the day of collection;
 - c) Solid waste and organic collection shall occur bi-weekly and may alternate or have material collected the same day. The current collection schedule shall determine what materials are collected on which day;
 - d) Recycling collection shall occur as required by the contracted Collector;
 - e) When a regularly scheduled day for collection falls on a Federal, Provincial or Civic holiday, the collection may be modified to occur on an alternate day as designated by the Administrator;
 - f) No person shall permit any materials or rejected waste to remain at the collection spot after 9:00 p.m. on the day of collection unless otherwise directed by the Administrator or its contractors; and

- g) Free-standing collection containers used to store residual waste and recyclable waste bags, and organic collection carts must be removed from curbside by 7:00 a.m. of the following day.

14. INDUSTRIAL, COMMERCIAL, INSTITUTIONAL OR CONSTRUCTION WASTE

- 1) The owner or occupant of any premise which generates the following waste shall, either personally, by employees, contractors, or agents, and in compliance with all applicable Federal, Provincial and Municipal laws, promptly remove and dispose of such waste at their own expense:
 - a) all waste generated by any industrial, commercial, or institutional premises, facility, or operation which is not expressly made eligible for municipal collection and properly placed for collection pursuant to this Bylaw; and
 - b) all construction and demolition waste of any kind, including from renovation or repair.
- 2) The property owner of an industrial, commercial, or institutional premises shall ensure that:
 - a) adequate space is provided on the premises to accommodate commercial containers for the collection of source-separated ICI waste, organic materials and recyclable materials generated at the premises. For recyclable materials, adequate space shall be provided to maintain general recyclables, paper recyclables and corrugated cardboard all separate from each other; and
 - b) signage of sufficient size is to be posted to provide occupants with specific recycling and organics instructions for proper sorting of general recyclables, paper recyclables (i.e., paper separate from general recyclables), corrugated cardboard and organic materials. Signage for the sorting of this waste is to be located within 3 metres of the container(s).
 - i) the location of the commercial container(s) for general recyclables, paper recyclables and organic materials shall be within 3 metres of the container(s) for ICI waste; or
 - ii) signage is posted adjacent to the commercial container(s) for ICI waste directing persons to the location of the commercial containers on the premises for general recyclables, paper recyclables, corrugated cardboard, and organic materials.
- 3) The occupant of an industrial, commercial, or institutional premises shall:
 - a) source-separate all waste generated in the occupant's unit or portion of the building at the point of generation into ICI waste, organic materials, general recyclables, paper recyclables and corrugated cardboard; to comply with the provincial disposal bans and to facilitate their recycling, composting or disposal in accordance with the Municipality's waste resource management system; and
 - b) place for collection source-separated material in commercial containers in accordance with Section 15 (1) at the storage areas on the property as designated by the property owner.

- 4) At industrial, commercial, and institutional premises where the public is responsible for depositing waste materials such as an enclosed or exterior shopping centre, mall, food court, quick service restaurant, sports arena, office complex or other commercial premises, the property owner will provide common area containers for source-separation of waste.

15. COMMERCIAL CONTAINERS

- 1) The following provisions apply to commercial containers:
- a) Every owner or occupant of property or premises serviced by commercial containers for storage and collection of solid waste shall ensure such containers meet the following requirements:
 - i) containers shall be sturdily constructed, waterproof and impervious to domestic and wild animals and rodents;
 - ii) containers shall be equipped with tight-fitting lids with a positive closing device and kept closed except during loading or unloading;
 - iii) containers shall be designed and constructed to prevent entrapment of children;
 - iv) containers shall be kept clean and in a good state of repair;
 - v) containers shall be kept inside, behind or beside the building they service so as to reduce their visibility from the street, unless otherwise arranged with the Administrator;
 - vi) containers shall be kept no less than 1.5 metres from the building they service and not less than 1.5 metres from any property line of an abutting property containing a residential dwelling unit;
 - vii) containers shall be placed only on hard, level, weather-resistant surfaces;
 - viii) containers shall not be loaded in a manner which permits waste to extend beyond the internal volume of the container when the lid is closed;
 - ix) the area surrounding the container shall be kept free from litter and waste;
 - x) the container shall be emptied when full or at least every 30 days;
 - xi) has displayed thereon the following message "GARBAGE" or "WASTE" or "REFUSE", where ICI waste or residual waste is to be deposited in the commercial container;
 - xii) has displayed thereon the following message "RECYCLABLES" or "GENERAL RECYCLABLES" or "BLUE BAG RECYCLABLES", where general recyclables are to be deposited in the commercial container;
 - xiii) has displayed thereon the following message "PAPER" or "PAPER RECYCLING" where paper is to be deposited in the commercial container, and has displayed thereon the following message "CARDBOARD ONLY" or "CARDBOARD" where corrugated cardboard is to be deposited in the commercial container;
 - xiv) has displayed thereon the following message "ORGANICS" or "COMPOST", where organic materials are to be deposited in the commercial container.

- 2) A commercial container used during construction or repair work need not comply with Paragraphs (v) to (vii) of this Section for temporary periods of not more than 6 months or until the completion of the construction or repair work, whichever is sooner.
- 3) No person shall place waste in any commercial container without permission of the owner of the container.
- 4) The owner of any industrial, commercial, or institutional premises shall ensure that commercial containers on the premises:
 - a) accommodate source-separated waste generated at that location;
 - b) are designed and constructed such that the waste (i.e., ICI waste, organic materials, general recyclables, paper recyclables and corrugated cardboard) remains in a source-separated condition; and
 - c) are easily accessible to the occupants.

16. TRANSPORTATION OF WASTE

1) All vehicles carrying waste materials shall:

- a) do so in a sanitary manner; any fluid matter shall be transported in watertight containers having tight-fitting covers.
 - b) have a tailgate or other restraining device and be closed-in or equipped with a tarpaulin or equivalent cover device which shall be used to cover the solid waste while it's being transported.
 - c) be transported in such a manner that materials shall not spill or scatter from the vehicle containing the same. In the event of any spillage, the vehicle operator shall be responsible for the clean-up, which shall be undertaken immediately.
 - d) Comply with the *Motor Vehicle Act* and any other regulations or legislation in effect from time to time.
 - e) If used in the collection of more than one type of waste, be constructed to prevent cross-contamination between the various waste streams.
 - f) Be maintained in good condition and be properly manned and equipped to ensure safe collection of solid waste.
- 2) All solid waste collected through private collections, and which is to be delivered to the Municipal Solid Waste Management Facility, shall be in compliance with the Regulations publicized by the operator of the facility regarding acceptance and receipt of solid waste.
 - 3) The Administrator may inspect contracted waste vehicles used for the collection or carriage of waste materials at all reasonable times to ensure compliance with this Bylaw.

- 4) All private collection of any solid waste shall be made directly to the collection vehicle from the premises where the same was generated.

17. HAZARDOUS WASTE

- 1) Every owner or occupant, including the owners and occupants of IC&I properties, shall store hazardous waste generated by the same in a safe and secure manner and shall deliver same, as soon as is reasonably possible, to an approved hazardous waste depot.
- 2) No person shall dispose of, or cause or permit the disposal of, household hazardous waste at any location within the Municipality, other than a Hazardous Waste Depot.

18. PROHIBITIONS

- 1) No person except collection contractors or authorized haulers in doing so within the scope of their authority shall:
 - a) pick over, remove, disturb, or otherwise interfere with any waste material that has been set out by other persons for municipal collection;
 - b) collect waste material placed by other persons for municipal collection; or
 - c) remove a container or organics collection cart placed by other persons at curbside.
- 2) No person shall dispose of any type of solid waste by the burning of the same.
- 3) Where an owner or occupier properly places any authorized form of solid waste out for collection by the Region's contractor the said solid waste becomes the property of the Municipality.
- 4) No person shall pick over, remove, collect, disturb, or otherwise interfere with any type of solid waste or regulation container which has been placed in an approved storage container.

19. ILLEGALLY DUMPED MATERIAL

- 1) No person shall dispose, cause or permit the disposal of solid waste at any place in the Municipality other than at an approved Solid Waste Management Facility designated for the applicable type of solid waste or any other site authorized by the Municipality or the Province of Nova Scotia for that purpose.
- 2) With the exception of the placement of solid waste for collection in accordance with this bylaw, the delivery of designated electronic products, household hazardous waste to depots, or other disposals allowed for in this bylaw, no person shall dispose, cause, or permit the

disposal of solid waste, bulky waste or non-collectable waste at any location or manner in the municipality except as follows:

- (a) the backyard composting of organic solid waste;
- (b) the unconcentrated deposit and distribution of waste trees and brush or portions thereof or of other organic farm or forestry waste for disposal by decay, on one's own forest or farmland property;
- (c) the spreading of fertilizer or composted organic waste on farmlands; or
- (d) the nuisance-free deposit and disposal of aggregate, soil, bricks, mortar, concrete, asphalt, pavement, porcelain, or ceramic materials as fill provided. However, nothing in this paragraph creates an exception to the dangerous or unsightly premises provisions of the *Municipal Government Act*.

- 3) No person shall dispose of, cause or permit the disposal of, or place for collection, solid waste on a property except as both authorized by this bylaw and by the owner or occupier of that property.
- 4) No person shall dispose of, cause or permit the disposal of, any non-collectable waste or rejected waste in, at or near a container or box for storage of solid waste or the collection placement spot for another owner or occupant.
- 5) Proof that any type of solid waste, which was disposed of in contravention of this Bylaw, originated from a particular person, from the residence of a particular person, or from a particular premises shall, in the absence of proof to the contrary, be evidence sufficient for a court to infer that the said person – or the owner or occupant of said residence or premises – was the person who disposed of that solid waste, or portion of same, or caused or permitted it to be disposed of.

20. TIPPING FEES

- 1) Waste delivered to the Solid Waste Management Facility shall be subject to tipping fees as set by the Operator of the Facility, as agreed by the Administrator, from time to time.

21. ENFORCEMENT AND PENALTIES

- 1) A person who:
 - a) violates a provision of this Bylaw or of a directive, authorization or order issued in accordance with this Bylaw;

- b) fails to do anything required by this Bylaw or of a directive, authorization or order issued in accordance with this Bylaw;
 - c) permits anything to be done in violation of this Bylaw or of a directive, authorization or order issued in accordance with this Bylaw; or
 - d) obstructs or hinders any person in the performance of their duties under this Bylaw or a directive, authorization or order issued in accordance with this Bylaw, is guilty of an offence.
- 2) Every person convicted of an offence is punishable on summary conviction and are liable for fines of not more than \$2,000, to imprisonment for up to six (6) months, or both a fine and imprisonment.
 - 3) Each day that a person commits an offence under this Bylaw constitutes a separate offence.
 - 4) In addition to any fine or imprisonment imposed pursuant to subsection (2) or subsection (3), the Court may order the person convicted to pay all expenses incurred in correcting the contravention of the bylaw or any damages associated with such contravention.

22. ADMINISTRATIVE TICKETING

- 1) In lieu of prosecution under this Bylaw, the Municipality may, in its sole and absolute discretion, issue to any person it believes upon reasonable grounds has committed an offence under Section 19(1) of this Bylaw, a Notice of Violation, which Notice shall require the person to whom it is directed to pay to the Municipality within 14 days of the issuance of the Notice the sum of two hundred and fifty dollars (\$250.00) for contravention of Section 19(1) of this Bylaw, provided that such person has removed the illegally dumped solid waste and cleaned up and restored the site to the satisfaction of the Director of Public works or his/her Designate, and further provided that no person, animal or property was injured or damaged by such illegal dumping, and if the person pays within the said time, they shall thereby avoid prosecution for that contravention.
- 2) Nothing in this Bylaw requires the Municipality to issue a Notice of Violation in lieu of initiating a prosecution in relation to an alleged violation.

23. REPEAL AND REPLACE

The previous version, and all other versions of the Municipal Solid Waste Bylaw, are repealed and replaced by this Bylaw.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
---	---	---	--

To: Council

Submitted by: Todd Richard, Director of Public Works

Date: December 2, 2025

Subject: **CD and PW – Operations Facility**

Property X	Public Opinion X	Environment X	Social ☐	Economic X	Councillor Activity ☐
-------------------	-------------------------	----------------------	---------------------------------	-------------------	--

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government, Section 65 authorizes Council to expend funds for municipal purposes.

PURPOSE

This report provides information regarding the proposed Public Works/Community Development Operations Building.

DECISION REQUEST OR RECOMMENDATION

Direction on addressing the short- and long-term requirements of an operations maintenance facility for Community Development and Public Works Departments.

BACKGROUND

In June of 2024, Council approved the award of RFP WHRM24-01 for the design services for the operations building contract to TA Scott Architecture for the price of \$214,040 plus applicable taxes.

At the June 24, 2025, Council meeting, concerns were raised about the proposed facility, including cost, the number of existing municipal buildings, and unresolved plans for Morison Drive and King Street. Safety issues introduced during the meeting added further uncertainty.

Council noted the facility was not included in the current budget and questioned its ability to

accommodate future growth. The recently renovated staff room, which quickly became inadequate, was cited as an example.

With a number of difficult decisions during budget deliberations, Council agreed to defer the Operations Building to the 2026/27 budget and requested cost estimates for bringing the current building up to standard.

Current Facility

The existing facility, designed for 10 staff, now supports 19 full-time employees plus students. It has one washroom and an outdoor portable toilet year-round. Locker rooms are in separate buildings with no private changing area.

This facility maintains and fuels the entire municipal fleet, which has grown alongside municipal infrastructure and service levels. Current space and amenities do not meet operational needs and fail to address long-term requirements for Public Works and Community Development.

Key Issues

- Temporary measures are needed for washrooms, locker rooms, heating, air quality, and storage.
- No provision for future growth or permanent solutions.
- Council’s motion to move staff to 100 King and declare 76 Morison surplus will further reduce capacity with the loss of the repair bay for Community Development.
- Currently no space for Community Development within existing facility
- Lack of adequate floor space and an indoor wash bay for fleet maintenance.

NEXT STEPS

After direction is given by council, staff will proceed with collecting higher accuracy cost estimates for temporary improvements to meet minimum standards into the 2026-27 capital budget while long-term solutions are considered and identified in the 5-year capital plan.

FINANCIAL IMPLICATIONS

See attached chart for detail of estimated costs, it is important to note that there estimated expenditures would only address the immediate needs and not remove the needs for the overall requirements for our growing municipality and needs to meet our service level and maintenance, storage, and long-term requirements.

- Capital Investment needed for temporary short-term needs \$1,410,625
- Annual additional operating costs for short-term needs \$ 42,375
- Setup Costs \$ 24,625

Staff time, engineering, and design costs are not included in these costs.

TEMPORARY SHORT TERM WORK REQUIRED - * DOES NOT ADDRESS EXTRA SPACE REQUIREMENTS AND LONGER TERM NEEDS					
Description		Capital Cost	Operational Cost		Notes
			Rental/yr	Set up/removal	
Washroom Trailer Two rooms PW2T 3 Urn, 3 T			\$6,900.00	\$700.00	Electrical upgrade would be required at the compound. Waste tank needs emptied at least once/week. Water tank would need filled as required (depending on usage).
Locker room Trailer PW (no washroom. Two rooms for changing)			\$23,000.00	\$4,000.00	Electrical upgrade would be required at the compound.
Electrical Upgrade \$64/sqft 5250sqft		\$336,000.00			Pad mount transformer required and upgraded panels/ other electrical work
Heating		\$100,000.00			
Vehicle exhaust extraction system		\$40,000.00			Management of exhaust fumes
Sealing of clean spaces for air quality		\$50,000.00			Sealing of areas to prevent toxic fumes from entering offices and lunch room areas
Fencing 350m @ \$150/m		\$52,500.00			to accommodate outside storage
Wooden Building reno to gain storage space \$162/sqft Elec, Mech, Insul, sheath, civil, water/sewer		\$550,000.00			Remove/relocate walls, add doors, electrical, insulate, HVAC Electrical upgrade , floor drain, etc.
Current CD repair bay 78x22	1700				Not Addressed in costs no space available, reason for new build / addition
Current PW floor space used for Mech, wash bay, storage office/WR/LR	4500 usable				Not Addressed in costs no space available, reason for new build / addition
Water / Sewer Hookup				\$15,000.00	
Annual maint costs			\$4,000.00		
Set Up Costs					
Increased Annual Costs					
Sub Total		\$1,128,500.00	\$33,900.00	\$19,700.00	
Contingency 25%		\$282,125.00	\$8,475.00	\$4,925.00	
TOTAL		\$1,410,625.00	\$42,375.00	\$24,625.00	

Table 1. - Shows a high-level estimate of funding requirements to address immediate needs.

ALTERNATIVES

- Council give direction to release tender documents for bidding on construction of new operations building as per completed engineered design.
- Draft an RFP for design and engineering for short-term operations building requirements

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Prepared by: _____
Troy Burgess, Operations Manager &
Todd Richard, Director of Public Works

Report Reviewed by: _____
Tim Bouter, Project Engineer

Report Reviewed by:  _____
Todd Richard, Director of Public Works

Report Approved by: _____
(Name and Title)



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
---	---	---	--

To: Committee of the Whole

Submitted by: Mark Phillips, Chief Administrative Officer

Date: December 2, 2025

Subject: Information Report - Draft CSO Residential Property Buyout Policy

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) Sections 50 (1) A municipality may acquire, and own Property granted or conveyed to the municipality either absolutely or in trust for a public or charitable purpose.

Section 65 A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if: (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality;

RECOMMENDATION or DECISION REQUEST

Not Application as this is meant to be an informational resource for Council.

BACKGROUND

Property X	Public Opinion ☐	Environment X	Social ☐	Economic X	Councillor Activity ☐
------------	--	---------------	---------------------------------	------------	---

At the November 12th Committee of the Whole meeting, Council revisited the draft Residential CSO (Combined Sewer Overflow) Property Buyout Policy. This follow-up discussion was initiated by residents of Stannus Street, who had formally requested that Council re-examine the proposed draft CSO Buyout Program. Residents expressed concerns regarding the timeline for completing the Stormwater Management Plan prepared by CBCL, noting that while the Plan represents a viable long-term solution for Windsor's infrastructure requirements, its delayed implementation leaves affected properties in a prolonged state of uncertainty.

Council expressed interest in an update to understand the financial implications of the policy and identifying all potential funding mechanisms including any external or alternative funding mechanisms that may reduce the financial burden on the Municipality.

Council also highlighted the value of providing historical context on the matter. The report is intended to provide Council with the necessary background, financial analysis, and contextual understanding to determine an appropriate path forward regarding the proposed Residential CSO Property Buyout Policy.

DISCUSSION

Timeline of Correspondence and Government Responses

Date	From / To	Subject / Description	Outcome / Notes
2024-07-04	WHRM → Premier Houston & Minister Lohr	Homes impacted by combined sewer overland flooding; request for funding to support a residential property buyout program	No confirmed funding
2024-08-02	Minister John A. Lohr → WHRM	Response regarding purchase of homes affected by overland stormwater	No confirmed funding
2025-01-09	WHRM → Federal & Provincial Governments	Request for financial support to fund a residential property buyout program	Awaiting responses
2025-03-07	Federal Minister Harjit Sajjan → WHRM	Update on Municipal Disaster Financial Assistance claims	No confirmed funding for buyouts
2025-03-13	Provincial Minister Kim Masland → WHRM	Update on DFA claims	No confirmed funding for buyouts
2025-04-02	WHRM → Federal & Provincial Governments	Follow-up request for confirmation of financial support to fund a residential property buyout program	No confirmation received
2025-07-08	Provincial Minister Kim Masland → WHRM	Additional correspondence on DFA / disaster-related assistance	No confirmation received
2025-10-07	Minister John Lohr → WHRM	Amendments through Municipal Modernization (2025), including MGA changes	No confirmed funding for buyouts

More recently, a letter dated October 7, 2025, referencing amendments made through the Municipal Modernization (2025) process and changes within the Municipal Government Act (MGA), specifically regarding Tax Reductions Due to Natural Disasters was provided. These amendments authorize municipalities to adopt policies that reduce property taxes for homes rebuilt following destruction caused by wildfire, hurricane, flood, or other natural disasters. They also enable reimbursement of overpayments and allow municipalities to consider pre-disaster assessed values when applying such policies. This correspondence and changes to the MGA did not provide for buy-out funding.

Despite repeated attempts to seek clarity, support and confirmation of a funding mechanism or formula, responses from both the provincial and federal governments have been general in nature, focusing primarily on high-level mitigation principles or broad-based program descriptions. No program has been identified that clearly offers financial relief or support applicable to residential property buyouts.

Potential Funding Options

In the absence of external funding to support the draft buy-out policy, funding would have to be secured through external borrowing or through municipal reserves.

A previous appraisals undertaken in September of 2024 process conducted by Wetmore Appraisals provided for an average property value of just under \$350,000 per home. These values should be viewed as an indicator. Should Council proceed with the policy I would recommend two new appraisals be completed per property if pending eligibility based on policy requirements.

Property Related Approximate Values

Number of Properties Available id Eligible – as per daft policy

Properties : Six (6) x \$350,000 = \$2,100,000

Plus

Relocation Values: 2,100,000 x 10% (relocation values) \$210,000

\$2,121,000

*Expenses not listed: Appraisals, legal fees, decommissioning, demolition, consulting engineers and others

NEXT STEPS

To be determined by Council

FINANCIAL IMPLICATIONS

To be determined by Council based on direction given to staff.

ALTERNATIVES

ATTACHMENTS

1. 2024-07-04 WHRM letter to Premier Houston and Minister Lohr Re Homes impacted by Combined Sewer Over flooding (Requesting funding to support a buyout program)
2. 2024-08-02 Honourable John A. Lohr, Minister of Municipal Affairs and Housing Re purchase of homes affected by overland stormwater
3. 2025-01-09 WHRM letter to Federal and Provincial Governments **requesting** financial support to fund a residential property buyout program
4. 2025-03-07 Letter from The Honourable Harjit Sajjan, Federal Minister of Emergency Preparedness to WHRM Re Update on Municipal Disaster Financial Assistance Claims **(No confirmed funding for buyouts)**
5. 2025 03 13 Letter from The Honourable Kim Masland, Provincial Minister of Emergency Management Re Update on Municipal Disaster Financial Assistance (DFA) Claims **(No confirmed funding for buyouts)**
6. Update on Municipal Disaster Financial Assistance Claims **(No confirmed funding for buyouts)**
7. 2025-04-02 WHRM follow-up letter Re **Requesting** confirmation of Financial Support to fund a residential property buyout program exists
8. 2025-07-08 Letter from The Honourable Kim Masland, Provincial Minister of Emergency Management **(No confirmed funding for buyouts)**
9. 2025-10-07 Letter from The Honourable John Lohr, Minister of Municipal Affairs Re Amendments through the Municipal Modernization (2025) **(No confirmed funding for buyouts)**

CHIEF ADMINISTRATIVE OFFICER REVIEW

N/A

Report Prepared by: _____

Deanna Snair, Municipal Clerk

Report Prepared by: _____
Carlee Rochon, Director Financial Services

Report Prepared by:  _____
Mark Phillips, Chief Administrative Officer



July 4, 2024

Sent electronically to: premier@novascotia.ca and emo@novascotia.ca

RE: Information and support for homes impacted by Combined Sewer Overflow flooding

Dear Honourable Premier Tim Houston and Honourable Minister John Lohr, Minister Responsible for the Office of Emergency Management

Please accept the following letter on behalf of the West Hants Regional Municipality (WHRM) and its' Council regarding the Disaster Financial Assistance (DFA) Program and the eligibility of the program to support property buy-outs. Specifically, properties that were impacted by the July 2023 floods in the Windsor area as a result of overland stormwater flooding both during the event and historically during extreme weather events. It is further noted that the stormwater during these events include the presence of Combined Sewer Overflow (CSO) due to the combined storm and sewer systems presently in the Windsor area.

To formally express the current position of the Council who met on June 25, 2024, to discuss this matter, the following motion was ratified.

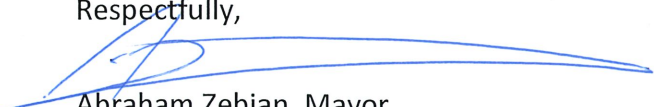
"COUNCIL DIRECT THAT A LETTER BE PREPARED TO GO TO DFA REQUESTING INFORMATION AND SUPPORT ON FUNDING FOR HOMES IMPACTED BY FLOODING AS A RESULT OF COMBINED SEWER OVERFLOWS WITHIN THE REGION"

Through this letter we hope to determine if property buy-outs are eligible under the current DFA program.

In the past and more recently at the June 11, 2024 meeting of Council, correspondence has been received from residents expressing the need for immediate supports and options for homeowners in the areas impacted by the noted conditions while the municipality continues to define the long-term infrastructure upgrades needed for the area. Property buy-outs have been requested by some residents in the areas and Council wishes to respond to these enquiries.

West Hants Regional Municipality thanks you for your attention to this matter and we look forward to hearing from you.

Respectfully,


Abraham Zebian, Mayor

ds/az

CC: Member of Parliament for Kings-Hants, Kody Blois
Melissa Sheehy-Richard, MLA Hants West
WHRM Council
Chief Administrative Officer, Mark Phillips



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

August 2, 2024

Your Worship Abraham Zebian
Mayor
West Hants Regional Municipality
Via Email: azebian@westhants.ca

Dear Mayor Zebian:

As Minister responsible for the Emergency Management Office, the Premier has asked that I respond to your letter of July 5, 2024, regarding the purchase of homes in the Municipality of West Hants that have been affected by overland stormwater.

The purchasing of homes in areas which suffer repeated flooding events is a tool government can use to guard against future flood losses. This method (Strategic Retreat) can be complex as not all homeowners in a given area may want to leave their homes. A further consideration is the current housing crisis in our province and nationally which makes affordable housing difficult to acquire.

The provincial Emergency Management Office (NSEMO) has been assisting Disaster Financial Assistance (DFA) applicants from across our province. To date the Province of Nova Scotia has provided over \$5.2 million in financial assistance to homeowners, small businesses and not for profits in Hants County.

The federal government will be announcing changes to their DFA guidelines in April 2025 which can help inform future developments in this area.

I have reached out to the Honourable Harjit Sajjan, Minister of Emergency Preparedness, to seek federal guidance regarding purchasing homes in high-risk flood locations under the existing federal DFA guidelines. The staff at NSEMO have also been in contact with their federal counterparts on this important matter and will keep me advised.

I will be in touch once more information is available.

Sincerely,

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c. Honourable Tim Houston, Premier

PNS-44267-W8V5Z6



January 9, 2025

Attention

Right Honourable Justin Trudeau, Prime Minister of Canada

Honourable Dominic LeBlanc, Minister of Finance and Minister of Intergovernmental Affairs

Honourable David J. McGuinty, Minister of Public Safety

Honourable Harjit S. Sajjan, Minister of Emergency Preparedness

Honourable Nathaniel Erskine-Smith, Minister of Housing, Infrastructure and Communities for Canada

Honourable Steven Guilbeault, Minister of Environment and Climate Change of Canada

Honourable Tim Houston, Premier of Nova Scotia

Honourable Barbara Adams, Deputy Premier of Nova Scotia

Honourable John A. Lohr, Minister of Municipal Affairs and Housing and Minister of Finance and Treasury Board

Honourable Tim Halman, Minister of Environment and Climate Change.

Honourable Kim Masland, Minister of Emergency Management

Honourable Michelle Thompson, Minister of Health and Wellness

RE: Financial support to fund a residential property buyout program

Please accept the following letter on behalf of the West Hants Regional Municipality (WHRM) and its' Council requesting financial assistance to support a residential property buyout program; specifically, for Stannus Street, Windsor properties impacted by overland stormwater flooding during extreme weather events which results in the presence of Combined Sewer Overflow (CSO) on their properties and in their homes due to the combined storm and sewer systems presently in the Windsor area.

During the June 11th, 2024 meeting, Council received correspondence from an area resident in hopes of addressing these concerns and seeking information on suggestions or supports for Windsor area homes most frequently subjected to WHRM's combined sewer overflows. They further enquired about the potential options for expedient property buy outs for interested parties, similar to a buyout program that was executed in 2016 in Sydney, Cape Breton which was part of a managed retreat program.

A letter dated August 2, 2024 from the Honourable John A. Lohr, Minister of Municipal Affairs and Housing, noted that the federal government will likely announce changes to the Disaster Financial Assistance (DFA) Program guidelines in April 2025. While this news sounds promising, it is likely to have little impact for those residing on Stannus Street in Windsor who continue to experience combined sewer overflows (CSO's) during extreme weather events.

As noted in the past and more recently, residents continue to express a need for immediate action and a residential property buyout program for homeowners in areas impacted by the noted conditions while the municipality continues to define the long-term infrastructure upgrades needed for the area.

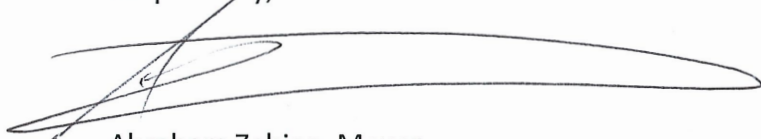
Council has undertaken the exercise of drafting a potential residential buyout policy. A key component that still needs to be determined is a funding model. To date there has been no confirmation from either level of government that financial support will be provided to support such a program.

To formally express the current position of the Council who met on November 26, 2024, to discuss this matter, the following motion was ratified **"COUNCIL DIRECT STAFF TO WRITE A LETTER TO THE PROVINCE OF NS AND FEDERAL GOVERNMENT OF CANADA FORMALLY REQUESTING FINANCIAL SUPPORT WITH THE FUNDING OF A BUYOUT PROGRAM"**.

West Hants Regional Municipal Council wishes to express the importance of timing and urgency residents have expressed surrounding the creation of this policy.

We thank you for your attention to this matter and we look forward to hearing from you on this matter.

Respectfully,

A handwritten signature in dark ink, appearing to read 'Abraham Zebian', written over a horizontal line.

Abraham Zebian, Mayor

ds/az

CC: Member of Parliament for Kings-Hants, Kody Blois
MLA Hants West, Melissa Sheehy-Richard
West Hants Regional Municipal Council
Chief Administrative Officer, Mark Phillips

President of the King's Privy Council for Canada
and Minister of Emergency Preparedness
and Minister responsible for the
Pacific Economic Development Agency of Canada



Ottawa, Canada
K1A 0A3

Président du Conseil privé du Roi pour le Canada
et ministre de la Protection civile
et ministre responsable de l'Agence de
développement économique du Pacifique Canada

March 7, 2025

His Worship Abraham Zebian
Mayor of West Hants Regional Municipality
P.O. Box 3000, 76 Morrison Drive
Windsor, Nova Scotia B0N 2T0

Dear Mr. Mayor:

Thank you for your correspondence of January 9, 2025, regarding financial support for a residential property buyout program in the West Hants Regional Municipality.

I want to acknowledge the problem you are facing in Windsor is a challenging one. Importantly, I want to acknowledge the actions your region plans to undertake as highly impactful investments in resilience. Residential property buyout programs and municipal sewer and stormwater infrastructure upgrades have high returns on investment and will go a very long way in supporting and providing residents with long-term protection from natural hazards in advance of another disaster.

It is a shared priority of all levels of government to keep people and economic assets out of harm's way. Public Safety Canada currently focuses on post-disaster mitigation through the Disaster Financial Assistance Arrangements (DFAA) program. While Provinces and Territories are responsible for the design and delivery of financial assistance to those who are affected by a natural disaster, when costs exceed what they may be reasonably expected to bear on their own they can ask the Federal Government for financial support through the DFAA.

The assistance offered via the DFAA is paid to the Province or Territory—not directly to affected individuals, small businesses, nor communities. It is important to note that all decisions regarding financial assistance to individuals, small businesses, and communities are taken by the affected Province or Territory, the DFAA simply sets out which costs will be eligible for cost-sharing with the Federal Government.

Canada

However, we recognize that Canada's disaster landscape has changed significantly since the DFAA program was first created in 1970. To address the cycle of perpetual disaster losses experienced by so many communities across Canada, which result in profound and unsustainable impacts to people, communities and the economy, this program underwent an extensive review and modernization process between 2020 and 2023.

The reduction of repeat disaster impacts and costs is central to the new program, which will take effect on April 1, 2025, applying to disasters that occur on or after that date. Funding through the modernized program will emphasize strategic mitigation, building back homes and communities to more resilient levels, and supporting people in recovery. The program will also help to incentivize Provinces and Territories to reduce risk in areas with the greatest hazard exposure, through risk reduction activities such as relocation and buyout programs, protecting communities using natural and conventional protective infrastructure, and upgrading the resilience of public assets and infrastructure.

While this modernized DFAA program is well-positioned to cost share such supports in the *post*-disaster phase, it also includes some financial incentives for Provinces and Territories to improve their *pre*-disaster mitigation planning and coordination with local governments. Therefore, we encourage you to reach out to your provincial counterparts to discuss mitigation planning for programs such as yours, that can help reduce risk for properties at the highest risk.

Thank you for taking the time to write regarding this important issue in the community of Windsor. Public Safety Canada will continue to work with the Provinces and Territories on how best to mitigate disaster risk within emergency management.

We appreciate the opportunity to clarify our role and to underline the Government of Canada's continued commitment to support Nova Scotia with the costs of large-scale disasters.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'H. Sajjan', written in a cursive style.

The Honourable Harjit Sajjan, P.C., O.M.M., M.S.M., C.D., M.P.

c.c.: The Honourable Nathaniel Erskine-Smith, P.C., M.P.
Minister of Housing, Infrastructure and Communities



**Emergency Management
Office of the Minister**

One Government Place, 1700 Granville Street, Halifax, Nova Scotia, Canada B3J 1X5 • Telephone 902-424-5550 Fax 902-424-0581 • Minister.EmergencyManagement@novascotia.ca

March 13, 2025

VIA EMAIL

To: Mayors, CAOs and Wardens

RE: Update on Municipal Disaster Financial Assistance (DFA) Claims

I am writing to provide an update regarding the processing of Municipal Disaster Financial Assistance (DFA) claims. As you know, Nova Scotia has been through an unprecedented series of emergency events in recent years, both in their number and scale. Unfortunately, this trend can be observed across Canada. We received a large volume of claims for these events, and prioritized processing those from individuals. Now that we are nearing completion of those requests, we can shift our focus to municipal claims. We understand these claims are currently in various stages of completion and submission to the province.

To help advance this important work, the Department of Emergency Management will contract an external accounting agency to assist municipalities to complete both the compilation of claims, our review of them and their submission to the federal government. Working with you, we plan to compile and review DFA claims your municipality has during the upcoming 2025-26 fiscal year including those arising from the February 2024 snow event which impacted large areas of Cape Breton Island and northern Nova Scotia.

We believe that by working together, and supported by external resources, we can complete the tasks required to submit the municipal DFA claims to the federal government for payment. We recognize that awaiting final settlement of these claims can become a financial pressure for your municipalities. As we have done in several cases, we can meet to review the claims and determine, with ministerial approval, if a portion of the funding can be advanced pending final settlement.

We will remain in contact on this matter as part of our regular emergency management discussions and please contact us in the interim to discuss questions you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kim Masland'.

Hon. Kim Masland
Minister of Emergency Management



April 2, 2025

Sent electronically to: dmamin@novascotia.ca
emo@novascotia.ca

Attention

Honourable John A. Lohr, Minister of Municipal Affairs and Housing and Minister of Finance and Treasury Board

Honourable Kim Masland, Minister of Emergency Management

RE: Financial support to fund a residential property buyout program

Please accept the following letter on behalf of West Hants Regional Municipal Council as a follow up letter to the original correspondence sent January 9, 2025 and in response to correspondence received March 7, 2025 from the Honourable Harjit S. Sajjan, Minister of Emergency Preparedness and Honourable Kim Masland, Minister of Emergency Management, received March 13, 2025.

In our previous letter dated January 9, 2025, a request was made asking for financial support to fund a residential buyout program for specific properties located on Stannus Street, Windsor, impacted by overland stormwater flooding during extreme weather events. These events result in the presence of Combined Sewer Overflow (CSO) on their properties and in their homes due to the combined storm and sewer systems presently in the Windsor area.

The responses provided by the Honourable Harjit S. Sajjan, Minister of Emergency Preparedness and the Honourable Kim Masland, Minister of Emergency Management were greatly appreciated; however, neither provided a clear response regarding the request, and to date the properties located on Stannus Street, Windsor, continue to be impacted by overland stormwater flooding during extreme weather events

Our hope is that through this follow up correspondence West Hants will receive an update and details on whether support to fund a residential buyout program for specific properties located on Stannus Street, Windsor, impacted by overland stormwater flooding during extreme weather events exists.

To formally express the current position of the Council who met on March 25, 2025, to discuss this matter the following motion was ratified:

“Council direct staff to write a letter to the Province requesting an update and provide further

West Hants Regional Municipality

PO Box 3000, 76 Morison Drive, Windsor, NS, B0N 2T0

902-798-8391 • www.westhants.ca

information on how they may be able to provide support to WHRM in reference to the correspondence received from Minister Masland and WHRM's previous inquiry regarding potential provincial support for buyout options resulting from disasters within the region".

West Hants Regional Municipality appreciates your attention to this matter.

Respectfully,



Abraham Zebian, Mayor

ds/az

CC: Premier of Nova Scotia, The Honorable Tim Houston
Member of Parliament for Kings-Hants, Kody Blois
Melissa Sheehy-Richard, MLA Hants West
WHRM Council
Chief Administrative Officer, Mark Phillips



**Emergency Management
Office of the Minister**

Duke Tower, 5251 Duke Street, Halifax, Nova Scotia, Canada B3J 1P3 • Telephone 902-424-5620 • Minister.EmergencyManagement@novascotia.ca

July 8, 2025

VIA EMAIL: DSnair@westhants.ca

Abraham Zebian
Mayor, West Hants Regional Municipality
PO Box 3000
Windsor, NS B0N 2T0

Dear Mayor Zebian:

I want to follow-up regarding your earlier correspondence with respect to the purchase of homes in the Municipality of West Hants that have been affected by repeated overland water flooding and sewer back-up during extreme weather events.

I am pleased to learn your municipality has undertaken the drafting of a potential residential buyout policy. Extreme weather events have been occurring with alarming frequency and flooding is unfortunately one of the impacts frequently seen. The province is looking closely at challenges raised by flooding and advancing work in several areas such as land use planning, flood mapping and emergency planning. I understand that you are seeking to identify funding sources from the Federal or Provincial governments that could assist with costs associated with the potential residential buyout policy you are currently drafting. With respect to the Department of Emergency Management, my staff are currently working with the Federal government on the development of new provincial disaster financial assistance guidelines. Developing new guidelines is an intensive process that includes continued FPT discussions with both the federal government and liaison with other jurisdictions to better understand interpretation and application of the guidelines.

Thank you and the Council membership for your efforts seeking solutions to the challenges of climate change. I look forward to hearing an update when your draft policy is completed.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kim Masland'.

Honourable Kim Masland
Minister, Emergency Management



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

October 7, 2025

Dear Mayors and Wardens:

On October 3, 2025, the *Municipal Modernization (2025) Act* received Royal Assent in the Nova Scotia Legislature. The Act includes several amendments to the *Municipal Government Act*, *Halifax Regional Municipality Charter*, *Halifax Regional Water Commission Act*, *Municipal Elections Act*, *Municipal Grants Act*, and the *Housing in the Halifax Regional Municipality Act*. The *Municipal Modernization (2025) Act* also includes a new *Transportation Corridors Control Act*.

These changes aim to support development across the province, modernize existing provisions to improve municipal elections, as well as a suite of other requested changes to update the legislation.

Due to the number of amendments included in the *Municipal Modernization (2025) Act*, I have included a summary document that provides amendment descriptions, amendment section numbers within the amended legislation, amendment clause numbers within the *Municipal Modernization (2025) Act*, and clarification about whether the amendments have been proclaimed or still require regulations.

I want to thank you for your continued support in making Nova Scotia a better place and taking bold steps together to meet the changing needs of your communities.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Lohr".

Honourable John A. Lohr
Minister of Municipal Affairs

c: Juanita Spencer, NSFM

Attached

Summary of Amendments through the *Municipal Modernization (2025) Act*.

<i>Changes to the Municipal Government Act and HRM Charter</i>				
<i>Amendment</i>	<i>Amendment Description</i>	<i>Section # in Act</i>	<i>Clause # in MMA</i>	<i>Regulations Required for Proclamation?</i>
<i>Tax Reductions due to Natural Disasters</i>	Allow municipalities to adopt policies to reduce property taxes for homes rebuilt after destruction by wildfire, hurricane, flood, or other natural disasters. Enables reimbursement of overpayments and considers pre-disaster assessed values.	87A (HRMC) 69B (MGA)	2, 26	This amendment has received Royal Assent.
<i>Establishment of Childcare Centre Areas</i>	Enable the Minister to designate sites for Provincially licensed childcare operated by a private for profit, or not-for-profit entity to be exempt from the application of municipal land use requirements established by Municipal Planning Strategies and Land Use Bylaws, and the associated approval processes.	229D (HRMC) 214D (MGA)	8, 28	This amendment has received Royal Assent.
<i>Allowing Tax Sale Payments to be Made Electronically</i>	Allow municipalities to accept electronic payment for tax sale purchases - options like online banking, debit or credit card payment, wire transfer or Automated Clearing House payments, bank transfers, or digital wallet/virtual card payments.	163 (1), 163(1A) (HRMC) 148(1), 148 (1A) (MGA)	4, 27	This amendment has received Royal Assent.

<i>Changes to the HRM Charter and Halifax Regional Water Commission Act</i>				
<i>Amendment</i>	<i>Amendment Description</i>	<i>Section # in Act</i>	<i>Clause # in MMA</i>	<i>Regulations Required for Proclamation?</i>
<i>Ministerial Authority to Mandate Planning Documents</i>	In situations where the Minister has refused to approve planning documents, the Minister can now require council to amend its planning documents within a prescribed timeline and set parameters for the required public participation program.	219(3), 223A (1) (HRMC)	6, 7	This amendment has received Royal Assent.

Changes to the HRM Charter and Halifax Regional Water Commission Act				
Site Plan to the External Appearance of Structures HRM Wide	Expands the current authority of Development Officers to approve changes to the external appearance of buildings—currently limited to the Downtown and Centre Plan areas—so that it applies across all areas of the Halifax Regional Municipality.	246(3)(1) (HRMC)	10	This amendment has received Royal Assent.
Enable Bonds and Liens to be Applied to Municipal Permit Fees	Enable HRM to apply either a bond or a lien to secure permit fees that had been deferred until occupancy.	188(2)(e) (iva), (ivb), (ivc) (HRMC)	5 (2)	This amendment has received Royal Assent.
Cogswell Energy District Authority	To enable property owners located outside the mandatory connection to the Cogswell District Energy System area to voluntarily connect to the system with the consent of the municipality, and to allow the municipality to set terms and recover costs of that connection and extends liability protection to Halifax Water for voluntary connections the same as for mandatory connections.	104A(1) (aa), 188(1) (laa), 235(5) (jba) (HRMC) 2(1) (ea), 9(1), 26(a)(i), 27A (HRWCA)	3, 5 (1), 9, 11, 12, 13, 14	This amendment has received Royal Assent.

Municipal Grant Act Amendments				
Amendment	Amendment Description	Section # in Act	Clause # in MMA	Regulations Required for Proclamation?
Removal of requirement for Governor in Council approval for annual Municipal Financial Capacity Grant allocations	This is an administrative amendment only. It removes the requirement for the Minister to obtain annual approval from Governor in Council for the amount of the Municipal Financial Capacity Grant (MFCG). The MFCG is distributed to municipalities based on the formula included in regulation and adheres to the formula agreed as part of the negotiated Service Exchange Agreement.	8(2)	30	This amendment has received Royal Assent.

<i>Municipal Elections Act Amendments</i>				
<i>Amendment</i>	<i>Amendment Description</i>	<i>Section # in Act</i>	<i>Clause # in MMA</i>	<i>Regulations Required for Proclamation?</i>
<i>Allowing returning officers to vote</i>	Removes the prohibition against a returning officer being on the municipal list of electors and eligible to vote.	15 (a)	23	This amendment has received Royal Assent.
<i>Amend Elector Eligibility Trigger Date</i>	Amends the trigger date for the determination of the eligibility of an individual to vote in a municipal election from the current “first advanced” polling date, to upon the “ordinary” polling date for consistency with provincial and federal eligibility.	14	22	This amendment has received Royal Assent.
<i>Provide Optional Methods for Public Notice</i>	Allows municipalities to post notice on the municipality’s publicly accessible website and in at least five conspicuous places in the municipality rather than in the newspaper.	2A	21	This amendment has received Royal Assent.
<i>Elector Privacy</i>	Allows an elector to have their name obscured from any copies of the list of electors that are to be made public or shared. Only the municipal returning officer’s final list of electors for internal use will still include the elector’s name and other personal information so that the person can participate in the election.	35(1)(ba), 35 (2A), 35 (2B), 36 (5), 36 (6)	24, 25, 32	Yes.

<i>Housing in the Halifax Regional Municipality Act Amendments</i>				
<i>Amendment</i>	<i>Amendment Description</i>	<i>Section # in Act</i>	<i>Clause # in MMA</i>	<i>Regulations Required for Proclamation?</i>
<i>Remove barriers on development in Special Planning Areas</i>	The amendment broadens the language to clarify the original intent that the Minister has authority to create, amend, or repeal planning documents—such as Municipal Planning Strategies (MPS), land use by-laws, and subdivision by-laws—in designated Special Planning Areas. Previously, this authority was implicit, as changes to an MPS required corresponding changes to other planning documents to fulfill the intent of the Act.	16(1), 16(2), 16(3), 16(5)	18	This amendment has received Royal Assent.

<i>Housing in the Halifax Regional Municipality Act Amendments</i>				
<i>Update legislative requirements for public notification</i>	This amendment will allow for public notification to take place on the Province's public website rather than in the newspaper.	15(3)(b), 17(3)(a)	17, 19	This amendment has received Royal Assent.

<i>New: Transportation Corridors Control Act</i>				
<i>Amendment</i>	<i>Amendment Description</i>	<i>Section # in Act</i>	<i>Clause # in MMA</i>	<i>Regulations Required for Proclamation?</i>
<i>New legislation</i>	Enables the Province to designate priority transportation projects and their corridors to safeguard land for future transportation and infrastructure development, especially in urbanizing areas, and streamline coordination among government departments, landowners, municipalities, developers, and utility companies.	N/A	31, Schedule	Yes.

Correspondence Received

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Katherine	McLeod, P.Eng, Dept. Environment and climate change	2021-10-28 (Received)	2022-01-11 COTW
Hants County Legion		2021-11-25	2021-12-07 COTW
Hon. Melissa	Sheehy-Richard	2021-11-30	2021-12-07 COTW
Hon. John	Lohr	2021-11-30	2021-12-07 COTW
Hon. Kim	Masland	2021-12-01	2021-12-16 Council
NSUARB		2021-12-10	2021-12-16 Council
Bennet	Mary Lou	2021-12-13	2021-12-16 Council
Hon. Kim	Masland	2021-12-17	2022-01-11 COTW
Bland	Lisa	2021-01-17	2022-01-11-COTW
Wilson	John	2021-12-21	2022-01-11 COTW
Pineo	Shirley	2021-12-17	2022-01-11 COTW
Nelson	Gary	2022-01-11	2022-01-25 Council
Hon. Kody	Blois	2022-01-13	2022-01-25 Council
Denise	Forand	2022-01-19	2022-01-25 Council
Dawn	Allen	2022-01-18	2022-01-25 Council
Sarah	Brothers	2022-01-19	2022-01-25 Council
Roland	Newcombe	2022-01-20	2022-01-25 Council
Valerie	Newcombe	2022-01-20	2022-01-25 Council
Andrea	Moore	2022-01-21	2022-01-25 Council
Gary	Nelson	2022-01-26	2022-02-08 COTW
Hon. Minister	Johns	2022-01-27	2022-02-08 COTW
Hon. John	Lohr	2022-02-01	2022-02-08 COTW
Hon. Joyce	Murray	2022-02-02	2022-02-08 COTW
Kim	MacQuarrie	2022-02-06	2022-02-22 Council
Sheldon	Hope	2022-02-08	2022-02-22 Council
Brad	Carrigan	2022-01-24	2022-03-08 COTW
Dr. Gordon	Haliburton	2022-02-14	2022-03-08 COTW
Hon. Kim	Masland	2022-03-01	2022-03-08 COTW
East Hants		2022-03-01	2022-03-08 COTW
Hon. John	Lohr	2022-03-22	2022-04-12 COTW
Andrea	Parker	2022-03-28	2022-04-12 COTW
Bulk Water Haulers		2022-03-30	2022-04-12 COTW
Mark	Wainman	2022-04-04	2022-04-12 COTW
Jeff	Houser	2022-03-23	2022-04-12 COTW
Kathrin	Winkler	2022-04-05	2022-04-12 COTW

Correspondence Received

Joseph, PVSC	Feeney	2022-04-14	2022-04-26 Council
--------------	--------	------------	--------------------

Darren	Porter	2022-04-21	2022-04-26 Council
Daphnee	de Lamirande	2022-04-29	2022-05-10 COTW
Hon. John	Lohr	2022-05-02	2022-05-10 COTW
Ann- Marie	Mathieu, Annapolis Valley Regional Library	2022-05-05	2022-05-10 COTW
2022-05-11 Yves	Arsenault re Information session for Hosting of 44th annual Final des Jeux de l'Acadie for 2025	2022-05-11	2022-05-26 Council
Anna	Allen	2022-05-22	2022-06-14 COTW
Seamus	Marriott, Community Petition re Zwicker lake	2022-05-31	2022-06-14 COTW
Scott	Carson (Presenting letter in person to Council)	2022-06-03	2022-06-14 COTW
Hon. John	Lohr (DMA)	2022-06-10	2022-06-14 COTW
Nancy	Sherwood	2022-06-14	2022-06-28 Council
Bobby	Best	2022-06-16	2022-06-28 Council
Hon. Kim	Masland	2022-06-21	2022-06-28 Council
Sherri	Bulger	2022-06-28	2022-06-28 Council
Hon. John	Lohr	2022-06-30	2022-07-12 COTW
Domenic	Padula	2022-07-07	2022-07-12 COTW
Hon. Joyce	Murray	2022-07-12	2022-07-26 Council
Diana	Gibson re: RCMP & Fort Edward Information	2022-06-29	2022-07-26 Council
Acute Care	Tanya Penney	2022-07-19	2022-07-26 Council
Darren	Porter	2022-07-27	2022-09-13 COTW
PVSC		2022-08-02	2022-09-13 COTW
DMA		2022-08-04	2022-09-13 COTW
Breaking Barriers Together		2022-08-17	2022-09-13 COTW
Bill	Preston	2022-08-18	2022-09-13 COTW
Alix	Munro (POSSE)	2022-09-01	2022-09-13 COTW
County of Annapolis	Letter to Premier Tim Houston and Hon. Tim Halman re Moratorium on Aerial Herbicide Spraying	2022-09-14	2022-09-27 Council
Darren	Porter	2022-09-14	2022-09-27 Council
Darren	Porter	2022-09-16	2022-09-27 Council

Correspondence Received

Philip	Hyam		2022-09-17	2022-09-27 Council
Mash Up Lab re: Opportunity for Aspiring Entrepreneurs in West Hants			2022-10-17	2022-10-25 Council
Minister Masland	Re: Potential Mi'kmaq Burial site		2022-10-19	2022-10-25 Council
Heather Hughes,	Executive Director Re: Proposed changes to Weed Control Act		2022-09-13	2022-11-08 COTW
Minister of Finance and Treasury Board	Re: Provincial Non-Resident Deed Transfer Tax		2022-10-21	2022-11-08 COTW
Home Hardware	Re: Security Cameras		2022-10-21	2022-11-08 COTW
Windsor Township	Re: Security Cameras		2022-10-24	2022-11-08 COTW
Dawna MacIvor	Re: November is Crohn's and Colitis Awareness Month		2022-10-28	2022-11-08 COTW
Waye Mason	re Concerns and Information regarding Bill 225 and HRM Noise By-Law	11-02	2022-	2022-11-08 COTW
Peter Gregg	Re Information on Bill 212, An Act to Amend Public Utility Act		2022-11-02	2022-11-08 COTW
Andrea Parker	Re Road repair work needed		2022-11-06	2022-11-22 Council
WAEFA Recipient Confirmation - 2022	(Awards sponsored by the West Hants Regional Municipality)		2022-11-07	2022-11-22 Council
CAO Letter	Comfort Centre Designation - Garden of Eden Community Centre		2022-11-10	2022-11-22 Council
David Old,	President Hantsport Seniors and Elders Club re Community Generator Program		2022-11-10	2022-11-22 Council
Juanita Wilcox	re Expression of Thanks		2022-11-12	2022-11-22 Council
Emily McNeil	re Renewal of the Operating Approval for the Avon Hydro System		2022-11-14	2022-11-22 Council
Paul Beazley	re Boundary Review Questions		2022-11-16	2022-11-22 Council
West Hants Historical Society	Re Old Parish Burying Ground Letter		2022-11-16	2022-12-06 COTW
Graham Sanford	Re Road Concerns		2022-11-16	2022-12-06 COTW
Fidelis House	Re financial assistance request		2022-11-30	2022-12-06 COTW
Lawrencetown Education Centre	Re Big Chill Donation request		2022-12-06	2022-12-13 Council
Kate Sircom, Secretary, St. Andrew's Church Council	Re Community Comfort Centre proposal		2022-12-06	2022-12-13 Council
NSFM	Re: Code of Conduct - Summary of content from consultation		2022-12-14	2023-01-10 COTW
Graham Sandford	Re: response to outstanding concerns sent after the presentation to Council on December 13th, 2022.		2023-01-09	2023-01-10 COTW

Correspondence Received

Graham Sanford	Re: File to Rezone Lots along Bog Road	2023-01-24	2023-01-24 Council
Nova Scotia Department of Public Works Request	Re: Pothier Motors Crosswalk Request	2023-02-03	2023-02-14 COTW
Windsor Township Business Association	Re: Expression of Thanks and Continued Conversations	2023-02-09	2023-02-14 COTW
Hants County Federation of Agricultural and the Great Falmouth Marsh Body	Re: Remaining ACOA funds	2023-02-23	2023-02-28 Council
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-02-17	2023-03-14 COTW
Windsor Lions Club	Re Tourist Bureau Park Request	2023-02-23	2023-03-14 COTW
Carrilee Eddy	Re Affordable Housing	2023-02-28	2023-03-14 COTW
Graham Sanford	Re: Don't Be The Dirt Advocacy Presentation	2023-02-28	2023-03-14 COTW
Andrew Hardman	Re 997 Highway 14 Distribution Depot - Trans-World Concerns	2023-03-02	2023-03-14 COTW
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-03-02	2023-03-14 COTW
FCM Executive Decision	Re Green Municipal Fund application	2023-03-03	2023-03-14 COTW
Avondale Hall	Re Floor repair and renovation request	2023-03-08	2023-03-14 COTW
Letter From Private Road Development	Re Petition for Waste Collection Services	2023-03-09	2023-03-14 COTW
Hon. Greg Morrow	Response to Expenses incurred due to fencing	2023-03-14	2023-03-28 Council
Sarah Reddington	Re Hantsport Memorial Community Center and Pickleball Facility	2023-03-14	2023-03-28 Council
Core Committee - Zwicker Lake Property Owners	Re Permit Clarification	2023-03-14	2023-03-28 Council
Hantsport Community Rep	Re: Apple Blossom Festival Sponsorship Request	2023-03-15	2023-03-28 Council
MLA Sheehy-Richard	Request for a Nomination for the Order of Nova Scotia	2023-03-15	2023-03-28 Council
VREN	Re Response to continued partnership and IMSA	2023-03-16	2023-03-28 Council
NS Power	Re Avon Hydro System Relicensing	2023-03-20	2023-03-28 Council
Public Health	Re New alcohol guidance on harms and risks for residents	2023-03-20	2023-03-28 Council
Kody Blois	Re: Letter to the Hon. Kim Masland	2023-03-21	2023-03-28 Council
Margot Bureaux	Re Cancellation of ABF Leadership Competition	2023-03-21	2023-03-28 Council

Correspondence Received

Shawna Nichols	Re: Lego program	2023-03-23	2023-03-28 Council
West Hants Historical Society	Proclamation Request	2023-03-23	2023-03-28 Council
Pisiquid Canoe Club	Re: Funding Request	2023-03-24	2023-03-28 Council
KMK Negotiation Office	Re: Expression of interest to meet and discuss the Avon River and downtown waterfront	2023-03-28	2023-04-11 COTW
Markus Kehoe	Re Expression of appreciation	2023-03-29	2023-04-11 COTW
Chantelle Hill	Re Proclamation of Parental Alienation Bubbles of Love Day April 25 2023 Request	2023-03-30	2023-04-11 COTW
Communities in Bloom	Re Invitation to participate	2023-03-30	2023-04-11 COTW
David Simpson	Re Rails-to-trails to Windsor	2023-03-30	2023-04-11 COTW
Mark Kehoe	Re Permit D2023-019 Pisiquid Canoe Club Day Camps - Not Valid	2023-03-30	2023-04-11 COTW
Minister Lohr DMA	Re Sustainability Services Growth Fund (SSGF)	2023-03-30	2023-04-11 COTW
Hon. Masland	Re Intersection Lighting	2023-04-03	2023-04-11 COTW
Brenda Shiers Chair West Hants Uniacke Community Health Board	Re Request for Funding Support	2023-04-04	2023-04-11 COTW
Windsor Township Business District	Reimagine Lake Pisiquid	2023-04-04	2023-04-11 COTW
Poplar Grove Community Hall	Funding Request	2023-04-06	2023-04-11 COTW
Heather Lake	Re Cogmagun and Beaver Pond Petition	2023-04-11	2023-04-11 COTW
Laurent Breault, General Director	Re International Day Against Homophobia and Transphobia, May 17, 2023	2023-04-09	2023-04-25 Council
Trudy Flynn	Re Light up Municipal office Purple for May 12 Fibromyalgia Awareness Day.	2023-04-10	2023-04-25 Council
Zwicker Lake Core Committee	Re Letter of Complaint - Disrespectful Behaviour	2023-04-10	2023-04-25 Council
Gloria Shanks	Re Old Shanks Road dated March 30, 2023	2023-04-10	2023-04-25 Council
Response to MP Blois	Re Highway 101 Twinning	2023-04-11	2023-04-25 Council
Hants County Federation of Agriculture	Re Expression of Appreciation for meeting	2023-04-11	2023-04-25 Council
Trevor Levy	Re Scotch Village Station Road Development	2023-04-14	2023-04-25 Council
Mark Kehoe	Re 2023-24 Tax Exemption Concern - Upper Vaughan	2023-04-16	2023-04-25 Council
Tom Levy	Re 301 Station Road Development	2023-04-16	2023-04-25 Council

Correspondence Received

Roberto Gueli and Anke Kungl	Re Community feedback for Sustainable Hill proposal	2024-04-17	2023-04-25 Council
Glooscap First Nation	Letter of Intent Re Proposed Addition to Reserve, Glooscap First Nation	2023-04-18	2023-04-25 Council
VREN to WHRM	Re Regional Enterprise Networks Review	2023-04-18	2023-04-25 Council
Mike Smith	Re Support of the Proposal from Sustainable Hill Campground and Yoga Dome	2023-04-20	2023-04-25 Council
Kathy Blois, Chair Hants County Senior Safety Association	Re Letter of Notice	2023-04-20	2023-04-25 Council
Seamus Marriot	Re FOIPOP Follow up	2023-04-20	2023-04-25 Council
Erin Naugler	Re Falmouth Highway Access	2023-04-23	2023-04-25 Council
Jessica and Allan Hill	Re Additional Considerations for Sustainable Hill's Application	2023-04-24	2023-04-25 Council
Karen Bourque-Ward and Art Ward	Re Scotch Village Station Road PID 45166915	2023-04-24	2023-04-25 Council
Wesley Petite	Re MPSA Retroactive Pay	2023-04-24	2023-04-25 Council
Hants County Federation of Agriculture	Re Scotch Village Rezoning Application	2023-04-25	2023-04-25 Council
Andrew Hardman	Re 997 Highway 14 - Zoning Change challenge	2023-04-26	2023-05-09 COTW
Guide Furlani	Re Concerns re 20 deer roaming and eating anything they can	2023-04-26	2023-05-09 COTW
Trevor Levy	Re Scotch Village Station Rd. PID 45166915	2023-04-26	2023-05-09 COTW
Denise Forand	Re Windsor Causeway and my Windsor's township waterfront vision	2023-04-27	2023-05-09 COTW
Barry Maxner	Re 50% Tax Reduction Request pertaining to Zwicker Lake Property and Pisiquid Canoe Club Concerns	2023-04-29	2023-05-09 COTW
Margot Bureaux	Re Banners	2023-05-02	2023-05-09 COTW
Grant Thomas	Re Theft	2023-05-03	2023-05-09 COTW
Aissa Thomas	Re Windsor Textile Development	2023-05-04	2023-05-09 COTW
Art Ward	Re Scotch Village Station Road PID 45166915	2023-05-06	2023-05-09 COTW
Core Committee Zwicker Lake Property Owners	Re CCBF Funding and the Canoe Club	2023-05-08	2023-05-09 COTW
John Fitzgerald	Re Scotch Village yoga retreat	2023-05-10	2023-05-23 Council

Correspondence Received

Karen Fitzgerald	Re Yoga resort plan	2023-05-10	2023-05-23 Council
Bill Preston	Re Unsightly etc.	2023-05-11	2023-05-23 Council
Garret Johnston	Re Avon Street Erosion Hantsport Nova Scotia	2023-05-11	2023-05-23 Council
Margy Fletcher	Re Expansion to King Street from Payzant Drive	2023-05-11	2023-05-23 Council
Art Ward and Karen Bourque-Ward	Re Scotch Village Station Road PID 45166915 and PID 45148608.	2023-05-15	2023-05-23 Council
Letter to NSFM from the Minister of Municipal Affairs and Housing	Re 12 Month Notice	2023-05-15	2023-05-23 Council
Andrew Hardman	Re Property Tax Exemption List	2023-05-15	2023-05-23 Council
Upper Vaughan Property Owners	Re 997 Highway 14, Permit #C2020-371	2023-05-15	2023-05-23 Council
Denise Forand	Re Waterfront options are ours to design for generations to come. Ebb n Flow.	2023-05-16	2023-05-23 Council
Warden Nickerson	Re RCMP Retroactive Costs - Copy	2023-05-18	2023-05-23 Council
Art Ward	Re Proposed DA for Scotch Village Station Road PID 45166915 and PID 45148608.	2023-05-19	2023-05-23 Council
Shelley Arsenault	Rezoning and Development of Agricultural Land	2023-05-19	2023-05-23 Council
Lee and Debbie Watson	Re Old Railway, Collapse in Mt Denson	2023-05-21	2023-05-23 Council
Dave Smith	Re Zwicker Lake Petition	2023-05-22	2023-05-23 Council
Seamus Marriott	Re Petition to Reconsider Canoe Club Tax Exemption	2023-05-22	2023-05-23 Council
Denise Thibault	Re Concerned property owner and taxpayer	2023-05-23	2023-06-13 COTW
Glooscap First Nation	Re Proposed Addition to Reserve, Bishopville Road	2023-05-25	2023-06-13 COTW
Mark Kehoe	Re Property Tax Exemption Community Center	2023-05-26	2023-06-13 COTW
Barry Maxner	Follow up Re Definition of Community Centre and the Pisaquid Canoe Club	2023-05-29	2023-06-13 COTW
Will Balser, Coastal Adaptation Coordinator	Re Joint Statement Call to Release the Coastal Protection Act Regulations	2023-06-01	2023-06-13 COTW
Chrystal Fuller on behalf of Mitch Brison	Re connecting Payzant and King Street request to Council	2023-06-02	2023-06-13 COTW
Carrilee Eddy	Re World Ocean Day	2023-06-07	2023-06-13 COTW
Carrilee Eddy	Re Fire Protection	2023-06-07	2023-06-13 COTW
Mark Peck, CEO of Joint Regional Transportation Agency	Re Invite to Municipal Working Group	2023-06-07	2023-06-13 COTW

Correspondence Received

Wayne and Edith.	Re the Gate and the Crossing.	2023-06-07	2023-06-13 COTW
Steph Sedgwick	Re the Gate and the Crossing.	2023-06-08	2023-06-13 COTW
Debbie Stoddard-Pageau	Re the Gate and the Crossing.	2023-06-08	2023-06-13 COTW
Rachelle Trudel	Re Garlands Crossing - Access Roads	2023-06-09	2023-06-13 COTW
Mike MacDonell	Re Agritourism and Rural Development - Sustainable Hill Resort	2023-06-11	2023-06-13 COTW
Melissa Levy	Re Appeal	2023-06-12	2023-06-13 COTW
Paul and Amy Brown	Re Gate in the crossing	2023-06-13	2023-06-13 COTW
Jason Tucker and Tim Carr	Re Canada Day Events in Hantsport	2023-06-13	2023-06-13 COTW
Kimm Kent, POSSE	Re Addressing housing insecurity and homelessness	2023-06-13	2023-06-27 Council
Paul Pierce	Re Award of Tender	2023-06-15	2023-06-27 Council
Nova Scotia Provincial Housing Agency	Re Priority Access to Housing	2023-06-09	2023-06-27 Council
Core Committee Zwicker Lake Property Owners	Re CCBF Funding	2023-06-14	2023-06-27 Council
Adriane Salah	Re Request for letter of support Re Tremaine Crescent	2023-06-20	2023-06-27 Council
Barry Maxner	Re No replies - Concerns with the Pisiquid Canoe Club.pdf	2023-06-23	2023-06-27 Council
Honourable Timothy Halman	Response Re Coastal Protection Act	2023-06-25	2023-06-27 Council
Core Committee Zwicker Lake Property Owners	Re Seeking clarity	2023-06-27	2023-06-27 Council
Core Committee Zwicker Lake Property Owners (Seamus Marriott)	Re Seeking clarity	2023-06-29	2023-07-11 COTW
Lisa Bland	Re Safety Measures during this Emergency (Request)	2023-06-30	2023-07-11 COTW
Nancy Sheehy	Re State of Emergency (Request)	2023-06-30	2023-07-11 COTW
Pat Miller	Re Fireworks and Calming your dog	2023-06-30	2023-07-11 COTW
Carrilee Eddy	Re Avon River Fish Passage (Request)	2023-07-03	2023-07-11 COTW
Maria DeNicola	Re clarification on health and safety issue	2023-07-05	2023-07-11 COTW
Nova International	Re Letter to West Hants	2023-07-05	2023-07-11 COTW
NSEMO - Emergency Management Preparedness Office	Re Region 3 Resignation	2023-07-06	2023-07-11 COTW

Correspondence Received

Chris Shields	Re Construction on the 101 and Lake Pisiquid	2023-07-07	2023-07-11 COTW
Carrilee Eddy	Re Declining to meet with Nikki-Marie Lloyd	(WHRM copied) 2023-07-12	2023-07-25 Council
East Hants Letter	Re Bill 236 - Railways Act - Windsor Hantsport Rail	(WHRM copied) 2023-07-19	2023-07-25 Council
Matt Dunfield	Re Question Re Falmouth Family Park	2023-07-20	2023-07-25 Council
Laura de Boer	Re St. Croix Dam Evacuation - Flood Mapping Request	2023-07-23	2023-07-25 Council
Benjamin Dykeman	Re Municipal Funding to Community Crisis Response	2023-07-24	2023-07-25 Council
Louis Coutinho	Re EMO and Torrential Rain & Flooding	2023-07-24	2023-07-25 Council
Peter Moore	Re Where's the pump X 4	2023-07-24 and July 25, 2023	2023-07-25 Council
Denise Forand	Re Questions re Cunnable Creek and overflow	2023-07-24 and 2023-08-14	2023-09-12 COTW
CCBF	Re Confirmation of Funding Re Pisiquid Canoe Club	2023-08-01	2023-09-12 COTW
Municipality of Kings County	Re Flood Event	2023-07-28	2023-09-12 COTW
Hants County Condominium Corp.	Re Damages to Critical infrastructure	2023-08-09	2023-09-12 COTW
UARB	Re 2023 Municipal Boundary Notice of Approval	2023-08-10	2023-09-12 COTW
Virginia Deering	Re Flooding on Chittick Ave.	2023-08-09 and 2023-08-11	2023-09-12 COTW
Hon. Greg Morrow response to Correspondence Re Fresh water resource for the Agricultural Community	Re Fresh water resources for the Agricultural Community	2023-08-14	2023-09-12 COTW
Jacqueline and Ryan Heffler	Re Bus transportation needed	2023-08-25	2023-09-12 COTW
MP Kody Blois	Re Letter to Minister Morrow re Dyke Land (WHRM copied)	2023-08-31	2023-09-12 COTW
Darren Porter	Re Water Testing and follow up emails	2023-08-14 and 2023-09-05	2023-09-12 COTW
Pamela DeNicola	Re Agricultural land preservation and protection	2023-09-06	2023-09-12 COTW
Jean Sanford	Re chairs	2023-09-12	2023-09-26 Council
Keith Aucoin	Re Impact of Hurricane Lee	2023-09-12	2023-09-26 Council
Luke Garagan	Re Transportation for West Hants	2023-09-12	2023-09-26 Council
Maria Medioli	Re Response to Blaise Fraser and Jackie Doucet Re Kings Meadows (WHRM copied)	2023-09-13	2023-09-26 Council

Correspondence Received

Peter Moore	Re Unprecedented weather event and Preparedness	2023-09-13 and 2023-09-14	2023-09-26 Council
Jennifer Moore	Re Preparedness	2023-09-14 x 2	2023-09-26 Council
Steve Turner	Re Windsor Hantsport Railway (WHRM copied)	2023-09-14	2023-09-26 Council
Laura Moore	Re Abuse of Emergency Management Act	2023-09-16	2023-09-26 Council
Daniel Steeves	Re Short Term Rental	2023-09-21	2023-09-26 Council
Kings County	Re Notice of Public Hearing	2023-09-21	2023-09-26 Council
Colleen Rogers	Re Transportation in West Hants	2023-09-23	2023-09-26 Council
Selling Scotia	Re Discussions around banning STRs	2023-09-25	2023-09-26 Council
Hants Health and Wellness Team	Re Transportation Options and Municipal Staff to undertake a Feasibility Study	2023-09-28	2023-10-10 COTW
Sherry Williams	Re Concern for Kings Meadows Closing (WHRM copied)	2023-09-29	2023-10-10 COTW
Peter Moore	Re CBC, below sea-level	2023-09-30	2023-10-10 COTW
Denise Forand x2	Re CBCL	2023-10-04	2023-10-10 COTW
Peter Moore	Re Weather	2023-10-05	2023-10-10 COTW
Peter Moore	Re A Study or Plan and why it matters	2023-10	2023-10-24 Council
NS Public Works	Response to Reimagine the Windsor and Falmouth Waterfront area	2023-10-11	2023-10-24 Council
Shelburne Counties	To NSFM Re Cellular Coverage (WHRM copied)	2023-10-11	2023-10-24 Council
Glen LeBlanc	Re Poor Cellular Service	2023-10-13	2023-10-24 Council
Letter mailed to WHRM	Re 35 William Street Developer	2023-10-16	2023-10-24 Council
Response from Maria Medioli	Re King's Meadows (WHRM copied)	2023-10-17	2023-10-24 Council
King's Meadows Residence	Re Non-Profit Options	2023-10-25	2023-11-14 COTW
Premier Tim Houston	Re Future Energy Security for NS letter to Councillor	2023-10-25	2023-11-14 COTW
Premier Tim Houston	Re YourHealthNS app	2023-11-02	2023-11-14 COTW
Sheldon Hebb	Re Curbside Waste Collection	2023-10-25	2023-11-14 COTW
VREN	Re Land and Asset Database Update and User Integration	2023-11-06	2023-11-14 COTW
Kelsey MacNeil	Re Wind Strength Update	2023-11-08	2023-11-14 COTW
Steven Hart (Protect Vaughans	Re Amendment to Policy 4.22.4 (3 emails)	2023-11-02	2023-11-14 COTW

Correspondence Received

Community)			
Mandy Singleton	Re Riverview Drive Rezoning Brooklyn	2023-11-09	2023-11-14 COTW
Ian Daniels	Re Windsor Elementary School	2023-11-13	2023-11-14 COTW
Sandra Watson	Re Rezoning PID 45215290 Riverview Drive Brooklyn	2023-11-15	2023-11-28 Council
Steven Hart	Re Follow-up to Policy Amendment 4.22.4 (4 emails)	2023-11-16	2023-11-28 Council
Amanda Dunfield	Re Windsor Stormwater: CSO Outfall Signage	2023-11-20	2023-11-28 Council
Hon. Kim Masland	Re Provincial Intersection Street lighting	Sent 2023-04-03 and resent 2023-11-21	2023-11-28 Council
Amanda Dunfield	Re Minas Basin Sessions/Requests Recording of Community Events	2023-11-23	2023-11-28 Council
Kelsea MacNeil, Director, Public Relations & Business Development Membertou Development Corporation	Re Bear Lake Wind Project Information Session	2023-11-23	2023-11-28 Council
Residents of the Concerned Citizens	Call to Action	2023-11-24	2023-11-28 Council
MADD Annapolis Valley	Re Red Ribbon Request	2023-11-16	2023-11-28 Council
Dykeland Lodge	Re Request for a Secondary Exit from College Road	2023-11-21	2023-11-28 Council
Protect Vaughans Community (Steven Hart)	Re Follow-Up To Wind Farm	2023-11-21	2023-11-28 Council
Kelsey McNeil	Re Bear Lake Wind Information - Tax Memo & Community Benefits	2023-11-30	2023-12-05 COTW
Lubna Jamshaid	Re Support Ceasefire in Gaza!	2023-11-28	2023-12-05 COTW
Jill Pasquet	Re Cease Fire	2023-11-28	2023-12-05 COTW
Shawkat Ali	Re Support for Ceasefire in Palestine	2023-11-28	2023-12-05 COTW
Youseff Rafih	Re Ceasefire Now! Not Pause	2023-11-30	2023-12-05 COTW
Ahmed Nassrat	Re Motion for Peace	2023-11-29	2023-12-05 COTW
Andrew Zebian	Re Call for Ceasefire	2023-11-30	2023-12-05 COTW
Jennifer Crawford	Re West Hants call for ceasefire in Gaza	2023-11-30	2023-12-05 COTW
Kody Blois to the Premier	Re Marshlands (WHRM copied)	2023-12-01	2023-12-05 COTW

Correspondence Received

Amanda Dunfield	Re 2023.11.30 Stormwater Discussions Formal Request for Presentation Materials	2023-11-30	2023-12-05 COTW
Elizabeth Tuck	Re In Support of a Ceasefire	2023-12-03	2023-12-05 COTW
Frank Bezanson	Re A call for a permanent ceasefire	2023-12-03	2023-12-05 COTW
Mohammed Barrah	Re Urgent Letter to Mayor Zebian and WHRM Council	2023-12-04	2023-12-05 COTW
Lubna Jamshaid	Re: Support Ceasefire in Gaza	2023-12-05	2023-12-12 Council
Andrea Parker	Re Health Plan Survey Opportunity	2023-12-06	2023-12-12 Council
MLA Sheehy-Richard	Re: Response Re Additional Carpool Parking Lot	2023-12-12	2023-12-12 Council
Myra Stephen	Re: When you know better, do better	2023-12-13	2024-01-09 COTW
Katherine Wadden	Re: PID 45215290 Riverview Drive Brooklyn	2023-12-13	2024-01-09 COTW
Jeff Dunfield	Re: Council Meeting Called for Next Week (Dec. 19, 2023)	2023-12-15	2024-01-09 COTW
Peter Moore	Re December 19th Special Council Meeting	2023-12-18	2024-01-09 COTW
NSFM	Re: Letter To Minister Morrow Re Dyke System (WHRM copied)	2023-12-20	2024-01-09 COTW
Peter Moore	Re: COTW - October 12, 2021	2023-12-20	2024-01-09 COTW
Minister Rushton	Re: Response to WHRM Re Smiley's Park	2023-12-21	2024-01-09 COTW
Robert Crow	Re: Lot 13 Rezoning Milliard Crt	2024-01-03	2024-01-09 COTW
Annapolis Valley Regional Library	Re: Letter to Minister MacMaster (WHRM copied)	2023-12-05, Received 2024-01-04	2024-01-09 COTW
Emily Seaboyer	Re: Application for Rezone of OS lot, Millard Court, Union Corner	2024-01-04	2024-01-09 COTW
Denise Forand	Re: The rezoning of gifted lands for subdivisions and our Historic Architectural zone	2024-01-06	COTW2024-01-09
Elizabeth Rondhuis	Re: Land Rezoning PID45236601	2024-01-07	2024-01-09 COTW
Karl Coutino	Re Request for Postponement of Commercial Wine Support Program Announcement	2024-01-08	2024-01-09 COTW
Peter Moore	Re Rainfall Warning	2024-01-09	2024-01-09 COTW
Christina Hudgins	Re Millard Court	2024-01-09	2024-01-23 Council
Emily Seaboyer, Shawn Seaboyer & Family	Re Application for Rezone of OS lot, Millard Court, Union Corner	2024-01-09	2024-01-23 Council
Phil Pidgeon	Re Rezoning of PID 45236601 Millard Court, Union Corner	2024-01-12	2024-01-23 Council
Haley Brown	Re Urgent Request for Postponement of Commercial Wine Support Program	2024-01-12	2024-01-23 Council

Correspondence Received

	Announcement		
Wine Growers Nova Scotia (WGNS)	Re Important Update on Nova Scotia Farm Wine Industry Developments with attached letters	2024-01-16	2024-01-23 Council
Mary Penner	Re Thank You to Citizens of Windsor	2024-01-18	2024-01-23 Council
West Hants Historical Society Letter to WHRM	Re Paris Name	2024-01-17	2024-01-23 Council
Andrew Hardman	Re Supreme Court Decision re Permit D2023-019	2024-01-23	2024-01-23 Council
2024 Update	Re Regional Chairs Coordinators activities at the Provincial level for Waste Management.	2024-01-18	2024-02-13 COTW
Avon Street Erosion Society	Re Registered as a Not-for-Profit Society	2024-01-18	2024-02-13 COTW
Cathy Illsley	Re Discontinuing Aquafit Classes	2024-01-25	2024-02-13 COTW
Denise Forand	Re Opposed to Rezoning PID 45215290 Riverview Drive Brooklyn	2024-01-25	2024-02-13 COTW
Debbie Spears	Re Aqua fitness	2024-01-26	2024-02-13 COTW
HCCC #1 Letter to WHRM	Re Request for Financial Support	2024-02-01	2024-02-13 COTW
Jennifer Enright	Proclamation Request Re Amyloidosis Awareness Month	2024	2024-02-13 COTW
Denise Forand	Re Snow removal from the causeway highway	2024-02-08	2024-02-13 COTW
Birthplace of Hockey Tournament Costs		2024-02-09	2024-02-13 COTW
Amanda Dunfield	Re Windsor Stormwater Municipal Snow Storage	2024-02-09	2024-02-13 COTW
Response from Minister Lohr	Re WHRM Affordable Housing Letter	2024-02-09	2024-02-13 COTW
Carrilee Eddy	Re Assembly of NS Mi'kmaq Chiefs	2024-02-13	2024-02-13 COTW
Kjeld Mizpah Conyers-Steede	Re Valley REN Board Member Connection	2024-02-14	2024-02-27 Council
Andrew Hardman	Re Ken No. 522430 - Hardman et al v. West Hants Regional Municipality	2024-02-15	2024-02-27 Council
Mike Murphy	Re 2-hour parking on Stannus Street	2024-02-15	2024-02-27 Council
Keith Aucoin	Re Excessive Property Evaluation	2024-02-17	2024-02-27 Council
Wine Growers NS	Re Letter to the Premier Re Consequences of the Government of Nova Scotia's Commercial Wine Support Program	2024-02-22	2024-02-27 Council
Mimi O'Handley	Re Coastal Announcement from the Province	2024-02-26	2024-02-27 Council
Letter from the Province to Mayors, Wardens, Councillors	Re Coastal Protection	2024-02-26	2024-02-27 Council
Letter from Chief Paul	Letter to West Hants Council Re Bear Lake Wind Farm	2024-02-27	2024-02-27 Council
Lloyd Blagdon	Re Windmill project Vaughan	2024-02-27	2024-02-27 Council

Correspondence Received

From HCCC#1 Board of Directors	Re Canyon Point Road Community Temporary Laneway Flooded	2024-02-29	2024-03-12 COTW
Peter Moore	Re Capped Property Assessment (WHRM copied)	2024-02-29	2024-03-12 COTW
Randy Hussey	Re Underwood Road Traffic Safety Issue	2024-03-07	2024-03-12 COTW
Jennifer Moore	Re Home Flood Protection Program Information Report	2024-03-12	2024-03-12 COTW
Avon River Heritage Society	Re Flooding March 11th, 2024	2024-03-12	2024-03-26 Council
Jennifer Moore	Re Information Report Home Flood Protection program	2024-03-12 and 13th	2024-03-26 Council
Maryann Norbury	Re Payzant Drive Extension	2024-03-12	2024-03-26 Council
Dorothy Read	Re Opposition to Willow Street rezoning application	2024-03-14	2024-03-26 Council
Royal Canadian Legion, Hants County Branch No. 9	Re Grant for Veteran Banner Program	2024-03-14	2024-03-26 Council
Joe Alcorn and Donna Smith	Re Payzant Road - Roundabout or Extension	2024-03-18	2024-03-26 Council
Judi Wilson	Re Payzant Connector Road	2024-03-19	2024-03-26 Council
Response to Mr. Hussey from MLA Sheehy-Richard	Re Underwood Road Traffic (WHRM copied)	2024-03-19	2024-03-26 Council
Cathy and Dave Pemberton	Re New builds - roads	2024-03-20	2024-03-26 Council
Jamie Leopold	Re Safety Concern at the West Hants Sportsplex	2024-03-21	2024-03-26 Council
Emme Manuel	Re Open Arms New Outreach Program	2024-03-21	2024-03-26 Council
Petition from Hantsport Residents	Re: Request to defeat Williwow Street Application	2024-03-21	2024-03-26 Council
Kim and John Olejnik	Re Payzant Drive extension over to Hwy 1, (sometimes referred to Hwy 14)	2024-03-25	2024-03-26 Council
Jeanette Poirier	Re Payzant Drive Extension	2024-03-25	2024-03-26 Council
Avon River Heritage Society Newport Landing	Re Flooding	2024-03-25	2024-03-26 Council
Memo to Council	Re voting and Planning matters	2024-03-25	2024-04-09 COTW
Gail Stone	Re The Crossing	2024-03-26	2024-04-09 COTW
Krista Beeler	Re Dykeland Lodge - Correspondence Request - Secondary Emergency Road	2024-03-26	2024-04-09 COTW
Peter Moore	Re Suggestions for Windsor Flood Zone crisis.	2024-03-26	2024-04-09 COTW
Steve Hart	Re Official correspondence to counsel requesting URGENT funding	2024-03-26	2024-04-09 COTW
Hon. Minister John Lohr	Re Emergency Management	2024-03-28	2024-04-09 COTW

Correspondence Received

Hon. Minister John Lohr	Re Service Exchange	2024-03-28	2024-04-09 COTW
Merve Ferguson	Re March 26th Council Meeting Concerns	2024-03-28	2024-04-09 COTW
Karen Prince	Re Wind farms	2024-03-30	2024-04-09 COTW
Anne Jodrey	Re Protect Vaughan	2024-04-02	2024-04-09 COTW
Elizabeth Skelhorn	Re Protect Vaughan	2024-04-02	2024-04-09 COTW
Andrea Lynn	Re Vaughans Windfarms	2024-04-03	2024-04-09 COTW
Richard Murphy	Re Speeding	2024-04-03	2024-04-09 COTW
David & Carolyn Borden	Re PID 45218658, Armstrong Lake East, Vaughan	2024-04-04	2024-04-09 COTW
Duane and Shirley Walker	Re Bear Lake Windfarm	2024-04-04	2024-04-09 COTW
MLA Response to Kim Lake	Re Newport Landing Flooding (WHRM copied)	2024-04-05	2024-04-09 COTW
Shirley Walker	Re Further Point on the Bear Lake Windfarm	2024-04-07	2024-04-09 COTW
Greg Hazel	Re ATV proposal	2024-04-07	2024-04-09 COTW
Alva Construction Limited	Re Hartville Quarry Expansion, 783 Ellershouse Road, Windsor West Hants	2024-04-03	2024-04-09 COTW
Michael Hackett	Re Information Council Meetings	2024-04-11	2024-04-23 Council
Honourable John A. Lohr	Re Canyon Point	2024-04-12	2024-04-23 Council
Public Works Minister Kim Masland	Re Cost Shared Program for Paving of Subdivision (J Class) Streets for fiscal year 2024-25	2024-04-12	2024-04-23 Council
D Forand	Re Armstrong Lake OS	2024-04-13	2024-04-23 Council
Angela Hiltz	Re Landfill	2024-04-13	2024-04-23 Council
Edward Edelstein Letter to West Hants Municipality	Re Regarding the Proposed Development Agreement for Lot W-7 A Gray Street, Windsor NS	2024-04-15	2024-04-23 Council
Jennifer Moore	Re Dashboard item - sewer odour	2024-04-15	2024-04-23 Council
Troy Harvie	Re Payzant Drive roundabout	2024-04-16	2024-04-23 Council
Michael Langois	Re Payzant to King Connection	2024-04-18	2024-04-23 Council
Deputy Minister Byron Rafuse	Re CCBF Funding	2024-04-19	2024-04-23 Council
Mayor Blair	Re Minister Lohr Letter re Service Exchange (WHRM copied)	2024-04-15	2024-05-14 COTW
Hon. John Lohr	Re Canyon Point revised	2024-04-26	2024-05-14 COTW

Correspondence Received

Sydney Caldwell	Re Potentia Windfarm Ellershous	2024-04-27	2024-05-14 COTW
Eleanor Roulston, Warden East Hants	Re Rails to Trails - Windsor-Hantsport Railway (WHRM copied)	2024-05-01	2024-05-14 COTW
Craig MacPherson	Re Funding for Pickleball	2024-05-01	2024-05-14 COTW
Sally Ross	Re Request to take over ownership of the Sainte Famille Cemetery	2024-04-12	2024-05-14 COTW
Minister Masland	Re Trunk 1 concerns	2024-05-02	2024-05-14 COTW
Lisa Bland	Re Paintball facility feedback	2024-05-03	2024-05-14 COTW
Pamela Dreiling	Re NO to rapid, irreversible population growth and development in West Hants (WHRM copied)	2024-05-07	2024-05-14 COTW
Art Crowell	Re The Bay of Fundy adventure trail letter request	2024-05-08	2024-05-14 COTW
Grace Crawford	Re Ellershous 3 wind turbine project and wetlands - flood control	2024-05-08	2024-05-14 COTW
WTBA	Re Request for Long-term Strategic Funding for Windsor Township Business Association	2024-05-09	2024-05-14 COTW
Minister Lohr to Mayors and Wardens	Re MGA Amendments	2024-05-10	2024-05-14 COTW
Amanda Dunfield	Re WHRM WINDSOR STORMWATER re Emerg Resp Plan	2024-05-10	2024-05-14 COTW
Anne-Marie Tetrault	Re Gray Street Development	2024-05-12	2024-05-14 COTW
Response letter from Minister Masland	Re Flooding on Belmont and New Town Roads in WHRM	2024-05-16	2024-05-28 Council
Windsor Bluefins	Re loss of funding for the Windsor Bluefins Swim team	2024-05-17	2024-05-28 Council
Bruce Wright, HCFA	Re Preservation of farmland in Hants County	2024-05-19	2024-05-28 Council
West Hants Historical Society	Letter of Support Re Percy Paris (2024-01-17)	2024-05-24	2024-05-28 Council
Karen Wallace	Re Questions arising from the Meeting May 28 meeting	2024-05-29	2024-06-11 COTW
Tim Carr	Re PID 45045879 Willow Street Hantsport	2024-05-29	2024-06-11 COTW
Jason Tucker	Re Denial of re-zoning application in Hantsport	2024-05-29	2024-06-11 COTW
Response from Minister Masland	Re Letter from Warden Roulston - Bill 236 (WHRM copied)	2024-06-04	2024-06-11 COTW
Correspondence from the Office of the Attorney General and Minister of Justice		2024-06-04	2024-06-11 COTW
Amanda Dunfield	Re WHRM WINDSOR COMBINED SEWER OVERFLOWS	2024-06-05	2024-06-11 COTW
AVRL	Letter to Minister MacMaster (WHRM copied)	2024-03-28	2024-06-11 COTW
Jennifer Moore	Re Stannus Street	2024-05-28	2024-06-25 Council
K. Zwicker	Re DAR Rail	2024-06-08	2024-06-25 Council
K. Zwicker	Re Tractors	2024-06-08	2024-06-25 Council
K. Zwicker	Re Municipal Vehicles	2024-06-11	2024-06-25 Council
Kim Lake - Avon River Heritage	Re Berm Thank You	2024-06-13	2024-06-25 Council

Correspondence Received

Society			
Hants North Legion	Re Letter requesting funding	2024-06-14	2024-06-25 Council
Amanda Dunfield	Re WHRM Utility Request	2024-06-15	2024-06-25 Council
Denise Forand	Re Flooding risk increases for downtown Windsor for the sake of fake lake levels	2024-06-27	2024-07-09 COTW
Jennifer Moore	Re Flood advisory	2024-07-05	2024-07-23 Council
Peter Moore	Re Windsor Flood Zone Resident Buy-Out program	2024-07-08	2024-07-23 Council
Colleen Walsh-Bouman	Re Combined Sewer Overflow Stannus Street	2024-07-09	2024-07-23 Council
Darren Porter	Request to amend water testing policy	2024-07-09	2024-07-23 Council
Honourable Greg Morrow	Re Response to WHRM Dyke Maintenance	2024-07-09	2024-07-23 Council
Jennifer Moore	Re CSO event, July 8, 2024	2024-07-09	2024-07-23 Council
Alicia Hennessey	Re Stannus Street flooding and impacts	2024-07-12	2024-07-23 Council
Gerry Parfitt	Re Windsor NS Contaminated Flood Zone	2024-07-15	2024-07-23 Council
Peter Moore	Re CSO smell	2024-07-15	2024-07-23 Council
Peter Moore	Re Information from or for the Buy Out Input on Possible Program	2024-07-15	2024-07-23 Council
Residents of Forest Lakes Re Waste	Re Waste Collection	2024-07-15	2024-07-23 Council
Assistant Commissioner Commanding Officer RCMP Nova Scotia	Re Correspondence to CAO Phillips	2024-07-16	2024-07-23 Council
Cathy Ross	Re home flooding on Sunset Ave.	2024-07-16	2024-07-23 Council
Honourable John A. Lohr	Re Letter to Mayors and Wardens – Re Emergency Alerts	2024-07-16	2024-07-23 Council
Jennifer Moore	Re Medical treatment after CSO exposure	2024-07-17	2024-07-23 Council
Honourable John Lohr	Re CCBF	2024-07-18	2024-07-23 Council
Media Statement	NSFM Collaborates on Enhanced Emergency Alert System	2024-07-18	2024-07-23 Council
Pierre Tabbiner	Re Flooding of Gray Street, July 2024	2024-07-18	2024-07-23 Council
Amanda Dunfield	Re WHRM Windsor Combined Sewer Overflows	2024-07-19	2024-07-23 Council
Mermaid Theatre	Re	2024-07-23	2024-09-10 COTW
Carrilee Eddy	Re sewage pollution in Windsor, NS	2024-07-31	2024-09-10 COTW
Brenda Shiers	Re Maple Wood Cemetery	2024-08-02	2024-09-10 COTW
Honourable John A. Lohr, Minister of Municipal Affairs and Housing	Re purchase of homes affected by overland stormwater	2024-08-02	2024-09-10 COTW
Dawn Allen	Re proposed West Hants (Cogmagun) Landfill expansion and Climate Change	2024-08-04	2024-09-10 COTW
Greg Miller flooding	Re Stannus Street	2024-08-04	2024-09-10 COTW
Keith Aucoin	Re Memo to Mayor Zebian CSO	2024-08-04	2024-09-10 COTW
Denise Forand	Re Unacceptable flooding	2024-08-05	2024-09-10 COTW
Pierre Tabbiner	Re Another flooding	2024-08-05	2024-09-10 COTW

Correspondence Received

Carrilee Eddy	Re Sewage flood risk	2024-08-06	2024-09-10 COTW
Denise Forand	Re No new sewer or water hook ups permitted on systems until the flooding stops for downtown	2024-08-06	2024-09-10 COTW
Honourable John Lohr	Re Letter to municipalities re code of conduct	2024-08-09	2024-09-10 COTW
Natalie Lane	Re Curbside garbage pickup	2024-08-17	2024-09-10 COTW
Rob Blackwood	Re Please help.....we need garbage removal	2024-08-17	2024-09-10 COTW
Avon Street Erosion Society	Re Request for Letter of Support	2024-08-27	2024-09-10 COTW
Jennifer Moore	Re Vaccination for CSO exposure (WHRM copied)	2024-08-27	2024-09-10 COTW
Marcie Lane	Re Garbage pickup	2024-08-18	2024-09-10 COTW
Rick Smith	Re Amalgamate Windsor & West Hants Water Utilities	2024-08-29	2024-09-10 COTW
Steven and Jason Hart	Re Follow up Wind Farms	2024-09-10	2024-09-24 Council
Suzanne Ley	Re Letter to WHRM Re Support for the Unhoused	2024-09-16	2024-09-24 Council
Stephen Adams	Re Beech Brook Road Upgrade Request	2024-09-19	2024-09-24 Council
Bev Hubley & Sheldon Gouthro	Re Beech Brook Road	2024-09-23	2024-10-08 COTW
Tasia Robinson	Re Lights in school zone	2024-10-01	2024-10-08 COTW
Keith Aucoin	Re Stannus St. CSO Issue	2024-10-03	2024-10-08 COTW
Gretchen Archibald	Re Landfill Expansion Thoughts (WHRM copied)	2024-10-06	2024-10-08 COTW
Kimm Kent	Re Cogmagun Dump near Cogmagun River (WHRM copied)	2024-10-06	2024-10-08 COTW
Honourable Minister John Lohr	Letter to Mayors-Wardens Re GRID	2024-10-07	2024-10-08 COTW
Pamela Snow	Re Cogmagun Landfill	2024-10-17	2024-11-12 COTW
Ed Kelly	Re Speeding on the South Rawdon Road	2024-10-21	2024-11-12 COTW
Ryan MacNeil	Re Sewer gas in Windsor again	2024-10-27	2024-11-12 COTW
Rick Smith	Re Committee of the Whole Minutes	2024-10-31	2024-11-12 COTW
Carol Bradley	Re Cogmagun Landfill	2024-11-06	2024-11-12 COTW
Keith Aucoin	Re Joint Resolution Committee	2024-11-14	2024-11-26 Council
Correspondence from the Province	Re WHRM Wind Turbine Setbacks	2024-11-19	2024-11-26 Council
Lachlan Riehl	Re Halfway River - Information Re Flooding and Erosion Risks	2024-11-19	2024-11-26 Council
Pete Hope	Re Teens from the AVHS on private property	2024-11-21	2024-11-26 Council
Amanda Dunfield	Re WHRM Correspondence Windsor Combined Sewer Overflows PVSC	2024-11-22	2024-11-26 Council
Rick Smith	Re Committee of the Whole Minutes	2024-11-29	2024-12-03 COTW
Amanda Dunfield	Re Windsor Flood Zone Combined Sewer Overflows: PVSC - NSFM / Intact 2024 Municipal Climate Resiliency Grants Program	2024-12-10	2025-01-14 COTW
Rick Smith	Re Audit Committee Brief	2024-12-18	2025-01-14 COTW
Avon River Pickleball Club	Re Letter of intent	2024-12-19	2025-01-14 COTW
Hon. John Lohr	Re Congratulatory letter for municipalities on	2024-12-30	2025-01-14 COTW

Correspondence Received

	adopting the code of conduct		
Rick Smith	Re Tremain Crescent Flooding	2025-01-02	2025-01-14 COTW
Amanda Dunfield	Re WHRM Windsor CSO - inquiry council elect briefing buyout discussions	2025-01-09	2025-01-14 COTW
Denise Forand	Re Add exceptions to the new proposed land map use documents	2025-01-10	2025-01-28 Council
Sana Amin	Re Local Economic Impact of Nova Scotia Wind Projects	2025-01-13	2025-01-28 Council
Seamus Marriott	Re MPS-Visual Intrusiveness	2025-01-14	2025-01-28 Council
Department of Municipal Affairs	Re WHRM Planning Strategy and Land Use By-law amendments re	2025-01-14	2025-01-28 Council
Minister Masland	Re Moving towards Consistent and Impactful Emergency Response	2025-01-17	2025-01-28 Council
St Croix Community Club	Re Funding Request	2025-01-22	2025-01-28 Council
Petition	Re Against proposed cell phone tower location	2025-01-23	2025-01-28 Council
Prime Minister	Re Request for Financial Assistance to Support a Property Buyout Program	2025-01-24	2025-01-28 Council
Karen Wallace	Re Wind Amendment	2025-01-28	2025-02-11 COTW
Hon D Ritchey	Re Library Funding Formula Increase	2025-01-29	2025-02-11 COTW
Markus Kehoe	Re PAC HAC Members Dismissed	2025-02-03	2025-02-11 COTW
Avon Community Farmers Market Board of Directors	Re Funding Request	2025-02-04	2025-02-11 COTW
Tim Carr	Re Citizen Participation PAHAC	2025-02-05	2025-02-11 COTW
Margaret Johnston	Re Planning Committee Restructuring Amendment	2025-02-06	2025-02-11 COTW
Shared Tower Letter to Council	Re Telecom Infrastructure	2025-02-06	2025-02-11 COTW
Jane Davis	Re Deep Disappointment in Decision to Reduce Citizen Representation on PACHAC	2025-02-06	2025-02-11 COTW
KJ Conyers-Steede	Re Concern Over the Restructuring of the Planning Advisory Committee	2025-02-07	2025-02-11 COTW
Guide Furlani	Re Planning and Heritage Committee re-instatement amendment and motion	2025-02-07	2025-02-11 COTW
Alicia Hennesey	Re Concerned Citizen about the PAC_HAC committee	2025-02-09	2025-02-11 COTW
Carol Bradley	Re West Hants PACHAC	2025-02-10	2025-02-11 COTW
Vanessa Brunt	Re Concerned Citizen about the PACHAC committee	2025-02-10	2025-02-11 COTW
Amanda Dunfield	Re WHRM PACHAC Restructuring	2025-02-10	2025-02-11 COTW
Carrilee Eddy	Re PACHAC Committee	2025-02-11	2025-02-25 Council
Donna Dunfield	Re reduction of PACHAC	2025-02-11	2025-02-25 Council
Jeff Dunfield	Re Concerns About Planning Advisory Committee Changes	2025-02-11	2025-02-25 Council
Alicia Hennesey	Re Feb 11th COTW comments	2025-02-11	2025-02-25 Council
Letter to Mayors and Wardens		2025-02-11	2025-02-25 Council
NSFM Letter to Elected Officials		2025-02-12	2025-02-25 Council
Anna Steadman	Re Letter from Premier Huston requesting your	2025-02-13	2025-02-25 Council

Correspondence Received

	support (Hon. John Lohr)		
Guide Furlani	Re Dismissal of PACHAC Committee Members - Policy Concerns	2025-02-13	2025-02-25 Council
Karen Beazley	Re Letter from John Lohr to Mayors and Wardens	2025-02-13	2025-02-25 Council
Markus Kehoe	Re PACHAC Committee Policy Concerns	2025-02-13	2025-02-25 Council
Jennifer Moore	Re PACHAC committee membership	2025-02-18	2025-02-25 Council
Krista Lloy	Re Support for Stannus Street Rink	2025-02-18	2025-02-25 Council
Amanda Dunfield	Re Cunnabel Creek Stormwater Management Report and Buyout Program	2025-02-19	2025-02-25 Council
Barb Harris	Re Letter to Marco MacLeod, MLA (WHRM copied)	2025-02-13	2025-02-25 Council
Denise Forand	Re Request for Transparency Regarding Minister Lohr's Call for Resource Development Support and Land Use changes	2025-02-20	2025-02-25 Council
NSFM Letter to Elected Officials	Re Pending Legislation	2025-02-21	2025-02-25 Council
Karen Beazley	Follow-up Re Letter from John Lohr to Mayors and Wardens	2025-02-21	2025-02-25 Council
Glenn Ross	Re Library Concerns	2025-02-22	2025-02-25 Council
Amanda Dunfield	Re Minister's Request for Support Resource Development etc.	2025-02-21	2025-02-25 Council
Anne Bishop	Re Minister Lohr's Letter	2025-02-22	2025-02-25 Council
Jan Morrell	Re Great Concerns	2025-02-23	2025-02-25 Council
Karen Beazley	Re Concerns and questions about Bill 6	2025-02-24	2025-02-25 Council
Brian Casey	Re Stannus Street Rink	2025-02-25	2025-02-25 Council
Karen Beazley	Re Concerns and questions remain about Bill 1	2025-02-25	2025-02-25 Council
Andrea Lynn	Re Lohr's request to Mayors and Wardens	2025-02-25	2025-02-25 Council
Denise Forand	Re Our LUB and MAPS for Municipalities	2025-02-25	2025-03-11 COTW
Craig MacPherson	Re Support for an indoor Pickleball facility	2025-02-28	2025-03-11 COTW
Holly Ross	Re Pickleball	2025-02-28	2025-03-11 COTW
Joyce Anne Hines	Re Pickleball facility	2025-02-28	2025-03-11 COTW
Karen Wallace	Re West Hants Pickleball	2025-02-28	2025-03-11 COTW
Cynthia DeMont	Re Recreation in West Hants	2025-03-01	2025-03-11 COTW
Denise Forand	Re EverWind Fuels' owner Trent Vichie getting political and financial support from Nova Scotia	2025-03-01	2025-03-11 COTW
Karen Wallace	Re SOS democracy at stake	2025-03-01	2025-03-11 COTW
Monique Wood,	Re Recreational facilities	2025-03-01	2025-03-11 COTW
Todd Miller	Re letter to council Re Taxes	2025-03-02	2025-03-11 COTW
Amanda Dunfield	Re WHRM COMBINED SEWER OVERFLOWS Invitation	2025-03-03	2025-03-11 COTW
Gordon Callan, President of the Gordon Hughes Tennis Club	Re Develop Facilities at Sportsplex	2025-03-04	2025-03-11 COTW
NS physicians warn of health risks related to fracking and		2025-03-04	2025-03-11 COTW

Correspondence Received

uranium mining			
NSFM President	Re Letter to Elected Officials Re Bill #24, Temporary Access to Land Act & Joint Regional Transportation	2025-03-04	2025-03-11 COTW
DMA Minister	Re Letter to Mayors Wardens CAOs Re Setback Regulations.pdf	2025-03-07	2025-03-11 COTW
The Honourable Harjit Sajjan	Response Re Financial Assistance Request	2025-03-07	2025-03-11 COTW
Barb Gallagher	Re Dr. Maxwell Re Uranium	2025-03-10	2025-03-11 COTW
Minister Masland Letter	Re Update on Municipal Disaster Financial Assistance Claims	2025 03 13	2025-03-25 Council
Gliders Letter to WHRM Council	Re Recreation Space	2025-03-14	2025-03-25 Council
Rick Smith	Re Stormwater - Tremain Crescent	2025-03-15	2025-03-25 Council
Wayne Hamm	Re Activity Centre for West Hants Seniors	2025-03-17	2025-03-25 Council
Claire McCarthy	Re Creation of indoor pickleball courts in the Windsor area	2025-03-18	2025-03-25 Council
Julia Merritt	Re Provincial Budget 2025-26 and Library Services	2025-03-19	2025-03-25 Council
Denise Forand	Re As of right issues	2025-03-19	2025-03-25 Council
DMA Letter to Mayors and Wardens	Re Code of Conduct	2025-03-19	2025-03-25 Council
	Re Invitation to Participate in Bear Lake Wind Project Community Liaison Committee	2025-03-20	2025-03-25 Council
Janet Morrell	Re Submission regarding Bill 24 (WHRM copied)	2025-03-23	2025-03-25 Council
Anne Bishop	Re Public Bills Committee Bill#24 (WHRM copied)	2025-03-24	2025-03-25 Council
Amanda Dunfield	Re WHRM WINDSOR CSOs Estimate	2025-03-24	2025-03-25 Council
Amanda Dunfield	Re WHRM Assessment Act follow up	2025-03-24	2025-03-25 Council
Amanda Dunfield	Re WHRM Windsor CSOs Silenced for Speaking Up	2025-03-25	2025-03-25 Council
Community Letters	Re Requesting a Community Centre	2025-03-26	2025-04-08 COTW
Tim Carr	Re Support for Avon River Days Society Funding	2025-04-01	2025-04-08 COTW
Pat Taylor Re fireworks regulations	Re fireworks regulations	2025-04-01	2025-04-08 COTW
Markus Kehoe	Re File #24-03 Development Agreement Bear Lake Wind Farm - Process	2025-04-02	2025-04-08 COTW
Attorney General and Minister of Justice	Re Adapting the Additional Officer Program	2025-04-10	2025-04-22 Council
Department of Municipal Affairs	Re 12 months' notice 2026-2027 (WHRM copied)	2025-04-14	2025-04-22 Council
Minister Masland and Lohr Letter to All Municipalities	Re Fire Services Review	2025-04-17	2025-04-22 Council
Minister Lohr	Re Letter to Mayors Wardens Re Fire Records Management System	2025-04-24	2025-05-13 COTW
Eric Bowdridge	Re Troubled by Ecological Degradation - Avon River Causeway	2025-05-03	2025-05-13 COTW

Correspondence Received

Karen Wallace	Re A Very Proud Week – Broomball Nationals	2025-05-08	2025-05-13 COTW
Karen Wallace	Re Everwind Again	2025-05-20	2025-05-27 Council
Sean Kirby	Re Uranium	2025-05-20	2025-05-27 Council
Chad Pothier	Re Opposition to Proposed Uranium Mining - Millet Brook	2025-05-21	2025-05-27 Council
Dial-A-Ride	Re line on the budget	2025-05-21	2025-05-27 Council
Emily Carroll R	Re Serious Safety and Zoning Concerns – Proposed Childcare Centre, PID 45285103 Redacted	2025-06-21	2025-07-08 COTW
West Hants Uniacke Community Health Board	Re Advocacy for Emergency Shelter Funding	2025-06-23	2025-07-08 COTW
Attorney General and Minister of Justice	Re Comprehensive Policing Review Update on June 25, 2025	2025-06-25	2025-07-08 COTW
Kathleen O'Brien	Re Telecommunication Tower Procedure	2025-06-29	2025-07-08 COTW
Acadia's Environmental & Sustainability Studies Letter to Premier	Re Uranium Exploration (WHRM copied)	2025-07-02	2025-07-08 COTW
Correspondence from DEM	Re Response to Funding for Property Buyout Program	2025-07-08	2025-07-22 Council
Todd and Staphanie Janes	Re Residential waste collection Cozy Crescent, Falls Lake, Vaughan, NS	2025-07-16	2025-07-22 Council
Rick Smith	Re WHRM Water Utility Consumption Report Dated March 31, 2025	2025-07-15	2025-07-22 Council
DMA - Minister of Municipal Affairs	Re Nova Scotia Firefighters School	2025-08-05	2025-09-09 COTW
NSFM Letter to Elected Officials	Re Strong Mayor Powers	2025-09-16	2025-09-23 Council
Todd Janes	Re Residential waste collection 68 Cozy Crescent, Falls Lake, Vaughan, NS	2025-10-01	2025-10-14 COTW
Letter from Jan Simpson, CUPW National President		2025-10-02	2025-10-14 COTW
Department of Municipal Affairs Letter	Re Amendments through the Municipal Modernization (2025) Act.	2025-10-07	2025-10-14 COTW
Annapolis Valley Regional Library	Letter to West Hants Regional Municipal Council	2025-10-07	2025-10-28 Council
Alicia Hennessey	Re Windsor Stormwater Management Plan Question	2025-10-15	2025-10-28 Council
Jennifer Moore	Re Revisit Buyout Plan	2025-10-16	2025-10-28 Council
Correspondence from Honourable John A. Lohr	Re Colleen Freake - Water + Sanitation - Hants (WHRM copied)	2025-10-20	2025-10-28 Council
Letter from AMANS President to Councils	Re AMANS Professional Service Fee	2025-10-22	2025-10-28 Council
Letter from Minister MacDonald	Letter to Mayors, Wardens & Councillors	2025-10-23	2025-10-28 Council
Seamus Marriott Zwicker Lake Property Owners Committee	Re Reflection & Questions	2025-11-06	2025-11-25 Council

Correspondence Received

[illegible]



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

November 24, 2025

Dear Mayors, Wardens and Chiefs:

I have enjoyed my visits and discussions to date with municipal councillors and councils and look forward to ultimately getting to visit and know everyone. Your dedication to sustainably provide the services that your constituents expect is obvious. Thank you for your commitment.

No matter where you live in Nova Scotia, you deserve to know how your local government is funded and how the management of that funding translates into reliable and accessible local services.

As we head into heavy budget discussions and as I familiarize myself with your community and its circumstances, I wanted to take a step back and get a 50,000 foot view of the big picture financial situation landscape. This led me to creating the attached spreadsheet. It's comprehensive. I included every community and am sharing it in its entirety to be transparent and fair. I want every local government to see the same data I am seeing.

Please review and fact check the numbers for your community. If there are discrepancies, please advise. If your numbers are skewed by any one-off items or unique situations, that is also important to highlight. We need to make decisions based on the best possible data.

There are no shortage of funding requests, and we will have to make difficult decisions. The Province has already started scaling back program funding across the board and changing hiring processes as we deal with the current financial challenges.

We work very hard to be fair in making decisions. It's never easy. Need and outcomes always drive the process, but this data reminds us that the needs across the province truly are different and there is often a different sense of urgency.

Thank you in advance. If you have any questions, please don't hesitate to reach out to me directly.

Sincerely,

A handwritten signature in cursive script that reads 'John A. MacDonald'.

John A. MacDonald
Minister of Municipal Affairs

c: CAOs and Councillors

Total Revenue per Capita

Based on actual reported revenue for the year

Position	Community / Municipality	Reporting Date	Population	Revenue	Revenue Per Capita
	a	b	c	d	e=d/c
2	Annapolis Valley First Nation	31-Mar-25	329	\$ 17,978,068	\$ 54,645
11	Bear River Frist Nation	31-Mar-25	399	\$ 10,286,296	\$ 25,780
46	Cape Breton Regional Municipality	31-Mar-24	107,391	\$ 210,590,341	\$ 1,961
13	Eskasoni First Nation	31-Mar-22	4,711	\$ 98,606,463	\$ 20,931
8	Glooscap First Nation	31-Mar-25	450	\$ 14,242,176	\$ 31,649
40	Halifax Regional Municipality	31-Mar-24	502,753	\$ 1,167,819,000	\$ 2,323
1	Membertou First Nation	31-Mar-25	1,686	\$ 102,851,953	\$ 61,004
10	Millbrook First Nation	31-Mar-25	2,472	\$ 69,126,805	\$ 27,964
62	Municipality of the County of Annapolis	31-Mar-24	20,472	\$ 22,785,623	\$ 1,113
59	Municipality of the County of Antigonish	31-Mar-24	16,142	\$ 21,099,306	\$ 1,307
60	Municipality of the County of Colchester	31-Mar-24	39,054	\$ 50,215,724	\$ 1,286
30	Municipality of the County of Cumberland	31-Mar-24	21,053	\$ 61,561,183	\$ 2,924
31	Municipality of the County of Inverness	31-Mar-24	13,945	\$ 40,083,093	\$ 2,874
48	Municipality of the County of Kings	31-Mar-24	52,114	\$ 93,468,000	\$ 1,794
55	Municipality of the County of Pictou	31-Mar-24	21,853	\$ 31,437,082	\$ 1,439
38	Municipality of the County of Richmond	31-Mar-24	9,422	\$ 23,830,526	\$ 2,529
22	Municipality of the County of Victoria	31-Mar-24	7,009	\$ 28,677,855	\$ 4,092
53	Municipality of the District of Argyle	31-Mar-24	8,247	\$ 13,037,840	\$ 1,581
56	Municipality of the District of Barrington	31-Mar-24	6,890	\$ 9,535,189	\$ 1,384
43	Municipality of the District of Chester	31-Mar-24	11,848	\$ 26,408,837	\$ 2,229
58	Municipality of the District of Clare	31-Mar-24	7,984	\$ 10,473,502	\$ 1,312
57	Municipality of the District of Digby	31-Mar-24	7,636	\$ 10,469,683	\$ 1,371
47	Municipality of the District of East Hants	31-Mar-24	26,370	\$ 50,639,088	\$ 1,920
24	Municipality of the District of Guysborough	31-Mar-24	4,754	\$ 16,828,210	\$ 3,540
61	Municipality of the District of Lunenburg	31-Mar-24	26,805	\$ 30,432,867	\$ 1,135
50	Municipality of the District of Shelburne	31-Mar-24	4,515	\$ 7,963,710	\$ 1,764
49	Municipality of the District of St. Mary's	31-Mar-24	2,286	\$ 4,093,304	\$ 1,791
54	Municipality of the District of Yarmouth	31-Mar-24	10,996	\$ 16,245,961	\$ 1,477
4	Paqtnkek Mi'kmaw Nation	31-Mar-24	614	\$ 31,081,086	\$ 50,621
5	Pictou Landing First Nation	31-Mar-24	694	\$ 28,864,372	\$ 41,591
7	Potlotek First Nation	31-Mar-24	859	\$ 28,601,322	\$ 33,296
34	Region of Queens Municipality	31-Mar-24	10,866	\$ 28,433,216	\$ 2,617
12	Sipekne'katik First Nation	31-Mar-24	3,068	\$ 74,123,072	\$ 24,160
44	Town of Amherst	31-Mar-24	10,033	\$ 22,140,825	\$ 2,207
20	Town of Annapolis Royal	31-Mar-24	619	\$ 3,162,703	\$ 5,109
14	Town of Antigonish	31-Mar-24	4,925	\$ 39,778,332	\$ 8,077
17	Town of Berwick	31-Mar-24	2,658	\$ 19,734,447	\$ 7,425
28	Town of Bridgewater	31-Mar-24	9,851	\$ 30,510,638	\$ 3,097
45	Town of Clark's Harbour	31-Mar-24	766	\$ 1,613,733	\$ 2,107
29	Town of Digby	31-Mar-24	2,046	\$ 6,324,045	\$ 3,091
41	Town of Kentville	31-Mar-24	7,473	\$ 17,166,399	\$ 2,297
27	Town of Lockeport	31-Mar-24	498	\$ 1,636,181	\$ 3,286
15	Town of Lunenburg	31-Mar-24	2,532	\$ 19,923,013	\$ 7,868
16	Town of Mahone Bay	31-Mar-23	1,179	\$ 8,990,374	\$ 7,625
42	Town of Middleton	31-Mar-24	2,097	\$ 4,778,137	\$ 2,279
21	Town of Mulgrave	31-Mar-24	609	\$ 2,954,720	\$ 4,852
32	Town of New Glasgow	31-Mar-24	10,234	\$ 28,848,900	\$ 2,819
35	Town of Oxford	31-Mar-24	1,352	\$ 3,456,624	\$ 2,557
18	Town of Pictou	31-Mar-24	3,198	\$ 16,460,705	\$ 5,147
26	Town of Port Hawkesbury	31-Mar-24	3,356	\$ 11,089,243	\$ 3,304
23	Town of Shelburne	31-Mar-24	1,725	\$ 6,799,339	\$ 3,942
37	Town of Stellarton	31-Mar-24	4,209	\$ 10,693,592	\$ 2,541
19	Town of Stewiacke	31-Mar-24	1,858	\$ 9,509,865	\$ 5,118
39	Town of Trenton	31-Mar-24	2,540	\$ 6,402,289	\$ 2,521
33	Town of Truro	31-Mar-24	14,197	\$ 39,171,909	\$ 2,759
52	Town of Westville	31-Mar-24	3,716	\$ 6,234,033	\$ 1,678
36	Town of Wolfville	31-Mar-24	5,526	\$ 14,061,568	\$ 2,545
25	Town of Yarmouth	31-Mar-24	6,830	\$ 22,789,723	\$ 3,337
6	Wagmatcook First Nation	31-Mar-25	936	\$ 37,471,811	\$ 40,034
9	Wasoqopa'q First Nation	31-Mar-25	2,041	\$ 59,105,602	\$ 28,959
3	We'koqma'q L'nue'kati First Nation	31-Mar-24	1,130	\$ 57,530,809	\$ 50,912
51	West Hants Regional Municipality	31-Mar-24	20,177	\$ 35,245,370	\$ 1,747
Total			1,083,998	2,995,475,682	
Average				\$ 2,763	

From: [Abraham Zebian](#)
To: [Deanna Snair](#)
Subject: Fwd: 2025-11-07 Request for Provincial Support in Establishing a Winter Warming Centre
Date: November 28, 2025 1:39:01 PM

From: "Gray, Theresa E" <Theresa.Gray@novascotia.ca>
Date: November 28, 2025 at 12:24:29 PM AST
To: Abraham Zebian <Mayor.Zebian@westhants.ca>
Cc: Finance Minister <FinanceMinister@novascotia.ca>, Mental Health and Addictions <MentalHealth.Minister@novascotia.ca>, Health and Wellness Minister <Health.Minister@novascotia.ca>, "Minister, DMA" <DMAMIN@novascotia.ca>, johnwhitemla@outlook.com, kody.blois@parl.gc.ca, melissa.mlaoffice@gmail.com, WWH Council <wwhcouncil@westhants.ca>, Mark Phillips <MPhillips@westhants.ca>
Subject: 2025-11-07 Request for Provincial Support in Establishing a Winter Warming Centre

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Dear Mayor Abraham Zebian:

Thank you for your e-mail of November 7, 2025, to the Honourable Tim Houston regarding provincial support to establish a winter warming centre in Windsor, Nova Scotia. As the Executive Director of the Supportive Housing and Homelessness Division within the Department of Opportunities and Social Development (OSD), I am responding on the Premier's behalf.

I commend you on the leadership shown by Council in raising their concern for the most vulnerable residents. We appreciate the initiative your municipality has taken to advocate for a safe and reliable warming space for residents in the Windsor and West Hants area.

We are aware of the need for a warming centre in this region and share your concern for individuals who may be at risk during the winter months. Our department has begun early discussions and coordination with Leslie Porter from Care Mangers Windsor, who is showing strong community leadership. Together, we are working through the necessary background and foundational steps required to ensure that the establishment of a warming centre is safe, sustainable, and aligned with provincial guidelines.

At this time, there is important groundwork underway related to staffing considerations, facility readiness, operational standards, and the support required to operate a warming centre effectively. These steps are critical to ensure that any model we implement provides meaningful protection for residents and integrates appropriately with the broader system of homelessness, housing support, and emergency response.

We value your willingness to collaborate as this work continues. Your insight into local needs will be important as we move forward.

Thank you for your e-mail.

Sincerely,

Jaime Smith
Executive Director
Supportive Housing and Homelessness
Department of Opportunities and Social Development

cc: Honourable Tim Houston (PNS-61355-M1M1L1)
Honourable Barbara Adams
(2017-01-03072)
Honourable John Lohr
Honourable Brian Comer
Honourable Michelle Thompson
Honourable John White
Honourable John A MacDonald
Kody Blois
Melissa Sheehy-Richardson
Mark Phillips
wwhcouncil@westhants.ca

Correspondence Sent

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Katherine MacLeod	MacLeod, Dept. Envir. and Climate Change	2021-10-27	2022-01-11 COTW
Robyn	Homans	2021-11-23	2021-12-07 COTW
Hon. Kim	Masland	2022-01-20	2022-01-25 Council
Hon. Kim	Masland re: clarity on correspondence sent 2022-02-20	2022-02-16	2022-02-08 COTW
Hon. Joyce	Murray	2022-02-02	2022-02-08 COTW
Hon. Greg	Morrow	2022-02-04	2022-02-08 COTW
VREN		2022-03-10	2022-03-22 Council
Station Food Hub		2022-04-28	2022-05-10 COTW
MLA Melissa	Sheehy-Richard re: Avon River Eco/Tourism	2022-05-02	2022-05-02 COTW
MLA Melissa	Sheehy-Richard re: exit 6	2022-05-02	2022-05-02 COTW
Hon. Joyce	Murray	2022-05-06	2022-05-10 COTW
KMK Assembly Mi'kmaw Chiefs		2022-05-06	2022-05-10 COTW
The Premier	The Hon. Tim Houston	2022-06-27, sent 2022-06-30	2022-07-09 COTW
The Premier	The Hon. Tim Houston	2022-06-30	2022-07-09 COTW
Hon. Kim	Masland	2022-08-23	2022-09-13 COTW
POSSE		2022-09-14	2022-09-27 Council
Minister Murray	re Pumpkin Regatta	2022-10-20	2022-10-25 Council
VREN	Re: IMSA and request for a presentation to Council	2022-12-20	2023-01-10 COTW
MLA Sheehy-Richard	Re: Invitation to meet with Council re: Highway 101 Twinning project	2022-12-21	2023-01-10 COTW
MP Kody Blois	Re: Invitation to meet with Council re: Highway 101 Twinning project	2022-12-21	2023-01-10 COTW
Deputy Minister of Environment and Climate Change	Re: Costs incurred for fencing at 417 Wentworth Road	2023-02-15	2023-02-24 Council
VREN	Re Continued Partnership and Intermunicipal Service Agreement (IMSA)	2023-03-03	2023-03-14 COTW
Minister Masland	Re Provincial Intersection Street Lighting	2023-03-10	2023-03-14 COTW
Hockey Hall of Fame	Re Letter of Support John Paris Jr	2023-03-14	2023-03-28 Council
Premier Tim Houston	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Joyce Murray	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council

Correspondence Sent

<u>First Name</u>	<u>Last Name</u>	<u>Correspondence Date</u>	<u>Meeting / logged</u>
Hon. Steve Craig	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Tim Halman	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Susan Corkum-Greek	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Kim Masland	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MP Blois	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MLA Sheehy-Richard	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MLA Sheehy-Richard, Premier, NS Public Works Minister (Kim Masland), District Area Manager (Robyn Homans)	Re Support to pave Cogmagun and Beaverpond Roads	2023-05-17	2023-05-23 Council
Hon. Tim Halman, Premier, MLA Sheehy-Richard	Re Coastal Protection Act Regulations	2023-05-23	2023-05-23 Council
Indigenous Services Canada	Re Response to the Proposed Addition to Reserve, Glooscap First Nation	2023-06-27 Sent 2023-06-30	2023-07-11 COTW
Premier Tim Houston, Hon. Joyce Murray, Hon. Steve Craig, Hon. Tim Halman, Hon. Susan Corkum-Greek, Hon. Kim Masland, MP Blois, MLA Sheehy-Richard	Re Follow up to correspondence sent on March 23, 2023 Re Reimagination Strategy Exercise	2023-06-29	2023-07-11 COTW
Hon. Kim Masland	Re The Railways Act- Bill 236	2023-07-05	2023-07-11 COTW
NS Minister of Agriculture, Premier of NS, Minister of Fisheries, Oceans and the Canadian Coast Guard, Minister of Fisheries and Aquaculture, Minister of Public Works, MP Blois, MLA Sheehy-Richard, Nic Juurlick, President of the Hants County Federation of Agriculture	Re Permanent Freshwater Resource for Agricultural Communities	2023-07-20	2023-07-25 Council
Federal and NS Ministers of Environment and Climate Change, Premier of NS, Minister of Fisheries, Oceans and the Canadian Coast Guard, Minister of Public Works,	WHRM Letter of Support for the Residents of Avon Street, Hantsport Re Erosion	Sent 2023-07-21	2023-07-25 Council

Correspondence Sent

MP Blois, MLA Sheehy-Richard, Municipality of Kings County			
CRTC and Innovation Science and Economic Development Canada Re Poor Cellular Service	Re Poor Cellular Service Connectivity	Sent via mail August 9, 2023	2023-09-12 COTW
MLA Sheehy-Richard	Re Additional Carpool Parking Lot	2023-11-27	2023-11-28 Council
Minister Masland	Re Smileys Provincial Park	2023-11-30	2023-12-05 COTW
Prime Minister of Canada	Re Call for an immediate ceasefire by all parties in the occupied Gaza Strip and Israel	2023-12-18	2024-01-09 COTW
Annapolis Valley Regional Centre for Education	Re School Bus Cancellation Concerns	2023-12-18	2024-01-09 COTW
Premier, Minister Lohr, MP Blois and MLA Sheehy-Richard	Re Affordable Housing	2024-01-18	2024-01-23 Council
WHRM Letter to NS Public Works and MLA Sheehy-Richard	Re Roadwork from Windsor to St. Croix	2024-04-02	2024-04-09 COTW
WHRM Letter to the Province and Minister Lohr	Re Canyon Point Resort and DFA Funding	2024-04-02	2024-04-09 COTW
WHRM Letter to Premier, Minister Masland, MLA Sheehy-Richard and Mr. Lamal	Re Flood concerns on the Belmont & New Town Roads	2024-04-16	2024-04-23 Council
WHRM letter to Premier, Minister Masland, Minister Morrow and MLA Sheehy-Richard	Re Dyke maintenance along the St. Croix River beside Highway 14, the Kennetcook River along Route 236 and the Herbert River	2024-06-19	2024-06-25 Council
WHRM letter to Premier Houston and Minister Lohr	Re Homes impacted by Combined Sewer Over flooding	2024-07-04	2024-07-09 COTW
WHRM letter to Premier Houston, Minister Lohr, MP Kody Blois and MLA Sheehy-Richard	Re Financial support for the under housed population in West Hants	2024-07-31	2024-09-08 COTW
WHRM letter to Dave Jones, Regional Executive Director of Education AVRCE MP Kody Blois MLA Sheehy-Richard Paul Hanson, Avon View High School Principal	Re Support to hire a fulltime equity coordinator in both the West Hants schools	2024-07-31	2024-09-08 COTW

Correspondence Sent

Donna MacMillan, Avon View High School Interim Vice-Principal Doug Jackson, Avon View High School Vice-Principal Ashley Connors, Avon View High School Vice-Principal Steve Carrington, Student Counsellor for Brooklyn and Dr. Arthur Hines Elementary Schools Rayvonne Carrington, Black Educators Association Heather Kidd, Teacher and Equity Coordinator for WHMS			
WHRM letter to MLA Sheehy-Richard	Re Request for advocacy to have vaccinations covered for those exposed to Combined sewer overflow events	2024-10-01	2024-10-08 COTW
WHRM Letter of Support for Avon Street Erosion Committee	Re Provincial Sustainable Communities Challenge Fund Grant	2024-10-01	2024-10-08 COTW
WHRM Letter to Annapolis Valley Regional Centre for Education	Re Installing a fence along the perimeter of Avon View High School property	2024-12-10	2025-01-14 COTW
WHRM Letter to Federal and Provincial Governments	Re Financial support to fund a residential property buyout program	2025-01-09	2025-01-14 COTW
WHRM Letter to Minister Lohr	Re Requesting Additional Information	2025-03-18	2025-03-25 Council
WHRM signed letter	Re Support for AVRL	2024-03-27	2025-04-08 COTW
WHRM Follow-up Letter to the Province	Re Financial support to fund a residential property buyout program	2025-04-02	2025-04-08 COTW
WHRM Letter to the Province	Re Urgent Concerns Regarding Uranium Exploration and Need for Increased Transparency	2025-06-25	2025-07-08 COTW
WHRM Letter to the Province	Request for Provincial Support in Establishing a Winter Warming Centre	2025-11-07	2025-11-12 COTW
WHRM Letter to the Province	Requesting Immediate Public Release of the Environmental Racism Panel Report	2025-11-28	2025-10-02 COTW



November 28, 2025

Sent electronically to: premier@novascotia.ca; OSDMIN@novascotia.ca;
Minister.Environment@novascotia.ca; dmamin@novascotia.ca; ANSAMINISTER@novascotia.ca;
OEAMinister@novascotia.ca; lnuaffairsminister@novascotia.ca; kody.blois@parl.gc.ca;
melissa.mlaoffice@gmail.com

Dear: The Honorable Tim Houston, Premier of Nova Scotia

Honourable Barbara Adams, Deputy Premier, Minister of Opportunities and Social Development

Honourable John A. MacDonald, Minister of Municipal Affairs

Honourable Timothy Halman, Minister of Environment and Climate Change, Minister of Service Efficiency and Chair of Treasury and Policy Board

Honourable Twila Grosse, Minister of African Nova Scotian Affairs and Minister of the Public Service Commission

Honourable Scott Armstrong, Attorney General and Minister of Justice, Provincial Secretary and Minister of Equity and Anti-Racism

Honourable Leah Martin, Minister of Communications, Minister responsible for L'nu Affairs, Minister responsible for the Advisory Council on the Status of Women Act and Minister responsible for Youth

Kody Blois, Member of Parliament for Kings-Hants

Melissa Sheehy-Richard, MLA Hants West

RE: Immediate Public Release of the Environmental Racism Panel Report

On behalf of the Council for the West Hants Regional Municipality (WHRM), we are writing to formally request the immediate public release of the Environmental Racism Panel report.

The creation of the Environmental Racism Panel and its report stemmed from an NDP amendment to major environmental legislation introduced by the Progressive Conservative government in 2022. Following this, the current government appointed highly experienced community leaders with diverse expertise to lead the work on its legislated commitment to address historic environmental racism. The Panel was tasked with making recommendations to the government to help rectify these injustices and to support the province's commitment to ensuring that all residents have equitable access to a healthy, safe, and sustainable environment, as well as protection from environmental harm and the impacts of climate change.

Although the report was submitted to the Province over a year ago, little information has been made publicly available regarding its contents. These findings are vital for increasing public awareness, guiding policy decisions, and ensuring accountability in advancing environmental justice, particularly as it relates to the disproportionate impacts on marginalized communities.

Timely and transparent access to the report is essential to fostering public trust and enabling meaningful engagement with affected communities. Continued delays in its release impede informed dialogue and slow the implementation of necessary actions to address systemic environmental inequities. Our community is requesting access to this report.

This position has been formally endorsed through the following motions passed at the Council Meeting held on October 28, 2025:

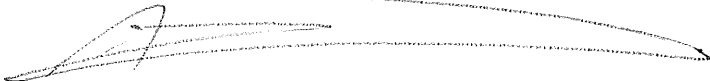
"Council direct the Chief Administrative Officer to write a letter to the Province requesting the immediate public release of the Environmental Racism Panel Report."

We respectfully urge you to release the full report publicly without further delay, including all recommendations, so that communities, stakeholders, and policymakers can act promptly on its findings.

Thank you for your immediate attention to this matter. We look forward to your confirmation of the report's public release.

Respectfully,

Abraham Zebian, Mayor

A handwritten signature in dark ink, appearing to be 'ds/az', written over a horizontal line.

ds/az

CC: WHRM Council
Chief Administrative Officer, Mark Phillips



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐
--------------------------------------	------------------	---	--

To: Mayor Zebian and Members of Council

Submitted by:

Date: December 2, 2025

Subject: Emergency Water Relief During Droughts Policy Recommendation Report

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 23 authorizes Council to make policies for municipal purposes.

RECOMMENDATION or DECISION REQUEST

COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL ADOPT THE EMERGENCY WATER RELIEF DURING DROUGHTS POLICY RCOGE-004.00 SUBSTANTIALLY THE SAME AS PRESENTED AT THE DECEMBER 2, 2025 COMMITTEE OF THE WHOLE MEETING.

BACKGROUND

Property ☒	Public Opinion ☒	Environment ☒	Social ☒	Economic ☒	Councillor Activity ☐
--	---	---	--	--	---

In 2025, Nova Scotia experienced an extreme drought affecting the entire province, placing significant stress on water resources, including both municipal supplies and private wells. Residents who relied on drilled or dug wells were particularly vulnerable, with many households facing critical water shortages or, in some cases, completely dry wells.

West Hants was not immune to these impacts and staff took immediate steps to address the water shortage and assist those affected by the severe drought. This included monitoring watershed levels, providing emergency water distribution where possible, and communicating with residents about conservation measures.

DISCUSSION

On August 17, 2025, the Windsor Hants Regional Municipality (WHRM) initiated the Free Potable Water Program to support residents and households experiencing dry wells as a result of the 2025 drought. The program was coordinated and funded under the Department of Emergency Management (DEM) as part of the Municipality's emergency response efforts.

To ensure accountability and transparency, participating partners were required to submit biweekly reports and reimbursement requests. These reports documented water distribution and included receipts for all water purchases made under the program.

Initial uptake of the program was modest but increased rapidly as drought conditions worsened and awareness spread. At the outset, WHRM utilized existing summer staff to distribute bottled water throughout rural areas of the Municipality, including Vaughan, Brooklyn, and Summerville, as well as from the Municipal Office.

When the summer staff completed their work terms, the program transitioned to a collaborative model, with municipal staff delivering large quantities of water to local Volunteer Fire Departments and Fire Auxiliaries, who played a crucial role in maintaining the distribution network and ensuring residents' access to clean water.

By the first week of November, the program evolved into a voucher-only system, allowing residents to collect vouchers at 76 Morison Drive and redeem them for 4-litre bottled water at Sobeys in Windsor. Sobeys was selected as the primary retail partner due to their capacity to acquire and store the large quantities of water required to support rural households reliant on wells.

This transition was an important step in maintaining program sustainability. As WHRM's internal resources became limited and were redirected to other municipal projects, and as storage facilities such as the Couch House and Salt Dome were repurposed for winter material and salt storage, the voucher system ensured that service to residents continued without interruption.

Many individuals, volunteers, and organizations contributed to making the 2025 drought response efforts a success, but it quickly became apparent that challenges and limited resources created barriers for some residents. While staff were able to manage response efforts during the drought, the severity of the situation highlighted the need for a formalized approach to ensure residents have access to safe and sufficient water during emergencies.

It became evident that without a structured policy, response efforts could be delayed, inconsistent, or inequitable. The Municipality recognized that an Emergency Water Relief Policy would provide clear guidelines for activation, eligibility, and distribution of assistance, enabling a coordinated, timely, and transparent response in future drought events.

Additionally, the policy promotes public awareness, encourages responsible water use, and strengthens municipal preparedness for extreme weather events, which are expected to become more frequent due to climate change.

The policy is designed to ensure residents dependent on wells have access to safe and sufficient water during drought emergencies, establish clear eligibility criteria, including prioritization of primary residences and verification of residency and define roles and responsibilities for municipal staff, the Department of Emergency Management (DEM), and partner organizations.

NEXT STEPS

Should Council support the adoption of this policy, municipal staff will formalize the Emergency Water Relief Policy and establish protocols and partnerships with community vendors. The goal is to ensure that, in the event of a future drought or water emergency, vendors will be willing to partner with the Municipality and accept vouchers for bottled water, ensuring residents continue to have reliable access to potable water in all areas across the region.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this recommendation, as the policy would only be activated under the guidelines of the Department of Emergency Management (DEM). Any costs associated with providing bottled water or other forms of assistance would be reimbursed back to the municipality in accordance with DEM guidelines.

ALTERNATIVES

Option 1 – Provide additional direction to staff to enhance the policy and report back with an updated policy reflecting the directed amendments.

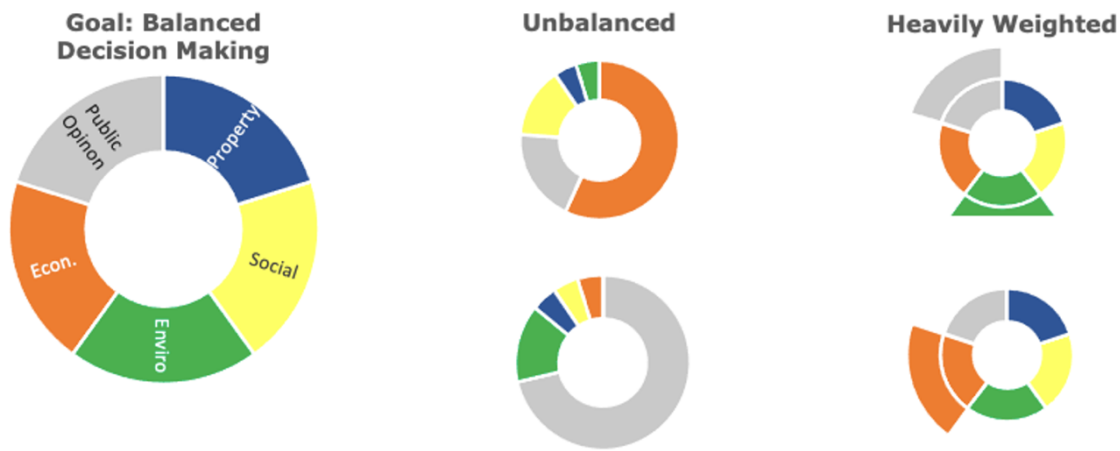
Option 2 - Continue Ad Hoc Emergency Response. The Municipality would respond to future droughts on a case-by-case basis, similar to 2025.

ATTACHMENTS

9Ψ\$0° \$ΩŌЫ ´ łŮ\$0 w\$Π\$Ů 5Ÿ0Ω° 50ŮŸ° łŮσ tŮΠŌŸ w / hD9 50łŮŮ

CHIEF ADMINISTRATIVE OFFICER REVIEW

Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.



(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State “Not Applicable” if report is from staff which already incorporates CAO review.)

Report Prepared by: _____

Report Reviewed by: _____

Report Approved by: _____



1.0 PURPOSE

The purpose of this policy is to establish clear guidelines for providing emergency water relief to West Hants Regional Municipality residents experiencing dry wells due to severe or prolonged drought conditions. The policy aims to ensure equitable access to potable water for essential needs, protect public health, and promote responsible water use during times of water scarcity.

2.0 POLICY STATEMENT

The West Hants Regional Municipality is committed to ensuring residents have access to safe and sufficient water during drought emergencies. When drought conditions reach critical levels, and under the guidance of the Department of Emergency Management (DEM), the CAO or designate will formally activate this policy, authorizing the provision of emergency water relief in coordination with the Public Works Department and other relevant agencies.

Upon activation, the municipality will implement emergency measures to supply water for essential needs while encouraging conservation and responsible water use.

3.0 SCOPE

This policy applies to:

- All residents, property owners, and tenants within the West Hants Regional Municipality boundaries who solely rely on drilled or dug wells as their primary source of water.
- Municipal operations, including water utility services and emergency response efforts.
- Partner organizations or contractors engaged in water distribution or drought response activities.

This policy shall take effect only when the Department of Emergency Management (DEM) officially activates in response to drought conditions or a declared water emergency, and in accordance with the guidelines established by the Department of Emergency Management.

4.0 DEFINITIONS

CAO means the Chief Administrative Officer of the West Hants Regional Municipality, or their designate;

Drought means a prolonged period of below-average precipitation resulting in water shortages that impact municipal water supplies, private wells, or agricultural operations.

Emergency Water Relief means the temporary provision of potable water to individuals, households, or communities experiencing critical shortages.



WEST HANTS REGIONAL MUNICIPALITY
Emergency Water Relief During Droughts Policy

RCOGE-004.00

Activation means the formal process by which the Department of Emergency Management activates to provide water relief during an officially recognized drought event.

5.0 ELIGIBILITY

Applicants must:

- A local or regional drought emergency has been declared by the municipality, province, or DEM.
- Residents are required to provide proof of residency in accordance with the guidelines established by the Department of Emergency Management.
- Be a resident of the West Hants Regional Municipality to qualify for support.
- Only a resident's primary residence is eligible to qualify for emergency water relief support.
- A household's private well or cistern has run dry and no alternative safe water source is available.

6.0 FORMS OF ASSISTANCE

The Municipality may provide vouchers or coupons redeemable at local stores, allowing residents to acquire potable water from local retailers, in accordance with the guidelines established by the Department of Emergency Management.

7.0 PROGRAM TERMINATION

The CAO has discretion to terminate a period of water support based on current water conditions, forecasts and program support uptake.

Notice to Council to close a program support will be provided at least 2 weeks before termination of the support.

Notice to the public to close a program support will be provided at least 1 week before termination of the support.

I, (Municipal Clerk Name), Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the ____ day of _____ (month), _____ (year).

(Signature of Municipal Clerk)

(Typed name of Municipal Clerk)



WEST HANTS REGIONAL MUNICIPALITY
Emergency Water Relief During Droughts Policy

RCOG-004.00

Adoption	
Notice to Council	Date
Approval	Date
Description	



West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐		Recommendation ☒		Decision Request ☐		Councillor Activity ☐	
Property ☒	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐		

To: Committee of the Whole

Submitted by: _____
Todd Richard, Director, Public Works

Date: December 2, 2025

Subject: Purchase of Equipment (WHRMPW25-16)

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

It is recommended for Committee of the Whole to recommend to Council that:

Council approves the award of tender for the purchase of a 19500kg GVW Plow Truck, outfitted as tendered (WHPW25-16) from Nova Enterprises Limited for the tendered price of \$374,965, plus applicable taxes, less trade in values of \$30,000.

BACKGROUND

The equipment tendered (WHPW25-16) was identified and approved in the 2025/26 Capital budget as Salt/Plow Dump Truck Replacement.

DISCUSSION

As per the West Hants Regional Municipality's Procurement Policy, the following are the results after review and evaluation of the above-mentioned tenders.

Tender #WHPW25-16 had one tender submission for the 19500kg GVW Plow Truck. After evaluation the truck met the tendered specification needs, warranty, service availability and the price was within budget. Delivery of the unit is estimated to be 52 to 60 weeks after award.

NEXT STEPS

Pending approval of Council; staff would award the equipment tender and issue a Purchase Order to the successful proponent.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	Nov 5, 2025
Closing Date	Nov 20, 2025
Days Remaining	

2025-26 Capital Budget – Truck Replacement – Unit 51

Tender Pricing	\$374,965.00
Non-Recoverable Tax (3.86%)	<u>\$14,473.65</u>
Tender Total	\$389,438.65
Less: Trade in Value	<u>(\$30,000)</u>
Total Cost to WHRM	\$359,438.65
2025-26 Budget Value	\$365,015.00
Variance (over budget)	-\$5,576.35

Within the 2025-26 Capital Budget, this Unit 51 replacement truck is scheduled to be funded through the long-term borrowing.

ALTERNATIVES

1. Council may choose not to proceed with the purchases.

ATTACHMENTS

- None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The equipment purchases are in alignment with the 2025/26 Capital budget approvals and are under budget.

I support the recommendation.

Report Prepared by: _____
Troy Burgess, Manager of Public Works Operation

Report Reviewed by: _____
Todd Richard, Director of Public Works

Report Approved by: _____
Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
--------------------------------------	--	---	--

To: Committee of the Whole

Submitted by: 
Todd Richard, Director of Public Works

Date: December 2, 2025

Subject: 30% Design Award — Stannus Street Stormwater Management

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that Council:

- 1. Approve the award of the 30% Design — Stannus Street Stormwater Management — to CBCL Ltd. for the price of \$60,000.00 before applicable taxes.***
- 2. Approve a design contingency amount of \$9,000 before applicable taxes.***

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☒	Social ☐	Economic ☐	Councillor Activity ☐
---	--	--	------------------------------------	--------------------------------------	---

CBCL Ltd. (CBCL) recently presented the final version of the Windsor Stormwater Management Plan at COTW on October 14 and at a Community Information Session on November 4. The final report includes a preferred integrated option and a master plan for construction phasing. Following the two public meetings it appears like there is momentum to proceed with next steps, beginning with Stannus Street (identified in CBCL's report as the top priority). A 30% engineering

design is recommended as the next phase, which will allow the approval process with Nova Scotia Environment and Climate Change (NSECC) to begin redirecting stormwater flow into the Tregothic Creek watershed. The main objectives for the 30% design are as follows:

- Estimate the frequency and volume of current combined sewer overflows from PS1 as well as from overflows from existing manholes onto streets and private property.
- Estimate the future frequency and volume of Combined Sewer Overflow (CSO) events from Cunnabel Creek to the proposed Tregothic Creek storm sewer and how these will decrease as the separation program advances.
- Confirm the alignment of the Tregothic Creek storm sewer.
- Confirm the general arrangement of the entire separated stormwater and sanitary system.
- Develop a project design brief that describes the design parameters and CSO overflows.
- Present the stormwater management plan to NSECC and identify any risk or additional requirements they may have to approve the project as the design advances.

DISCUSSION

On November 7, 2025, the Municipality received a proposal from CBCL for completion of the 30% engineering design. CBCL's proposed fee for this phase is \$60,000 + HST, with hourly rates consistent with their existing standing offer with West Hants Regional Municipality (WHRM).

Staff recommend that the 30% design phase be sole-sourced to CBCL. CBCL possesses detailed technical knowledge of the project and has completed all stormwater modelling and related engineering work during prior phases. Engaging a new consultant at this stage would require significant duplication of effort, additional cost, and added project risk. Also important to note: CBCL is currently in the process of designing the O'Brien Street Reconstruction project; this project will closely align with the Stannus Street project related to the stormwater engineering and design, therefore adding value by having the same consultant working on these two integrated projects.

This recommendation aligns with the provisions for Alternative Procurement outlined in the WHRM Procurement Policy, specifically:

- Item 3 – To ensure compatibility with existing products, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- Item 5 – Due to an absence of competition for technical reasons.

Additionally, the principles in Section 11 of the Procurement Policy (Entrenched Incumbent) apply. The potential change of supplier would not be advisable for economic and technical reasons and would cause significant inconvenience or substantial duplication of costs to WHRM.

NEXT STEPS

Following award of the RFP by Council:

- Sign Master Agreement with successful consultant.
- Issue Purchase Order to successful consultant.
- Project Engineer will be responsible for contract administration/management.

FINANCIAL IMPLICATIONS

2025-26 Capital Budget - Cunnabel Creek Storm Water Renewal Project

Design Quote	60,000
Contingency (15%)	9,000
Non-Refundable Tax (3.86%)	2,663
Total Design Project	71,663
Budget	
Long-Term Borrowing	250,000
Variance (Over)	178,337

The estimated debt services for this portion of the projects is 5,042.31.

ALTERNATIVES

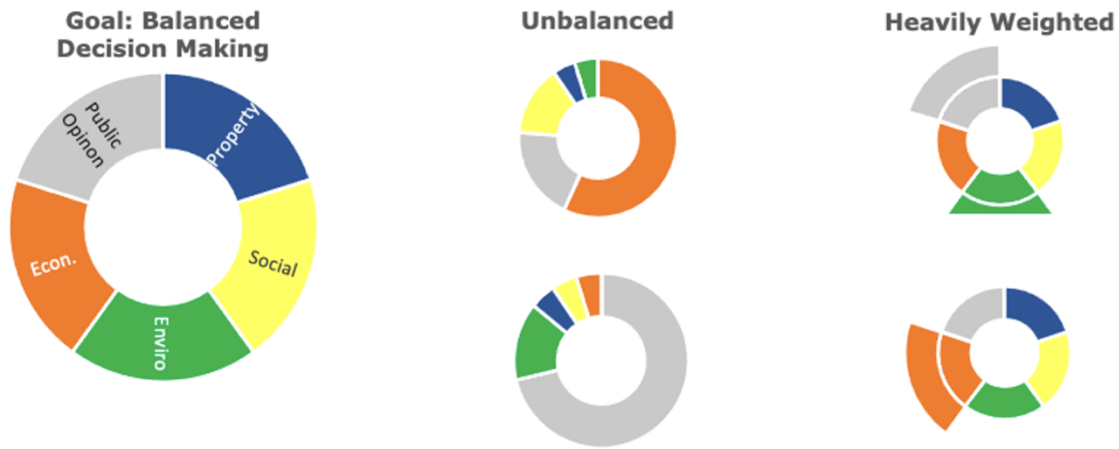
- Issue RFP to engineering firms on Standing Offer list. This option is not recommended. CBCL holds a significant technical advantage due to their previous work and detailed understanding of the project's stormwater modelling and design requirements. Issuing an RFP would not align with the principle of fairness, as it would require other firms to invest time and resources to prepare proposals despite having a substantially lower likelihood of success.

ATTACHMENTS

- None

CHIEF ADMINISTRATIVE OFFICER REVIEW

Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.



Report Prepared by: Tim B
Tim Bouter, Project Engineer

Report Reviewed by: T. Richard
Todd Richard, Director of Public Works

Report Approved by: Mark Phillips
Mark Phillips, Chief Administrative Officer