

WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole - Meeting Agenda Amended June 10, 2026

June 9, 2026 - 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) 2026-05-12 Committee of the Whole Minutes
7. Presentations
 - a) Certificate Presentation – Mayor Zebian
 - ~~b) Windsor Plains Cultural Association Request – Harley Gray~~
8. Unfinished Business
 - a) Waste Collection Pilot Program – Cozy Crescent and Destination Way Decision Request Report – Deputy Mayor Francis
- a) 9. Reports
 - a) CAO Activity Update - Information Report
 - b) Water Consumption ending March 2026 (2025/26 Fiscal Year)
10. Correspondence
 - a) 2024-2028 Council Term General Correspondence Received as of June 5, 2026
 - i. Library Closure Concerns
 - ii. Waste Collection Concerns
 - b) 2024-2028 Council Term Correspondence Sent as of June 5, 2026
11. New Business
 - a) 2026 Grants and Contributions Recommendation Report – Director Kehoe
 - ~~b) Tregothic Creek Marsh Request for Direction – CAO Phillips~~

~~c) Waste Collection Pilot Program – Cozy Crescent and Destination Way Decision Request Report – Deputy Mayor Francis~~

12. Public Comment Period
13. In-Camera
 - a) 2026-04-14 Committee of the Whole In-Camera Minutes
 - b) 2026-05-12 Committee of the Whole In-Camera Minutes
 - c) MGA 22(2)(g) Legal Matter
 - d) MGA 22(2)(c) Personnel Matter
14. Next Meeting Date / Adjournment – June 23, 2026 Council Meeting at 6 p.m.

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Minutes

June 9, 2026 - 6:00 p.m.

In-person Sanford Council Chambers, 76 Morison Dr, Windsor, NS
Virtual via Zoom (also YouTube Livestream)



1. Call to Order – The meeting was called to order at 6:01 p.m.

2. Attendance

Council

Abraham Zebian, Mayor

Rupert Jannasch, Councillor Dist. 1

Scott McLean, Councillor Dist. 2

Chrystal Remme, Councillor Dist. 3

Paul Wheadon, Councillor Dist. 4

Bob Morton, Councillor Dist. 6

Debbie Francis, Deputy Mayor, Dist. 5

Kayla Leary-Pinch, Councillor Dist. 7

Paul Morton, Councillor Dist. 8

John Smith, Councillor, Dist. 9

Bonnie Smith, Councillor Dist. 10

Jim Ivey, Councillor Dist. 11

Staff

Mark Phillips, CAO

Kathy Kehoe, Director of Community Dev

Carlee Rochon, Director of Financial Services

Sara Poirier, Dir. Planning & Dev.

Deanna Snair, Exec. Asst/ Clerk

Jenny LaPierre, Sustainability & Environmental
Quality Supervisor

Todd Richard, Dir. of Public Works

Gallery:

36 participants in the Gallery

It was noted that, due to technical issues, the meeting was not livestreamed; however, it was recorded. The recording will be uploaded to YouTube once it becomes available.

3. Approval of the Agenda including additions or deletions (6:01 p.m.)

Item 7(b) was removed at the request of the presenter.

Item 11(b) was removed and will be discussed at the June 23 Council meeting.

Item 11(c) was moved up to Item 8.

With the proposed changes, the agenda was approved as amended.

4. Declaration(s) of Conflict of Interest (6:03 p.m.)

Councillor B. Smith declared on item 11(a) with respect to the Windsor Day Care Centre as she sits on the Board.

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

Deputy Mayor Francis provided the Land Acknowledgement and Code of Conduct reminder, along with the emergency protocols.

A reminder was shared about the upcoming Hants Learning Network Association (HLNA) AGM this Thursday, which all were welcome to attend. The group was also hosting a gift basket fundraiser with the draw taking place at the AGM and was seeking new Board members.

6. Approval of Previous Meeting Minutes (6:05 p.m.)

a) 2026-05-12 Committee of the Whole Minutes

With no proposed changes the minutes were approved as presented.

7. Presentations

On behalf of Council, Mayor Zebian had the honour of recognizing Rayan Mohammed, a Grade 3 student at Three Mile Plains District School, who was named the 2026 Rick Hansen Foundation School Program Difference Maker of the Year. This prestigious national award celebrates those who demonstrate outstanding leadership and a commitment to promoting accessibility and inclusion within their communities. Rayan's dedication to fostering a more inclusive environment and raising awareness about accessibility challenges has made a meaningful impact. Notably, he was the sole recipient from Nova Scotia this year, bringing pride to both his family, school and the broader community of West Hants. Council commended Rayan for his leadership, compassion, and for serving as an inspiring role model for others.

On behalf of Council, Mayor Zebian had the honour of recognizing Anthony Vaters, owner of Vaters Excavation, and his co-worker Jeff Ross for their heroic actions in responding to a workplace medical emergency. The two men performed life-saving techniques on a fellow co-worker for more than eight minutes, maintaining critical care until emergency personnel arrived on scene. Their quick thinking, teamwork, and willingness to act under pressure played a vital role in preserving the individual's life. Council commended Anthony and Jeff for their courage, professionalism, and commitment to the safety and well-being of others, noting that their actions exemplify the very best of community spirit in West Hants.

8. Unfinished Business

Deputy Mayor stepped away from the chair and Mayor Zebian assumed the chair at 6:23 pm.

a) Waste Collection Pilot Program – Cozy Crescent and Destination Way Decision Request Report (6:23 p.m.)

Deputy Mayor Francis reviewed the report. Cozy Crescent and Destination Way were privately owned roads in West Hants without curbside waste collection, requiring residents to transport waste to road ends. This has resulted in accessibility, safety, and litter concerns, despite the roads meeting required standards and the contractor confirming curbside pickup was feasible. In response, a pilot program was being proposed to address immediate issues while collecting performance and cost data to inform future budget considerations. In addition, it was noted that, if the pilot program was supported, all residents will be required to comply with waste collection regulations.

Discussion Points:

- The Municipality has no jurisdiction over private roads with respect to maintenance. However, there was an existing private road where curbside waste collection was currently taking place.
- These specific private roads noted the report met the required municipal specifications, and the vendor has indicated a willingness to provide curbside collection on those roads if the additional cost was approved.

- The costing outlined in the report was specific to the pilot program. The intent of the pilot was to develop a solution, gather data, and support broader policy and budget discussions related to expanding the service, if there was desire to do so.
- Of the 146 private roads in West Hants, only 21 meet the required municipal specifications and would be eligible for curbside collection.
- It was noted that these roads represented a unique situation. While West Hants has many private roads with designated collection areas, these specific roads do not have, nor were they able to accommodate, a dedicated collection space.
- It was agreed that curbside collection on qualifying private roads would be beneficial for several reasons and staff expressed support for the recommendation. However, staff suggested including a condition that the policy, particularly provisions related to snow and ice control, apply to the pilot program to ensure roads were maintained in a safe condition for collection.
- Updated pricing was provided. GFL has offered to apply the Windsor rate for the pilot program, resulting in a slightly lower cost per stop for this location. The estimated annual cost of the pilot program was approximately \$3,400 for 24 households, or \$11.70 per household. Any new homes constructed during the pilot period could be absorbed within the current budget. These rates apply only to the pilot program; future pricing has not yet been determined.
- Any Private roads that meet municipal standards would be serviced using existing equipment (if approved to do so in the future). No additional trucks would be required.

MOVED BY DEPUTY MAYOR FRANCIS AND COUNCILLOR LEARY-PINCH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECT STAFF TO IMPLEMENT A CURBSIDE WASTE COLLECTION PILOT PROGRAM SPECIFIC TO DESTINATION WAY AND COZY CRERSCENT IN VAUGHAN FOR A PERIOD OF 1 YEAR COMMENCING JULY 1, 2026 UNTIL JUNE 30, 2027 FOR AN AMOUNT UP TO \$3400.00 THAT MEET THE CRITERIA WITHIN THE PRIVATE ROAD POLICY AND FUNDED THROUGH THE REGIONAL OPERATING RESERVE. MOTION CARRIED. Nays: Jannasch and Ivey

MOVED BY DEPUTY MAYOR FRANCIS AND COUNCILLOR LEARY-PINCH THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECT STAFF TO REPORT BACK TO COUNCIL WITH FINDINGS BY JANUARY 2027 (PRIOR TO 2027/28 BUDGET DELIBERATIONS), INCLUDING COSTS, IMPACTS, AND RECOMMENDATIONS FOR A FUTURE POLICY REGARDING PRIVATE ROAD SERVICING FOR THE 2027/28 BUDGET CONSIDERATIONS. MOTION CARRIED

Deputy Mayor Francis assumed the chair at 6:43 pm.

9. Reports

a) CAO's Report (6:43 p.m.)

The CAO shared some highlights from the report. The Pension and Benefits committee met to discuss proposed changes to allow staff flexibility to contribute less than the standard 9% pension match. Survey results showed 55 of 86 respondents supported the change, while 31 did not. Feedback from the CUPE Local President was also reviewed. Due to collective agreement requirements, CUPE declined to allow this flexibility for its members. The Committee approved an administrative change permitting non-CUPE staff to contribute between 6% and 9% with annual notice.

A reminder was shared about the upcoming Avon High School Graduation Ceremony on June 29th at the Sports Complex.

Annapolis Valley Regional Library information continues to be shared as updates were received. The VREN LOC met on May 28, where a model exploring private membership options to supplement or replace lost funding was discussed, and the VREN AGM was scheduled for June 30 at the Glooscap Community Centre.

Met with Staff Sgt. Nugent on May 21 to discuss preparation for the Police Advisory Board (PAB) strategic review process, with a PAB session to be scheduled following data collection, anticipated for July or September.

Interviews for the Director of Fire Services were scheduled to occur next week.

Met with BFD leadership to discuss the 2026/27 operating budget concerns about funding levels, particularly for Station 2 and operations. While funding was expected to balance for 2026/27, concerns were raised about sustainability and anticipated funding challenges in 2027/28.

Discussion Points:

- The CUPE membership voted to maintain status quo regarding pension contribution amounts.
- The Police Advisory Board (PAB) strategic review process pertained more to expectations around service delivery and helping to create priorities for the Staff Sgt for the coming year. General rating regarding RCMP services throughout the region was a Council discussion.

b) Water Consumption ending March 2026 (2025/26 Fiscal Year) (6:52 p.m.)

Directors Rochon and Richard reviewed the report, noting the report showed not a lot of consumption in Q4 due it being billed in April. Bulk water consumption variance was approximately 61%, which was limited to the Three Mile Plains and Windsor areas. In March, 18 accounts were closed, resulting in a yearly total of 275 closed accounts (6.25% of all accounts), with a similar number of new accounts likely opened. Throughout the year, 29 adjustments were made (0.69%), including one in March. There were also two watermain breaks totaling approximately 295,000 imperial gallons, along with 65,000 imperial gallons used for fire flows in Hantsport.

Discussion Points:

- Bulk water meters were read at the same time as customer meters; however, the data was not shared, as doing so without the customer readings would have resulted in a larger variance that would not have provided accurate data. Bulk water data will be presented alongside customer readings once available.

An enhanced, more holistic water reporting format was being developed that will expand beyond the current focus on Three Mile Plains and Windsor to include Hantsport and Falmouth. The new report will incorporate more detailed data, including graphs and plant-level information, and align with the AWWA audit approach to better capture non-revenue, unaccounted-for, and non-billable water resulting in staff recommending a shift to quarterly reporting. This approach will improve accuracy by basing analysis on plant output, customer consumption, and known system uses such as flushing, fire flows, and watermain breaks, ultimately providing Council with more meaningful and comprehensive information.

Discussion Points:

- The only requirement to read bulk water meters currently was the motion made by Council to have the monthly report. Originally, these meters were used when Windsor sold water to Three Mile Plains, but now that the system was consolidated, they no longer serve a meaningful purpose. Because the system was no longer closed and valves were open, the meters do not provide accurate data.
- The AWWA (American Water Works Association) standard was used by larger utilities. West Hants is required by the Nova Scotia Regulatory and Appeals Board to complete an AWWA audit.
- Bulk water meters were originally installed at the former boundaries between West Hants and Windsor prior to consolidation. At that time, the system had dead ends created by closed valves. Since consolidation into a regional municipality, those boundaries no longer exist, and the system now operates as a fully connected distribution network. While bulk meters can be useful when placed strategically, their current locations no longer provide meaningful data in the integrated system.
- With the new reporting approach, water will be tracked from the treatment plants through the entire system to the end user. This will provide accurate data on water loss, unaccounted-for water, system breaks, and non-billed consumption.
- Financial reports will continue to be provided monthly.

Mayor Zebian left the meeting at 6:56 p.m.

MOVED BY COUNCILLORS LEARY-PINCH AND P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL DIRECT STAFF TO PRESENT THE WEST HANTS REGIONAL WATER CONSUMPTION REPORTS ON A QUARTERLY BASIS, IN ORDER TO IMPROVE ACCURACY, MONITORING, AND INFORMED DECISION-MAKING. MOTION CARRIED. Nays: Ivey

10. Correspondence (7:10 p.m.)

- a) 2024-2028 Council Term General Correspondence Received Log as of June 5, 2026
 - i. Library Closure Concerns
 - ii. Waste Collection Concerns
- b) 2024-2028 Council Term Correspondence Sent as of June 5, 2026 - None

11. New Business

a) 2026 Grants and Contributions Recommendation Report (7:10 p.m.)

Director Kehoe reviewed the report. The Municipality receives many funding requests each year from non-profit and community organizations and reviews them in line with established policies, budget limits, and legislative requirements. Funding recommendations were made based on eligibility, community benefit, and alignment with priority areas such as youth, seniors, safety, and recreation, while ensuring fairness and accountability.

Discussion Points:

- The Wolfville Titans Swim Club lost access to the Acadia pool and relocated to Kings Edgehill School. As a result of this move, the club lost a number of their membership participation.
- Based on the recommended grant allocations, Council remained in compliance with the Grants and Contributions Policy.

MOVED BY COUNCILLORS LEARY-PINCH AND P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL ADOPTS THE ATTACHED SUMMARY, AS PRESENTED, RECOMMENDING GRANT FUNDING TO THE LISTED RECIPIENTS AND AUTHORIZING STAFF TO RELEASE FUNDS ONCE ALL REQUIREMENTS, AS OUTLINED UNDER THE GRANTS AND CONTRIBUTION POLICY AND THE BARRIER-FREE SMALL BUSINESS ACCESSIBILITY GRANT POLICY, HAVE BEEN MET.

A reminder was shared that the motion was to be split to remove the Day Care Centres grant (allowing it to stand alone), allowing Councillor B. Smith to participate in the vote. An amended motion was read.

MOVED BY COUNCILLORS LEARY-PINCH AND P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL ADOPTS THE ATTACHED SUMMARY EXCLUDING THE WINDSOR DAY CARE CENTRE, AS PRESENTED, RECOMMENDING GRANT FUNDING TO THE LISTED RECIPIENTS AND AUTHORIZING STAFF TO RELEASE FUNDS ONCE ALL REQUIREMENTS, AS OUTLINED UNDER THE GRANTS AND CONTRIBUTION POLICY AND THE BARRIER-FREE SMALL BUSINESS ACCESSIBILITY GRANT POLICY, HAVE BEEN MET. MOTION CARRIED

Councillor B. Smith declared a conflict of interest and left the table for this discussion. She did not participate in the vote.

MOVED BY COUNCILLORS LEARY-PINCH AND P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL AWARD GRANT FUNDING TO THE WINDSOR DAY CARE CENTRE AND AUTHORIZES STAFF TO RELEASE FUNDS ONCE ALL REQUIREMENTS, AS OUTLINED UNDER THE GRANTS AND CONTRIBUTION POLICY

AND THE BARRIER-FREE SMALL BUSINESS ACCESSIBILITY GRANT POLICY HAVE BEEN MET. MOTION CARRIED

Councillor B. Smith returned to the table for discussion at 7:15 p.m.

MOVED BY COUNCILLORS LEARY-PINCH AND P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS FURTHER, IT IS RECOMMENDED THE FOLLOWING GRANTS BE APPROVED FROM THE CANADA COMMUNITY BUILDING FUND:

A. ANNAPOLIS VALLEY REGIONAL CENTRE FOR EDUCATION - FALMOUTH DISTRICT ELEMENTARY SCHOOL – TO ASSIST WITH THE CONSTRUCTION OF A NEW INCLUSIVE AND ACCESSIBLE PLAYGROUND - \$30,000

B. FALMOUTH FAMILY PARK SOCIETY - TO ASSIST WITH THE COST ASSOCIATED WITH PREPARING A 40X60 BLOCK OF THE PARK TO RECEIVE PLAYGROUND EQUIPMENT PURCHASED IN 2025 - \$4,000

C. ANNAPOLIS VALLEY REGIONAL CENTRE FOR EDUCATION - WINDSOR ELEMENTARY SCHOOL HOME & SCHOOL ASSOCIATION – TO ASSIST WITH THE COSTS ASSOCIATED WITH THE WINDSOR ELEMENTARY COMMUNITY PLAY HUB TO SUPPORT ACCESSIBLE PATHWAYS TO THE COMMUNITY PLAY HUB - \$3,500

D. WEST HANTS BASEBALL ASSOCIATION – TO ASSIST WITH THE COST ASSOCIATED WITH WASHROOM ACCESSIBILITY UPGRADES AT COYOTE PARK TO IMPROVE SAFE, INCLUSIVE ACCESS FOR ATHLETES, FAMILIES AND SPECTATORS OF ALL ABILITIES - \$2,500. MOTION CARRIED

MOVED BY COUNCILLORS LEARY-PINCH AND P. MORTON THAT FURTHER, IT IS RECOMMENDED TO COUNCIL TO APPROVE FROM THE 5% RESERVE FUND:

A. BROOKLYN VOLUNTEER FIRE DEPARTMENT AUXILIARY – TO ASSIST WITH THE COST ASSOCIATED WITH UPGRADING SECTIONS OF THE TRAIL SURFACE AND ENTRY POINTS TO PROVIDE SAFER ACCESS FOR THE PUBLIC, REPLACEMENT OF A SMALL WOODEN BRIDGE, AND TO REPLACE OLD SIGNAGE - \$2,500

B. GLOOSCAP HERITAGE ARCHERS ASSOCIATION - TO ASSIST WITH THE COSTS ASSOCIATED TO REPLACE THE OUTDOOR TARGETS ON THE OUTDOOR TARGET RANGE AND TO BUILD A LOCKABLE, PROTECTIVE OVERHEAD COVERING FOR THEM - \$2,500

C. HANT SNO-DUSTERS – TO ASSIST WITH THE COST OF ASSOCIATED WITH TRAIL BUILDING, TRAIL MAINTENANCE, SIGNAGE, BRIDGE BUILDING AND SAFETY FOR ALL RECREATION GROUPS USING THE TRAIL SYSTEMS YEARLY - \$2,500

D. HANTSPORT MEMORIAL COMMUNITY CENTRE – TO ASSIST WITH COSTS ASSOCIATED WITH PURCHASING THREE COMMERCIAL-GRADE ACCESSIBLE PICNIC TABLES TO SUPPORT THE ONGOING OUTDOOR BASKETBALL COURT REVITALIZATION PROJECT - \$3,000. MOTION CARRIED

- b) Tregothic Creek Marsh Request for Direction – item was removed from the agenda.
- d) Waste Collection Pilot Program – Cozy Crescent and Destination Way – Moved up

13. Public Comment Period (7:08 p.m.)

Caet Moir, a Hantsport resident, raised concerns about the planned closure of the Hantsport Library, highlighting strong community opposition and its importance to the community and residents without access to transportation. She asked whether Council was able to influence the AVRIL decision or if they would be willing to consider supporting a community-run library model. She also requested clarification on how previously allocated funding have been used.

14. In-Camera (7:21 p.m.)

- a) 2026-04-14 Committee of the Whole In-Camera Minutes
- b) 2026-05-12 Committee of the Whole In-Camera Minutes
- c) MGA 22(2)(g) Legal Matter
- d) MGA 22(2)(c) Personnel Matter

MOVED BY COUNCILLORS P. MORTON AND J. SMITH THAT COMMITTEE OF THE WHOLE DIRECTS THAT THE MEETING MOVE IN CAMERA AT 7:23 PM. MOTION CARRIED

MOVED BY COUNCILLORS P. MORTON AND LEARY-PINCH THAT COMMITTEE OF THE WHOLE DIRECTS THAT THE MEETING MOVE OUT OF IN CAMERA AT 7:45 PM. MOTION CARRIED

- 15. Next Meeting Date / Adjournment** – June 23, 2026 Council meeting
With no further business to discuss, the meeting adjourned at 7:45 p.m.

Deputy Mayor Debbie Francis, Chair

Deanna Snair, Municipal Clerk