

West Hants Regional Municipality
November 12, 2025
Chief Administrative Officer Report



The following report captures activities and events between the October 2025 COTW meeting and the date of the report.

Governance

Meetings and Events

- COTW Meeting – October 14th
- Council Meeting – October 28th
- Council Strategic Planning Session – TBD
- Councillor / District Townhalls – TBD. All session will be advertised as they are confirmed.

Administration

- Meetings and Events
 - CUPE Labour Management Meeting – October 14th
 - Nova Scotia Labour Code Update Workshop – October 22nd
 - Organizational Review RFP Review – October 27th and November 3rd
 - Accessibility Advisory Committee Meeting – October 30th
 - Valley CAO Working Group (shared services and initiatives) – October 31st
 - Annual CAO Review – November 3rd
 - DEICC Meeting – November 10th
 - Hantsport Community Remembrance Day Service – November 11th
- Unhoused – We continue to support the unhoused through the provision of space and support services in the designated area, Shell Park. Port-a-potties, waste containers, and sharps containers have been provided and maintained. At this time a shelter operation has not been confirmed. Volunteers and human resources remain the primary challenge to their operations. A structure has been erected at the former Fort Edward Street Pool Site. The structure will be relocated or moved off site.
- WHRM Senior Fire Service Position - Council has provided direction to advertise and appoint a senior leadership position within the WHRM organizational structure aimed at continuing with the ongoing regionalization of fire services in the municipality. The position will be responsible for the development of a Fire Services Advisory Committee

which will report to Council. In addition to improved governance, the position will assist with improved apparatus life cycling, equipment selection, training, fiscal responsibilities and the overall standardization of fire services in the WHRM. A workshop is being scheduled with leadership within the fire services for their information and feedback on December 1st. The position will be advertised before the end of November.

Finance

- Meetings and Events
 - Municipal Budget / Operations Open House – October 23rd and November 6th West Hants Sports Complex
- Water Utility Operational Audit (MNP) and WHRM Municipal Audit (2024/25) – Both audits are expected to be presented to the Audit Committee in January. Pending the committee's review, the audits are expected to be presented to Council at the January 2026 Council meeting.

Community Development

- Meetings and Events
 - Operational Meetings regarding Sports Complex, Trails, Parks and Open Spaces, Economic Development, Capital Projects and Community Events
 - Avon View High School Student / Pedestrian Walkways Meeting – November 5th
 - Avon View High School Graduation Ceremony Meeting - November 18th *(scheduled)*

Planning and Development

- Meetings and Events
 - Monthly Inter-Developmental Development Related Meetings
 - PIM Meeting – October 8th
 - Climate Action Committee Meeting – November 12th

Economic Development

- Meetings and Events
 - VREN Marketing Levy Joint CAO Meeting – October 21st
 - VREN LOC Meeting – October 20th
 - Avon Chamber Meet and Greet Breakfast – October 21st

Public Works and Infrastructure

- Meetings and Events
 - Windsor Stormwater Public Meeting – November 4th
- Water Utility Update

- Windsor/Mill Lakes - Lake levels are returning to levels that allowed for the lifting of the mandatory restriction and unrestricted water hauler access at fill stations. The “Make It Rain” project is nearing its completion with piping laid as planned. The system will be charged and activated to complete the installation. Minimal transfer of water is anticipated at this time through the piping due to the rainfall and the proximity to the ski and snow making season. With a successful testing of the system, it will be available and ready to support water needs if required and as per environment and DFO approvals.
- Hantsport/Davidson Lake - Davidson Lake system is stabilized with improvements due to the rain.
- Falmouth/French Mill Brook - French Mill Brook system is stabilized with improvements due to the rain.
- Municipal Bottled Water Program – The bottled water program continues on a week-to-week basis based on our knowledge and community feedback that wells are recovering to acceptable household levels throughout the community. We have transitioned to a full coupon system. To-date, over 70,000 4L bottles of water have been distributed through the program. Staff are meeting to discuss the direction from Council regarding potential residential well assistance program and improvements to the bulk water rebate policy.
- Wentworth Road and Payzant Intersection / Traffic Lights Update – A staff report will be provided at the December COTW meeting to update Council on the project as well as the status of the Payzant to King extension.

Protective Services

- Meetings and Events
 - Police Advisory Board Meeting – October 20th
 - Introduction of new West Hants Regional Detachment Staff Sergeant, Ed Nugent
 - RCMP MPSA CAO quarterly update from NSFM – October 30th

Sincerely,



Mark Phillips
Chief Administrative Officer
West Hants Regional Municipality