



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
Committee of the Whole - Meeting Agenda **AMENDED**
April 14, 2020, 6:00 p.m.
Virtual Meeting via ZOOM

1. Call to Order
2. Roll Call
3. Declaration(s) of Conflict of Interest
4. Announcements
5. Approval of the Agenda, including additions or deletions
6. Approval of Previous Meeting Minutes - None
7. Presentations - None
8. Unfinished Business/Postponed Motions - None
9. Reports – Other Committees - None
10. Correspondence
 - (a) NSFM – Meeting Update of Apr. 8, 2020 - Info
 - (b) J-Class Roads - Additional Funding (fr. Minister NSTIR 20200319) - Info
 - (c) Ride Sharing - Response to 20200219 letter (fr Min NSTIR 20200317) – Info
 - (d) WH Grounds Search & Rescue (20200309) – Surplus REMO Trailer – Request
 - (e) Friends of the Hantsport Public Library (20200409) – Library Front Walk – Request
11. New Business
 - (a) Resident-member Committee Appointments – Recommendation Report
 - (b) Financial Services Policies - Notice to Consider Recommendation Report
 - (c) RBC Funding Resolution re Operating Line of Credit – Recommendation Report
 - (d) J-Class Roads – Information Report
 - (e) Highland/Churchill Street and Services Reconstruction – Information Report
 - (f) Water and Sewer Rates – Three Mile Plains - Agenda Request Form and Information Report
 - (g) Internet Access Business Plan – Agenda Request Form and Information Report
12. Public Participation Period
13. In-Camera
 - (a) Potential Land Sale (MGA S. 22(2)(a)) – Verbal
14. Next Meeting Date / Adjournment



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY

Committee of the Whole Minutes

April 14, 2020 6:00 p.m.

Virtual Meeting – via Zoom

1. Call to Order

Mayor Zebian called the meeting to order at 6:00 p.m. and welcomed everyone to the meeting.

2. Call of Roll

Council Present:

Abraham Zebian, Mayor
Rupert Jannasch, Councillor, District 1
Scott McLean, Councillor, District 2
Mark McLean, Councillor, District 3
Jeff Hartt, Councillor, District 4
Debbie Francis, District 5

Paul Morton, Deputy Mayor, District 8
Bob Morton, Councillor, District 6
Ed Sherman, Councillor, District 7
Richard Murphy, Councillor, District 9
Laurie Murley, Councillor, District 10
Jim Ivey, Councillor, District 11

Staff and Guests Present:

Mark Phillips, Chief Administrative Officer
Todd Richard, Dir. Public Works
Kathy Kehoe, Dir. Community Development
Shelleena Thornton, Administrative Supervisor

Carlee Rochon, Dir. Finance
Rhonda Brown, Municipal Clerk
Diana Gibson, Manager of Accounting and Financial Reporting
Madelyn LeMay, Dir. Planning & Development

Members of the public watched the meeting using Facebook Live.

3. Declarations of Conflict of Interest

Councillor Murphy declared a conflict of interest for agenda item 10(d) WH Ground Search and Rescue (20200309) Surplus REMO Trailer – Request.

Councillor Murley declared a conflict of interest for agenda item 11(c) RBC Funding Resolution re Operating Line of Credit – Recommendation Report.

4. Announcements

An update on the COVID -19 situation for Nova Scotia was provided. People were reminded to keep washing their hands and abide with physical distancing as these measures were working.

Parks, beaches and trails were still closed. Brison Developments, Tony Quinn, Tim Horton's, and Sobeys were thanked for providing personal protective equipment and

food to seniors, fire departments and healthcare workers. A thank you was extended to essential workers and it was asked residents continue to support local businesses.

5. Approval of Agenda, including additions or deletions

MOVED by Councillors Murley and Murphy that the agenda be approved with the following addition:

a. 10(e) - Friends of the Hantsport Public Library Correspondence (20200409)

– **Library Front Walk** – Request

Motion Carried.

Mayor Zebian suggested for topics with multiple motions, if acceptable with the mover and seconder, it would be for all motions and the vote would correspond to all. However, the minutes would reflect each motion separately. All Councillors accepted this.

Mayor Zebian informed that during the Public Participation Period, comments left on the Facebook Live stream would be read by Shelleena Thornton.

6. Approval of Previous Meeting Minutes – There were no previous minutes.

7. Presentations - There were no presentations.

8. Unfinished Business/Postponed Motions – There was no unfinished business.

9. Reports – Other Committees – There were no other reports

10. Correspondence

a. NSFM Meeting Update of Apr. 8, 2020 – Info

Questions/Comments

- The Nova Scotia Federation of Municipalities (NSFM) is reviewing options for a tax deferral program as unified process across the Province. The program would be deferral of taxes to be paid later; not a waiver of taxes.
- There is time for review of the NSFM tax deferral program as well as other options to help residents and businesses being investigated by staff.
- The tax bills for the Regional Municipality will go out once a year in July and be due September 1. Previously the Town of Windsor issues tax billing twice a year, and West Hants once a year.
- there are plans to communicate the tax billing changes, payment methods and options, and how to read the bills to residents and businesses. Water bills will have a similar insert with information.
- Can people pay taxes by credit card and are there fees? Director Rochon stated the option for credit card payments on the municipal website is being

investigated, with the hope of having this enabled when tax bills go out. Until an agreement is reached, she did not want to quote a fee; however, in the past, such fees were recovered from the users through the portal.

- If taxes were deferred, would the Municipality need to obtain a loan? The Mayor stated details of the tax deferral program are still being worked out, but there is still time to obtain these answers.
- Even if taxes are deferred, residents and businesses are encouraged to make small payments when able as eventually the taxes would be due.

b. J-Class Roads – Additional Funding (fr. Minister NSTIR 20200319) – Info

There were no questions or comments.

c. Ride Sharing – Response to 20200219 letter (fr. Minister NSTIR2020317) –

Info

Questions/Comments

- Mayor Zebian stated the original letter sent from the former Municipality of West Hants was a request to amend legislation to enable ride sharing programs such as Uber to improve rural transportation.

Councillor Murphy left the meeting due to conflict of interest.

d. WH Ground Search and Rescue (20200309) – Surplus REMO Trailer –

Request

Questions/Comments

- CAO Phillips noted the trailer was piece of equipment under-used by REMO and designed as a command center. He would be recommending it for surplus and donation to WH Ground Search and Rescue. However, first the administrative policy that deals with surplus goods would need to be amended so items could be dealt with in a timely manner; currently surplus is done on an annual basis.

Councillor Murphy re-joined the meeting.

e. Friends of the Hantsport Public Library (20200409) – Library Front Walk –

Request

Mayor Zebian read the letter.

MOVED by Councillors Jannasch and Francis that the Friends of the Hantsport Library letter be received and placed on file.

Motion Carried.

Questions/Comments

- Director Richard stated the current work on the Main Street sidewalk in Hantsport will be replaced this year, it was a carry-over from the previous budget. The walk between the sidewalk and front steps of the library could be considered in the 2020/21 budget, especially as it was a safety issue.
- The additional work could be added to the current contract for a small cost.

11. New Business

a. Resident Member Committee Appointments (Recommendation Report)

Selleena Thornton reviewed the recommendation report, noting that since the original report, there have been applications from residents for vacancies in various Committees of Council. There were some criteria for committees such as the French Mill Brook Watershed which requires the member to own land in the watershed. The applications were sent to the responsible Director for review. She stated any remaining vacancies would continue to be advertised on the Municipal Facebook page and website.

MOVED by Councillors Ivey and Murley that Committee of the Whole recommends that Council approves the following resident members be appointed to the Windsor Area Advisory Committee (WAAC) for the term April 01, 2020 to October 31, 2022: Melissa Richard and Debbie Cleveland-Foster. Motion Carried.

MOVED by Councillors Ivey and Murley that Committee of the Whole recommends that Council approves the following landowner representative be appointed to the French Mill Brook Watershed Advisory Committee for the term April 01, 2020 – October 31, 2022: Jamie Whidden. Motion Carried.

MOVED by Councillors Ivey and Murley that Committee of the Whole recommends that Council approves the following resident members be appointed to the Audit Committee for a two-year term April 01, 2020 – October 31, 2022: Glenn Robinson and Jane Davis. Motion Carried.

b. Financial Services Policies Notice to Consider (Recommendation Report)

Diana Gibson reviewed the purpose of each policy recommended in the report. She noted the draft Acceptance of Donation Policy had a typo in Section 6 (b), it points to an incorrect subsection of Section 4 which will be corrected before going to Council.

Ms. Gibson stated in paragraph 3 (g) of the Tax Collection Policy it says, "taxes owning" and will be changed to say "taxes owing." This change will also be made before going to Council.

MOVED by Deputy Mayor Morton and Councillor Jannasch that Committee of the Whole recommends that Council approves the Acceptance of Donations Policy RCOFN-007.00 for the Region of Windsor and West Hants Municipality. Motion Carried.

MOVED by Deputy Mayor Morton and Councillor Jannasch that Committee of the Whole recommends that Council approves the Investment Policy RCOFN-005.00 for the Region of Windsor and West Hants Municipality. Motion Carried.

MOVED by Deputy Mayor Morton and Councillor Jannasch that Committee of the Whole recommends that Council approves the Tax Collection Policy RCOFN-004.00 for the Region of Windsor and West Hants Municipality. Motion Carried.

(vote was held after the "Question/Comments" portion)

Questions/Comments

- Is there ability to pay taxes by e-transfer? Diana Gibson stated not at this time. Director Rochon added that e-transfers could be explored.

Councillor Murley left the meeting due to conflict of interest.

c. RBC Funding Resolution re Operating Line of Credit (Recommendation Report)
Director Rochon reviewed the report noting this was a housekeeping item for the operating line of credit.

MOVED by Councillors Ivey and Sherman that Committee of the Whole recommends that Council approves the Borrowing Resolution to enter into an agreement with Royal Bank Canada (RBC) to allow for an ongoing operating line of credit in the amount of \$500,000. Motion Carried.

Councillor Murley rejoined the meeting.

d. J-Class Roads (Information Report)

Director Richard reviewed the report and noted this program does not include anything under the roads such as culverts and pipes which would be 100% the Municipality's responsibility.

He indicated that roads in the old town limits of Windsor and Hantsport are owned and funded 100% by the Municipality for everything such as paving, snow removal, sidewalks, stormwater, catch basins, curb and gutters.

Question/Comments

- Did the Province previously upgrade roads if the Municipality did not participate in the program? Director Richard stated that some maintenance has been done, however it may have simply been a skim coat on a road that needed more significant repairs.
- Would residents essentially be paying twice if the Municipality participated in the program? Director Richard stated that was one way of looking at it.
- Do other municipalities participate in the program? Director Richard was unsure.
- The date of April 17, 2020 in the letter was for a list of roads? Director Richard states that was the date set by the Province to have information back to them for the 2020/21 budget. There is nothing committing the Municipality to it, normal process would be to apply in October for the following year budget.
- Explain the coding used in the assessment. Director Richard noted consideration could be condition, population, zoning and services
- Did King Street in Windsor use to be a Provincial road? Director Richard noted that King Street used to be cost shared Provincially as it was a highway through the Town, but it was turned over to the former Town.
- Roads like Alexander Drive need a lot of work, who chooses the priority of the road, the Municipality or Province? Director Richard noted as Council has not yet seen a budget, it may be prudent to wait to obtain all information and create a full plan before committing to the program.
- If the Municipality participated using the \$200,000 currently funded, would it take away from other road work? And, is it being suggested to not participate this year? CAO Phillips encouraged Council to be patient as the Province has been contacted about a deadline extension. He noted the program could be seen as a downloading from the Province or as a method to accelerate needed road repairs. The CAO suggested there is also discussions with the Province for post consolidation funding of capital projects, so time is needed to explore options.
- The opportunity should not be given up as roads are a concern for residents.
- The implication of the funding models needs to be explored more.

Brief discussion was held about writing a letter to the Province before the April 17th deadline. CAO Phillips stated a letter could be written indicating interest and that we are exploring options. He noted it would not tie the municipality to a commitment. The Committee supported a letter be sent.

e. Highland/Churchill Street and Services Reconstruction (Information Report)

Director Richard reviewed the report.

Question/Comments

- Director Richard noted the project was identified in the capital budget and design was awarded, however anticipated infrastructure funding was not received, so the project is being carried forward. He noted this was a high priority project with significant funds and staff time invested and has been on the 5-year capital project list of 4 years.
- Residents will welcome this project.

f. Water and Sewer Rates Three Mile Plains (Agenda Request Form)

Councillor Francis provided an overview of her information report and Agenda Request Form. She requested a staff report for options for sewer rates to go back on the tax bills. Residents in the Three Mile Plains area have been significantly affected by increased bills two or three times the normal.

MOVED by Councillor Francis and B. Morton that Committee of the Whole recommends that Council direct staff to look at the Sewer By-law and to put the sewer rates back on the tax bills.

MOVED by Councillor Francis and B. Morton to amend the motion to state "direct staff for a report to look for options for the sewer rates to be put on the tax bill.

Amendment Carried.

Motion as amended reads:

MOVED by Councillor Francis and B. Morton that Committee of the Whole recommends that Council direct staff for a report to look for options for the sewer rates to be put on the tax bill.

Motion Carried as Amended.

(vote was held after the "Question/Comments" portion)

Question/Comments

- If the sewer was on the taxes, would it be an area rate for a particular area? A report would discuss the options noting the water utility is one but would exclude the Windsor Water Utility.
- The former Town of Windsor put sewer on the water bills about 10 years ago.

MOVED by Councillors Francis and B. Morton that the Sewer Billing Information Report be received and placed on file.

Motion Carried.

g. Internet Access Business Plan (Agenda Request Form)

Councillor Ivey reviewed the Information Report and Agenda Request Form.

MOVED by Councillor Ivey and Deputy Mayor Morton that Committee of the Whole recommends that Council provide direction to our CAO to initiate the process for the development of a business plan to be presented back to Council, which may require consultation with market / industry experts for the delivery of high-speed internet access for the benefit of the residents of Windsor West Hants.

Motion Carried.

MOVED by Councillors Francis and Sherman that the Internet Access Information Report be received and placed on file.

Motion Carried.

12. Public Participation Period

Shelleena Thornton stated the comments and questions on Facebook Live:

- Several hellos,
- What about the integrity of using the ZOOM platform regarding the security? This was responded to stating there is now better security.
- Are the Windsor water billings still quarterly and are the rates unchanged?
- Is the property tax bill for Windsor residents now once a year and due on September 1?
- Should water and sewer billings not be the same for everyone in the Region of Windsor and West Hants? Noting Windsor has had a separate rate for years.

13. In-Camera

a. Potential Land Sale (MGA S. 22(2)(a)) – Verbal

Before going in-camera, Mayor Zebian informed there would be a Special Committee of the Whole Meeting on April 21, 2020 at 6:00 pm. Items on the agenda would be the sports complex and naming of the Municipality.

MOVED by Councillors Francis and Jannasch to move in-camera.

Motion Carried.

The meeting moved in-camera at 7:23 pm.

MOVED by Councillors B. Morton and Francis that the meeting move out of in-camera.

Motion Carried.

The meeting reconvened at 7:58 pm.

14. Next Meeting Date / Adjournment – April 21, 2020 at 6:00 pm.

**MOVED by Councillors Ivey and Murley that the meeting adjourn.
Motion Carried.**

The meeting ended at 8:00 pm.

Abraham Zebian, Mayor

Rhonda Brown, Municipal Clerk