



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
Committee of the Whole - Meeting Agenda **AMENDED**
May 12, 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 – April 14, 2020 Committee of the Whole minutes and April 21, 2020 Special Committee of the Whole minutes
7. Presentations
 - (a) **Dr. Adrienne Wood, Windsor Township Business Association (formerly WBES) Branding Presentation**
8. Unfinished Business/Postponed Motions
 - (a) Sewer Billing Review – History and **Information Report**
9. Reports – Other Committees - None
10. Correspondence
 - (a) 2020-05-08 Letter from Municipal Affairs and Housing – Consolidation Thank You
11. New Business
 - (a) Windsor Township Business Association (formerly WBES) - Branding
 - (b) Branding for the Region – Recommendation Report
 - (c) Asset Management Policy – Recommendation Report
 - (d) Financial Services Policies (Area Rate Policy RCOFN-008.00; Expense Policy RCOFN-006.00; and Hospitality Policy RCOFN-001.00) - Recommendation Report
 - (e) Dangerous or Unsightly Premises Policy – Recommendation Report
 - (f) Deed Transfer Tax By-law First Reading – Recommendation Report
 - (g) Highland Ave. & Churchill Street Rehabilitation Project Tender Award – Recommendation Report
 - (h) Avon River Causeway – Aboiteau – Agenda Request Form
 - (i) **Sidewalk Cafés – Agenda Request Form**
12. Public Participation Period
13. In-Camera - None
14. Next Meeting Date / Adjournment



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY

Committee of the Whole Minutes

May 12, 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 (CAO)
Todd Richard, Dir. Public Works
Kathy Kehoe, Dir. Community
Development
Shelleena Thornton, Administrative
Supervisor
Dr. Adrienne Wood, Windsor Township
Business Association

Carlee Rochon, Dir. Financial Services
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 - There were no conflict of interest declarations.

4. Announcements

Members of the public watching on Facebook Live were encouraged to make comments.

Parks are now open to the public, but residents must still maintain physical distancing.

As the meeting is being held virtually, Councillors will be using coloured cards for voting and wanting to speak.

5. Approval of Agenda, including additions or deletions

MOVED by Councillor Francis and Deputy Mayor Morton that the agenda be approved with the following addition:

- **11(i) Sidewalk Café – Agenda Request Form.**

Motion Carried.

- 6. Approval of Previous Meeting Minutes** – April 14, 2020 Committee of the Whole minutes and April 21, 2020 Special Committee of the Whole minutes

MOVED by Councillors Murley and Sherman that the April 14, 2020 Committee of the Whole minutes and April 21, 2020 Special Committee of the Whole minutes be approved.

Motion Carried.

7. Presentations

a. Dr. Adrienne Wood, Windsor Township Business Association (formerly WBES) Branding Presentation

Dr. Adrienne Wood, Chair of the Windsor Township Business Association (WTBA) informed the purpose of the WTBA was to help revitalize business districts. The WTBA was formerly known as the Windsor Business Enhancement Society (WBES) and the branding was updated as it was 20 years old. Dr. Wood reviewed how the branding could be used across the Regional Municipality so there was unity and consistency.

Discussion Points

- The semi-circles in the logo were representative of the architecture found in downtown Windsor.
- WTBA is proceeding with the presented branding for their Association.
- The word "Township" is defined as a subdivision of a county.

Dr. Wood left the meeting at 6:20 pm.

8. Unfinished Business/Postponed Motions

a. Sewer Billing Review – History and Information Report

Mayor Zebian reviewed the history of the combined sewer billing system which was intended to create unity and fairness across the Falmouth, Hantsport and Three Mile Plains sewer and water utilities before consolidation.

CAO Phillips reviewed the accompanying Information Report and suggested Council consider the factors of affordability and fairness during discussion on the best way to bill for sewer services.

MOVED by Councillors Francis and B. Morton that Committee of the Whole recommends that Council request staff to explore what the sewer rates would be if the sewer utility fees were put back on the taxes. (Tabled)

MOVED by Councillors Francis and B. Morton to table the motion until the June Committee of the Whole meeting after budget discussions.

Motion Carried.

(Vote was held after discussion.)

Discussion

- Sewer rates would increase regardless of the billing model.
- When setting the water utility rates the Utility and Review Board took the proposed sewer rates into consideration to ensure there was no rate shock, which is why they ordered rates to be phased-in over three years until a fully blended rate could be obtained.
- Having each sewer utility billed differently is possible but may cause segregation of areas.
- The Windsor sewer utility also needs to be considered.
- Changes to the billing system could not be implemented until the 2021-2022 fiscal year.
- Previously, Three Mile Plains and Falmouth sewer fees were a flat area rate on the tax bills and any deficit was covered by the general tax rate. The Hantsport sewer fee was a consumption usage charge on the water bills.
- Residents currently pay sewer charges on some water usage that does not go back into the sewer system (such as when filling a pool).
- Residents can prepay for their anticipated billings at any time.
- Residents may accept the billing system more if educated on the fairness of the system and some residents just prefer to be billed on the tax bill.
- Having water and sewer rates on the tax bills may impact the competitiveness of the Region, as it is hard to compare the taxes to other areas.

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

10. Correspondence

a. 2020-05-08 Letter from Municipal Affairs and Housing – Information

11. New Business

a. Windsor Township Business Association (formerly WBES) -Branding

There was no further discussion of the Windsor Township Business Association Branding presentation given earlier in the meeting.

b. Branding for the Region – Recommendation Report

CAO Phillips reviewed the report highlighting the recommended process for branding.

MOVED by Councillors Francis and Ivey that Committee of the Whole recommends to Council that Council adopts and approves the process as outlined in the “Municipal Seal and Process for Community Branding” report, including the principles listed for Phase 1 of the West Hants Regional Municipality’s Community Branding Project.

Motion Carried.

(Vote was held after discussion.)

Discussion Points

- As most of the research has already been done, Phase 1 of the branding could be done within approximately 6 months.
- There could be ways to incorporate the WTBA branding while remaining independent from them, this may depend on the vendor obtained through the procurement process for the branding.
- The recruitment process for committee members is still to be determined but would include a public call for members and considerations of the sector and diversity principles of the membership.
- No study has been done on the cost of a full implementation of the brand, but it could be phased in over time and some costs may be capital items.

c. Asset Management Policy – Recommendation Report

Director Richard reviewed the report.

MOVED by Councillors Francis and Murley that Committee of the Whole recommends to Council that Council adopt the proposed Asset Management Policy for the Regional Municipality.

Motion Carried.

(Vote was held after discussion.)

Discussion Points

- Fire Services assets are managed differently than other assets and so are not included under the Asset Management Policy. Other assets not included in the policy at street lights, solid waste, and Valley Community Fiber Network (VCFN).
- Future discussion of a strategic sustainability plan is needed.

d. Financial Services Policies (Area Rate Policy RCOFN-008.00; Expense Policy RCOFN-006.00; and Hospitality Policy RCOFN-001.00) – Recommendation Report

Diana Gibson reviewed the report, highlighting the purpose of each policy.

MOVED by Councillors Ivey and M. McLean that Committee of the Whole recommends to Council that Council approves the Area Rate Policy RCOFN-008.00 for the West Hants Regional Municipality.

Motion Carried.

(Vote was held after discussion.)

Discussion Points

- Fire hydrant fees are not currently area rated under the Area Rate Policy as they are covered under a by-law.
- WTBA will be an area rate, this will be seen during budget deliberations.

**MOVED by Councillors Ivey and B. Morton that Committee of the Whole recommends to Council that Council approves the Expense Policy RCOFN-006.00 for the West Hants Regional Municipality.
Motion Carried.**

**MOVED by Councillor Ivey and Deputy Mayor Morton that Committee of the Whole recommends to Council that Council approves the Hospitality Policy RCOFN-001.00 for the West Hants Regional Municipality.
Motion Carried.**

e. Dangerous or Unsightly Premises Policy – Recommendation Report

Shelleena Thornton reviewed the recommendation report noting most of the Policy was directly from the Municipal Government Act (MGA).

**MOVED by Councillors Murphy and Jannasch that Committee of the Whole recommends to Council that Council approves the Dangerous or Unsightly Premises Policy, RCOGE-005.00, which includes rescinding of the Dangerous or Unsightly Premises Policy COGE-009.00 of the former Municipality of the District of West Hants dated July 10, 2018.
Motion Carried.**

Discussion Points

- Although dangerous and unsightly issue are typically resident driven, the By-law and Building Official also notice issues for considerations.
- The former Town of Windsor did not have a policy as they strictly followed the MGA. The proposed policy allows for a uniform application across the Regional Municipality.

f. Deed Transfer Tax By-law First Reading – Recommendation Report

Rhonda Brown reviewed the report.

**MOVED by Councillors Murley and Murphy that Committee of the Whole recommends to Council that Council gives First Reading and holds a Public Hearing to consider approving the Deed Transfer Tax By-law, RD-001, as presented to Committee of the Whole on May 12, 2020.
Motion Carried.**

g. Highland Ave. & Churchill Street Rehabilitation Project Tender Award – Recommendation Report

Director Todd Richard reviewed the report.

**MOVED by Councillors Ivey and Murley that Committee of the Whole recommends to Council that Council approve proceeding with the Highland Avenue and Churchill Street rehabilitation project identified in the 2020/21 capital budget at a cost of \$1,615,092, plus applicable taxes, including a 10% project contingency; and that Council approve the award of tender TOW2020-0306 for construction work to the low compliant bidder, Gary Parker Excavating, for the tendered price of \$1,407,783.99.
Motion Carried.**

h. Avon River Causeway – Aboiteau – Agenda Request Form

Councillor Ivey spoke about the agenda request noting there were two corrections in the report; the first is that the Department of Fisheries and Oceans makes decisions about the aboiteau not the causeway. The second correction was the reference to Pugwash should have been Parrsboro. He clarified the intent was for economic development not to debate the construction of the aboiteau.

MOVED by Councillor Ivey and Deputy Mayor Morton that Committee of the Whole recommends to Council that Council provide direction to our CAO to initiate the process for a financial evaluation which may include a feasibility study on the potential economic opportunities that exist with each of the causeway / aboiteau options that are being considered with the Highway 101 twinning project. (Tabled)

**MOVED by Councillors Ivey and Murphy to table the motion until after the Community Liaison Committee meeting.
Motion Carried.**

Discussion Points

- The motion is very broad, and staff should have clearer direction of where to start.
- Should involve more community, business and non-governmental organizations to determine what is needed.
- The study may need to be tendered out as there is limited capacity from staff.
- The Community Liaison Committee for the Highway Twinning project will be meeting to give an update of the aboiteau infrastructure options. The known design of the aboiteau would be useful to determine potential for a marine community.
- Currently do not have any businesses inside or outside the causeway, possibly due to lack of infrastructure like a wharf.

i. Sidewalk Café Fees Exemptions – Agenda Request Form

Mayor Zebian reviewed the report adding the intent is to provide a small gesture to help our businesses community in light of COVID-19. The exemption would apply only to businesses within the community of Windsor due to an existing Windsor policy.

MOVED by Mayor Zebian and Councillor Murley that Committee of the Whole recommends that Council waive all permit fees and sidewalk rental fees associated with sidewalk cafés for the year 2020 due to the economic situation created by the COVID-19 pandemic; for clarification the permits are still required only permit fees are waived.

Motion Carried.

Discussion Points

- The motion would just be applicable to sidewalk cafés not other business activities such as sidewalk sales which are covered under other by-laws.

12. Public Participation Period

There were 75 viewers on Facebook and 85 comments. The comments were on the topic of the water and sewer billings, dangerous or unsightly properties, branding and the aboiteau.

The following were responses to comments from previous Committee of the Whole meetings:

- The Meeting and Committee Procedural Policy allows the Mayor to participate during debates and may make motions.
- Contingency funds are used for all projects to account for unforeseen items.
- The Municipality will be operating the new sports complex.

13. In-Camera – There was no in-camera.

14. Next Meeting Date / Adjournment

There will be Special Committee of the Whole meetings on May 19 and 20, 2020 for budget deliberations starting at 5:00 pm.

MOVED by Councillors B. Morton and Murphy that the meeting adjourn.
Motion Carried.

The meeting ended at 8:22 pm.

Abraham Zebian, Mayor

Rhonda Brown, Municipal Clerk