



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
Committee of the Whole - Meeting Agenda **Amended**
June 09, 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
 - (a) 2020-05-12 Committee of the Whole minutes
 - (b) 2020-05-20 Special Committee of the Whole minutes (Budget)
7. Presentations
 - (a) Jennifer Tufts, Chief Executive Office and Gerard d'Entremont, Vice Chair, Board Member – Valley Regional Enterprise Network (VREN)
8. Unfinished Business/Postponed Motions
9. Reports – Other Committees - None
10. Correspondence
 - (a) 2020-06-02 Avon River Heritage Society Museum Letter on Flood Risk
11. New Business
 - (a) Asset Management Software Solution – Recommendation Report
 - (b) Cost Share Agreement Exit 7 Hwy 101, Water Sewer Mains Crossing – Recommendation Report
 - (c) Health and Safety Policy – Recommendation Report
 - (d) COVID-19 Property Tax Financing Program - Discussion
12. Public Participation Period
13. In-Camera
 - (a) Land Matter (MGA Section 22(2)(a))
 - (b) Legal Matter (MGA Section 22(2)(g))
14. Next Meeting Date / Adjournment



WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole Minutes

June 9, 2020 6:00 p.m.

Virtual Meeting – via Zoom

1. Call to Order

Mayor Zebian called the meeting to order at 6:01 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
Gerald d'Entremont, Valley Regional Enterprise
Network

Carlee Rochon, Dir. Financial Services
Rhonda Brown, Municipal Clerk
Madelyn LeMay, Dir. Planning &
Development
Jennifer Tuffs, Valley Regional Enterprise
Network

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

Residents were reminded to keep social distancing, as well as use the trails and beaches to explore the Municipality.

The Avon Community Farmer's Market are now live on-line through Facebook.

Sherri Lurette of Appearances Hair Studio was congratulated on their relocation of the business to Garland's Crossing.

Chief Petty Officer 2nd Class Isabelle Lebrasseur of the Royal Canadian Sea Cadet Corp was thanked for her contribution over the last seven years as she leaves the corp.

The Municipality presented West Hants Ground Search and Rescue with the surplus REMO Trailer on June 8, 2020.

5. Approval of Agenda, including additions or deletions

**MOVED by Councillors Ivey and Murley that the agenda be approved.
Motion Carried.**

6. Approval of Previous Meeting Minutes

- a. 2020-05-12 Committee of the Whole Minutes
- b. 2020-05-20 Special Committee of the Whole Minutes (Budget)

**MOVED by Councillors Morton and Murphy that the 2020-05-12 Committee of the Whole minutes and 2020-05-20 Special Committee of the Whole minutes (Budget) be approved.
Motion Carried.**

7. Presentations

a. Jennifer Tuffs, Chief Executive Officer and Gerald d'Entremont, Vice Chair, Board Member - Valley Regional Enterprise Network (VREN)

An overview of the VREN and the services they provide to help businesses of all sizes was presented. Some of the initiatives of the VREN will help businesses with the pandemic recovery.

Discussion Points

- Investment readiness to have the information for businesses make quick decisions to set up in the area should be a priority of VREN.
- VREN has helped 12-13 businesses in the Municipality but take a regional approach as a business anywhere could benefit all parts of the valley area.

Ms Tuffs left the meeting at 6:40 pm.

8. Unfinished Business/Postponed Motions – There was none.

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

10. Correspondence

a. 2020-06-02 Avon River Heritage Society Museum – Information

11. New Business

a. Asset Management Software Solution – Recommendation Report

Director Richard reviewed the report.

MOVED by Councillors Ivey and Sherman that Committee of the Whole recommends to Council that Council approve the award of tender WWHPW20-01 to Applied GeoLogics Inc.(AGL) for their Cartegraph Asset Management Solution, for the tendered price:

- **\$ 111,200 for development, onboarding and implementation,**
- **\$ 35,896 for annual subscription and license costs,**
- **\$ 2,500 for annual third-party hosting fee,**
- **\$ 15,000 project implementation contingency of 10%, and**
- **Applicable taxes**

Motion Carried.

Councillor Jannasch voted nay.

(Vote was held after discussion)

Discussion Points:

- The annual fee is a flat rate for up to 50 users and includes all software updates, training and support.
- A grant of \$50,000 has been applied for, for the initial purchase of the software.
- Originally seven proponents were evaluated; the two selected for the RFP specialized in municipal assets and were user-friendly.
- Staff will use the program on existing Municipally owned tablets and computers, 5-6s tablet will be purchased at an extra cost this year.
- There is nothing to ensure cost after the initial 3-year contract. A new company could be selected at the end of the contract and the contract would need to be reviewed at least every 5 years in accordance with the Procurement Policy.

Mr. d'Entremont left the meeting at 7:03 pm.

b. Cost Share Agreement Exit 7 Hwy 101, Water Sewer Mains Crossing – Recommendation Report

Director Richard reviewed the report.

MOVED by Councillors Francis and Murley that Committee of the Whole recommends to Council that Council authorize staff to execute a Cost Share Agreement with the Province of Nova Scotia for work required for relocation and extension of a water main and sewer force-main near Exit7, Falmouth crossing under the 101 Highway.

Motion Carried.

(Vote was held after discussion)

Discussion Points:

- The 3-inch watermain is mostly for the Falmouth Sewer Plant but also serves a few residents.

c. Health and Safety Policy – Recommendation Report

The Municipal Clerk reviewed the report.

MOVED by Councillors Murley and Sherman that Committee of the Whole recommends to Council that Council approve the Health and Safety Policy, RCOOH-001.00 as presented to Committee of the Whole on June 9, 2020. Motion Carried.

d. COVID-19 Property Tax Financing Program

Director Rochon reviewed a model Property Tax Financing Policy presentation prepared by the NS Federation of Municipalities (NSFM) and Association of NS Municipal Administrators (AMANS); created to address the ability of residents to pay property taxes due to COVID-19. The model is for tax deferral, not forgiveness, and a tailored policy for the Municipality would be presented in July.

Discussion Points

- The Low-income Policy for Windsor Residents and the Tax Exemption Policy are other supports for qualified residents.
- Data from other Municipalities interim April billing and the Nova Scotia Federation of Municipalities was considered when recommending the program be evidence based such as proving revenue loss.
- Farms would be considered under commercial properties and the policy will detail who is eligible and the criteria.

12. Public Participation Period

There were on average 28 viewers on Facebook and 9 comments. The comments were on the topics of the VREN, the Asset Management software, farms and if the Tax Financing Program would work in conjunction provisions of Bill 177.

13. In-Camera

a. Land Matter - (MGA Section 22(2)(a))

MOVED by Councillors Ivey and Murphy to move in-camera. Motion Carried.

The meeting moved in-camera at 7:37 pm.

MOVED by Councillors Sherman and Murphy that the meeting move out of in-camera.

Motion Carried.

The meeting reconvened at 8:46 pm.

MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the Whole recommends to Council, that Council authorize the purchase of PID 45245578 and portions of PIDs 45182797, 45245560, 45245552, 45184025 and 45182904 for the amount and conditions set out in the Letter of Offer as presented in-camera at Committee of the Whole on June 9, 2020.

Motion Carried.

14. Next Meeting Date / Adjournment - June 23, 2020 at 6:00 pm.

MOVED by Councillors Morton and Ivey that the meeting adjourn.

Motion Carried.

The meeting ended at 8:51 pm.

Abraham Zebian, Mayor

Rhonda Brown, Municipal Clerk