



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

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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) 2020-05-25 Special Budget Committee of the Whole minutes
  - (b) 2020-05-27 Special Budget Committee of the Whole minutes
  - (c) 2020-06-01 Special Budget Committee of the Whole minutes
  - (d) 2020-06-03 Special Budget Committee of the Whole minutes
  - (e) 2020-06-09 Committee of the Whole minutes
7. Presentations
  - (a) Rebecca Tran and Heather Lunan – The Station Food Hub; Operations and Future Plans Update (attached)
  - (b) Linda Moxsom Skinner - Property Owners Association
8. Unfinished Business/Postponed Motions
  - (a) Rural Internet Update - Verbal
9. Reports – Other Committees - None
10. Correspondence
  - (a) Avon River Causeway Related
    - I. Danny Dill (June 30, 2020)
    - II. Quentin Davison (July 6, 2020)
    - III. Alyson Bremner (July 7, 2020)
    - IV. Pat Porter (July 13, 2020)
    - V. Cecile Rolfe (July 13, 2020)
  - (b) Annapolis Valley Regional Library (July 3, 2020) – Re-opening Branches
11. New Business
  - (a) Regional Fire Service – Boundaries – Verbal Update
  - (b) COVID-19 Property Tax Financing Program Policy and Temporary Borrowing Resolution – Recommendation Report
  - (c) Financial Services Policies (Investment Policy; Reserve Policy; and Residential Property Tax Assistance Policy) – Recommendation Report
  - (d) Reallocation of Hantsport Post-Transitional Funds - Recommendation Report
  - (e) Write-off of Uncollectible Property Taxes – Recommendation Report
  - (f) Highland Avenue Cul-de-Sac
12. Public Participation Period

13. In-Camera
14. Next Meeting Date / Adjournment



## WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole Minutes

July 14, 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  
Diana Gibson, Manager of Accounting and  
Financial Reporting  
Rebecca Tran, The Food Station Hub  
Patrick Landry, Property Owners Associations  
  
Wout Dekoe, Property Owners Associations  
  
Barbara Regan, Property Owners Associations  
Judy Lynch, Property Owners Associations

Carlee Rochon, Dir. Financial Services  
Rhonda Brown, Municipal Clerk  
Madelyn LeMay, Dir. Planning &  
Development

Linda Moxsom Skinner - Property Owners  
Associations  
Heather Lunan – The Food Station Hub  
Debbie Spears, Property Owners  
Associations  
Carolyn Steward, Property Owners  
Associations  
Kevin White, Property Owners Associations

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 encouraged to leave messages on the Facebook Live feed, but informed, comments would not be responded to during the meeting.

Residents should support local businesses as they re-open within the pandemic rules.

**5. Approval of Agenda, including additions or deletions**

**MOVED by Deputy Mayor Morton and Councillor Murley that the agenda be approved with the following additions:**

- **10 (a) IV – Pat Porter correspondence (July 13, 2020)**
- **10 (a) V – Cecil Rolfe correspondence (July 13, 2020)**
- **11 (f) – Highland Avenue Cul-de-Sac**

**Motion Carried.**

*Councillor Jannasch joined the meeting at 6:05 pm.*

**6. Approval of Previous Meeting Minutes**

- 2020-05-25 Special Budget Committee of the Whole Minutes
- 2020-05-27 Special Budget Committee of the Whole Minutes
- 2020-06-01 Special Budget Committee of the Whole Minutes
- 2020-06-03 Special Budget Committee of the Whole Minutes
- 2020-06-09 Committee of the Whole Minutes

**MOVED by Councillors Murley and Sherman that the following minutes be approved:**

- 2020-05-25 Special Budget Committee of the Whole Minutes**
- 2020-05-27 Special Budget Committee of the Whole Minutes**
- 2020-06-01 Special Budget Committee of the Whole Minutes**
- 2020-06-03 Special Budget Committee of the Whole Minutes**
- 2020-06-09 Committee of the Whole Minutes**

**Motion Carried.**

**7. Presentations**

**a. Rebecca Tran and Heather Lunan – The Station Food Hub; Operations and Future Plans Update**

Rebecca Tran and Heather Lunan provided an update on The Station Food Hub (Hub). The Hub is looking to work with Council and Staff on Federal funding opportunities to aid in further renovations.

Discussion Points:

- Current products created are ground based, once a larger kitchen is created animal product could be developed as they require more controls; seafood also requires special permits.
- The Hub works with Grow Nova Scotia and the Department of Agriculture and is willing to work with other farm organizations.
- The Farm School Program is still in development but would offer class room and land for learning.

- Rentals are based on subscription package for specific amount of time. The user must also have their own insurance which list the Hub as additionally insured to cover liability.
- Although a food hub is not a new idea, it is new to Nova Scotia. Currently there are no Provincial funding opportunities, only Federal grant programs.

*Rebecca Tran and Heather Lunan left the meeting at 6:37 pm.*

**b. Linda Moxsom Skinner – Property Owners Association**

Linda Moxsom Skinner and Kevin White presented on the contribution of various Property Owner Association’s (POA) to West Hants Regional Municipality. They requested a meeting with Staff to renegotiate the administrative service fee for the collection of their POA fees.

Discussion Points:

- Administrative fees increase as budgets for road maintenance and reserves increase.
- Not all properties involved have lake front; two-thirds do not.
- Staff will meet with the POA to explain the process and cost involved with current service and discuss possible changes.

*Most Property Owner Association members left at 6:58 pm except Kevin White who left at 7:13 pm.*

**8. Unfinished Business/Postponed Motions**

**a. Rural Internet Update – Verbal**

CAO Phillips informed that Canadian Radio-television and Telecommunications Commission grants for internet projects have not been announced yet and successful Develop Nova Scotia applications should be determined soon, agreements will need to be signed before announcements later this summer.

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

**10. Correspondence**

**a. Avon River Causeway Related**

- I. Danny Dill (June 30, 2020)**
- II. Quentin Davison (July 6, 2020)**
- III. Alyson Bremner (July 7, 2020)**
- IV. Pat Porter (July 13, 2020)**
- V. Cecil Rolfe (July 13, 2020)**

Discussion Points:

- Council has no direct authority over the causeway but needs to represent the residents affected by having information from both sides of the issue.
- The Hwy 101 Twinning Community Liaison Committee (CLC) plans to hold another meeting after the aboiteau design has been drafted; Municipal staff will request a meeting sooner.
- Correspondence regarding the causeway is being tracked for future discussion by Council and residents are encouraged to send information to the CLC at [info@hwy101windsor.ca](mailto:info@hwy101windsor.ca).

**b. Annapolis Valley Regional Library (July 3, 2020) – Re-opening Branches**

**11. New Business**

**a. Regional Fire Service – Boundaries – Verbal Update**

Shelleena Thornton updated Council on the fire district boundaries review which was recommended by the previous Co-ordinating Committee. The Fire Chiefs have met regularly and support the recommended boundaries. Maps of the recommended boundaries are being prepared and sent to the Province for approval. In accordance with the Fire and Emergency Services Policy of the former West Hants Municipality the boundaries do not require Council approval.

**b. COVID-19 Property Tax Financing Program Policy and Temporary Borrowing Resolution – Recommendation Report**

Director Rochon reviewed the report.

**MOVED by Councillors Murphy and Ivey that Committee of the Whole recommends to Council, that Council approves RCOFN-009.00 COVID-19 Property Tax Financing Program Policy for the West Hants Regional Municipality.**

**Further,**

**That Council approves the temporary borrowing resolution for the short-term operating loan in the amount of \$9,000,000 to provide the Regional Municipality with the capacity to mitigate the loss of potential tax revenue due to the impacts of COVID-19.**

**Motion Carried.**

(Vote was held after discussion)

Discussion Points:

- Residents will be notified of the Program through the Municipal website and social media pages. Advertising can't be done until the funding is secured.

**c. Financial Services Policies (Investment Policy; Reserve Policy; and Residential Property Tax Assistance Policy) – Recommendation Report**

Diana Gibson reviewed the report.

**MOVED by Councillor Ivey and Deputy Mayor Morton that Committee of the Whole recommends, that Council approves RCOFN-005.00 Investment Policy Amendment for the West Hants Regional Municipality.  
Motion Carried.**

**MOVED by Councillors Ivey and Sherman that Committee of the Whole recommends, that Council approves the RCOFN-010.00 Reserve Policy for the West Hants Regional Municipality.  
Motion Carried.**

**MOVED by Councillors Ivey and Murley that Committee of the Whole recommends, that Council approves the RCOFN-011.00 Residential Property Tax Assistance Policy for the West Hants Regional Municipality.  
Motion Carried.**

Discussion Points:

- The total household income would be determined by information provided on the application.

**d. Reallocation of Hantsport Post-Transitional Funds – Recommendation Report**

Diana Gibson reviewed the report.

**MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the Whole recommends that Council approves the reallocation of Hantsport Post-Transitional funds and directs staff to write a letter to the Minister of Municipal Affairs requesting the reallocation.  
Motion Carried.**

Discussion Points:

- There are no J-Class roads in Hantsport which would be eligible for the Provincial Cost Share Program.
- Funds for infrastructure and road projects would need to comply with the OPUS Report conducted as part of the Hantsport dissolution.

**e. Write-off of Uncollectable Property Taxes – Recommendation Report**

Director Rochon reviewed the report.

**MOVED by Councillors Murphy and Francis that Committee of the Whole recommends that Council approves the current property taxes, fees and penalties in the amount of \$794.67 for AAN 06275168 located on Quarry road, be written off and that the 2020-2021 property tax levy is not applied**

**to AAN 06275168.**

**Motion Carried.**

Discussion Points:

- The land and mobile on the land are assessed and taxed separately.

**f. Highland Avenue Cul-de-Sac**

Councillor Ivey inquired if additional land needed to be purchased for the Highland Avenue cul-de-sac as part of the Highland Avenue street and services renewal project approved during the budget. The markers for the cul-de-sac appear to be consuming 2/3 of the front lawn of a landowner on the street.

Discussion Points:

- Highland Avenue requires a cul-de-sac to meet current street design standards for a dead-end street set by the Transportation Association of Canada.
- No land purchase is required as the cul-de-sac is on Municipal land, but considerations for the affected landowner are being determined.
- The survey for property boundaries will be confirmed.

**12. Public Participation Period**

There were on average 30 viewers on Facebook and 13 comments. The comments were on the Property Owners Association presentation, the Avon River Causeway and the Highland Avenue Cul-de-Sac.

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

**14. Next Meeting Date / Adjournment**

There will be a Special Committee of the Whole on July 21, 2020 at 6 pm, and the next regular Committee of the Whole will be on September 8, 2020.

**MOVED by Councillor Ivey and Deputy Mayor Morton that the meeting adjourn.  
Motion Carried.**

*The meeting ended at 8:02 pm.*

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Abraham Zebian, Mayor

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Rhonda Brown, Municipal Clerk