



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
Special Committee of the Whole - Meeting Agenda
July 21, 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. New Business
 - (a) Hantsport Fire Station Design Services Tender Award - Recommendation Report
 - (b) Hantsport Memorial Community Centre (HMCC) Audited Financial Statements 2019-2020 – Recommendation Report
 - (c) Grants and Contributions 2020 – Recommendation Report
 - (d) 2020-2021 Gas Tax Funding– Recommendation Report
 - (e) Annual Tax Exemption Property List – Recommendation Report (Report to follow)
7. In-Camera - None
8. Next Meeting Date / Adjournment



WEST HANTS REGIONAL MUNICIPALITY

Special Committee of the Whole Minutes

July 21, 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
Carlee Rochon, Dir. Financial Services

Madelyn LeMay, Dir. Planning & Development
Shelleena Thornton, Administrative Supervisor

Regrets:

Kathy Kehoe, Dir. Community Development
Rhonda Brown, Municipal Clerk
Madelyn LeMay, Dir. Planning & Development

Members of the public watched the meeting using Facebook Live.

3. Declarations of Conflict of Interest

Councillor Murphy declared conflict of interest for Matter(s) 6(c) and 6(e) – as both involved discussions relating to West Hants Ground Search and Rescue.

Councillor Ivey declared conflict of interest for Matter(s) 6(c) – as it included discussion relating to Windsor Hockey Heritage Society.

4. Announcements

This meeting is streaming live on FB due to a current Ministerial Order that does not permit Councils to meet in-person due to COVID-19. Should Orders and health directives change in the future, in-person meetings will be reassessed.

Council members are using coloured cards:

- Green to vote in-favour of a motion;
- Red opposing a motion; and
- Yellow if there are questions pertaining to a matter.

5. Approval of Agenda, including additions or deletions

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

6. New Business

a. Hantsport Fire Station Design Services Tender Award – Recommendation Report

Director Richard reviewed the report.

**MOVED by Councillors Francis and Murley that Committee of the Whole recommends that Council approve the award of tender WWHPW20-08 for the Hantsport Fire Station Design contract to Harvey ARCHITECTURE Limited, for the tendered price of \$198,620 plus 10% design contingency, plus applicable taxes. And approve the demolition of the existing Hantsport Fire Station and the old Town Hall building located on Oak Street.
Motion Carried. (Nays by Councillor Hartt and S. McLean).**

Discussion Points:

- Site Selection considerations as identified in the report.
- There is a small easement on the rail land.
- An appropriate design will be done for the footprint.
- There is no proposed community space in this facility; other local community spaces may be able to be utilized as a warming or comfort centre. Should council wish to have it within this facility, it may have financial impacts.
- The figures of the other bids were provided noting it was a two-part tender, meaning the proposal is given a technical score and it must meet a particular percentage prior to the financial envelope being opened. Those that bid were given a budget, the location, and a generality of common facility spaces needed to develop within the footprint. Bids were provided for design and project management.
- Capital funding from other sources may be available should a community space be included in the facility.
- Preliminary discussions were held between the Food Bank and working group.
- Contingencies on larger projects is standard protocol and responsible financial management for unknowns.

- Temporary location(s) and plan is in place for the fire apparatus and equipment while in construction. Hantsport Fire Department is engaged, and an active part of the working group so have had input.
- Geo-technical - no issues are anticipated with the well-established site and no issues raise concerns moving forward.

Mayor Zebian polled council members with respect to consideration of a community space being included in the design. Majority asked it to be considered. Director Richard further noted that a consideration may be that the old Hantsport Town Hall be considered as it would be surplus. CAO Phillips advised that as surplus, its purpose would come before council for consideration. He further added that the recommendation before council suffices and looking into if a community space could fit in would be considered; would be great if it could be kept within budget.

b. Hantsport Memorial Community Centre (HMCC) Audited Financial Statements 2019-2020 – Recommendation Report

Director Rochon reviewed the report.

MOVED by Deputy Mayor Morton and Councillor Ivey that Committee of the Whole recommends that Council accept the financial statement provided by HMCC and that any 2019-2020 hold backs and eligible 2020-2021 area rate payments be paid to HMCC for the purposes of providing the services defined in the 2020-2021 budget.

Motion Carried.

c. Grants and Contributions 2020– Recommendation Report

Mayor Zebian suggested that with Councillors Ivey and Murphy declaring conflict of interest for grant discussions relating to West Hants Ground Search and Rescue (Murphy) and Windsor Hockey Heritage Society (Ivey); initial grant discussions would exclude those two organizations so they could participate. Following those discussions, would be the discussions relating to the two organizations outlined. Councillor Ivey also noted conflict of interest with Avon River Days; however, they have withdrawn their application, but wanted it noted in the event discussion arose.

CAO Phillips reviewed the report.

MOVED by Councillors Murley and Murphy that Committee of the Whole recommends that Council adopt the attached schedule, recommending grant funding to the listed recipients, less the Windsor Hockey Heritage Society and West Hants Ground Search and Rescue grants, and include the following adjustments to the listed recipients:

Avon View Bus Fundraising Group	increase from \$0 to \$5,000
Hants Shore Health Association	increase from \$750 to \$2,250

Ardoise Community Recreation Centre increase from \$2,250 to \$3,250

Avon Community Farmer's Market increase from \$1,500 to \$4,000

And further, authorize staff to release funds once all requirements, as outlined under the Grants and Contribution Policy, have been met.

Motion Carried. (Deputy Mayor Morton voted nay)

MOVED by Councillors Murley and Francis that Committee of the Whole recommends that Council support the Windsor Hockey Heritage as presented in the attached schedule, and authorize staff to release funds once all requirements, as outlined in the Grants and Contribution Policy have been met. Motion Carried.

MOVED by Councillors Murley and Sherman that Committee of the Whole recommends that Council support West Hants Ground Search and Rescue as presented in the attached schedule, and authorize staff to release funds once all requirements, as outlined in the Grants and Contribution Policy have been met. Motion Carried.

Discussion Points:

- Adjustments to grants result in a \$10,000 increase.

d. 2020-2021 Gas Tax Funding – Recommendation Report

Director Rochon reviewed the report.

MOVED by Councillors Francis and Sherman that Committee of the Whole recommends that Council approves the use of \$4,000 of Gas Tax to fund upgrades to the cell booster Newport & District Rink Commission to amplify signal and improve recreational services.

Motion Carried.

MOVED by Councillors Francis and Murley that Committee of the Whole recommends that Council approves the use of \$20,000 of Gas Tax to upgrade the playground at the Brooklyn District Elementary with accessible play structure to improve accessibility.

Motion Carried.

MOVED by Councillors Francis and M. McLean that Committee of the Whole recommends that Council approves the use of \$5,000 of Gas Tax to fund roof upgrades in the Newport Community Hall building to improve energy efficiency.

Motion Carried.

**MOVED by Councillors Francis and Sherman that Committee of the Whole recommends that Council approves the use of \$12,660 of Gas Tax to fund heating upgrades to heat pumps and building upgrades to the Falmouth Community Hall to improve accessibility and energy efficiency.
Motion Carried.**

**MOVED by Councillors Francis and Sherman that Committee of the Whole recommends that Council approves the use of \$12,420 of Gas Tax to fund heating upgrades to heat pumps at the Southwest Hants Fire Society building to improve energy efficiency.
Motion Carried.**

**MOVED by Councillors Francis and Murley that Committee of the Whole recommends that Council approves the use of \$5,000 of Gas Tax to fund roof upgrades at the West Hants Historical Society building to improve energy efficiency, pending the approval of a heritage permit.
Motion Carried.**

**MOVED by Councillors Francis and B. Morton that Committee of the Whole recommends that Council approves the use of \$6,325 of Gas Tax to fund heating upgrades to heat pumps at the West Hants Ground Search and Rescue building to improve energy efficiency.
Motion Carried.**

**MOVED by Councillors Francis and Sherman that Committee of the Whole recommends that Council approves the use of \$15,000 of Gas Tax to fund backup power upgrades to propane generator at the Ellershouse Community Hall building to support community.
Motion Carried.**

**MOVED by Councillors Francis and Murphy that Committee of the Whole recommends that Council approves the use of \$18,800 of Gas Tax to fund upgrades to the heating system and backup electrical system in the Hantsport & Area Historical Society building to improve energy efficiency, and to also fund upgrades to interpretive interfaces and signage to improve cultural services and increase tourism.
Motion Carried.**

**MOVED by Councillors Francis and Ivey that Committee of the Whole recommends that Council approves the use of \$20,000 of Gas Tax to fund bathroom, ramp system, and electrical upgrades in the Hantsport Baptist Church building to improve accessibility and energy efficiency.
Motion Carried.**

MOVED by Councillors Francis and B. Morton that Committee of the Whole recommends that Council approves the use of \$15,000 of Gas Tax to fund bathroom and building upgrades in the Three Mile Plains Community Hall to improve accessibility and upgrade appliances to improve energy efficiency. Motion Carried.

MOVED by Councillors Francis and M. McLean that Committee of the Whole recommends that Council approves the use of \$15,000 of Gas Tax to fund insulation upgrades to the Bramber New Horizons building to improve energy efficiency. Motion Carried.

Discussion Points:

- Many pertain to energy efficiencies (i.e. heat pumps) so perhaps grant applications for those could be held earlier.

e. Annual Tax Exemption Property List – Recommendation Report

Director Rochon reviewed the report.

MOVED by Councillors Ivey and Sherman that Committee of the Whole recommends that Council approves the tax exemptions as presented in Schedules A, B, and C for the 2020-2021 tax year. Motion Carried.

Discussion Points:

- Councillor Murphy declared conflict of interest with respect to West Hants Ground Search and Rescue as identified in the list.

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

8. Next Meeting Date / Adjournment – Regular meeting of Council is 6:00 p.m. on July 28th; that will be the last meeting until September 2020.

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

The meeting ended at 7:51 pm.

Abraham Zebian, Mayor

Shelleena Thornton, Administrative Supervisor / Acting Municipal Clerk