



**WEST HANTS REGIONAL MUNICIPALITY  
Committee of the Whole - Meeting Agenda **AMENDED****

**October 13, 2020, 6:00 p.m.**

**In-Person Sanford Council Chambers, 76 Morison Drive, Windsor, NS  
(also via Zoom & FB Livestream)**

Agenda is subject to change due to additions that may not be able to be reflected until after the meeting.

---

1. Call to Order
2. Roll Call
3. Approval of the Agenda, including additions or deletions
  - a) Dashboard Action Items – Information Log
4. Declaration(s) of Conflict of Interest
5. Announcements
  - a) Carnegie Medal Presentation to Mr. Mike Barkhouse
6. Approval of Previous Meeting Minutes
  - a) 2020-09-08 Committee of the Whole minutes
  - b) 2020-09-23 Special Committee of the Whole minutes
7. Presentations
  - a) Matt Delorme, HATCH – Asset Management Plan
8. Unfinished Business/Postponed Motions
  - a) Rural Internet
    - I. Internet for NS Initiative Update – (Standing Item)
    - II. West Hants Internet Access Business Plan (Standing Item)
  - b) Avon River Causeway / Community Liaison Committee – Verbal Update
  - c) Sidewalks/Paths Infrastructure (Active Transportation Capacity Overview) – Information Report
  - d) Septic/Water Infrastructure Replacement Funding Program (Private) – Information Report
  - e) J-Class Roads Update – **Verbal Update**
9. Reports
  - a) CAO Activity Update – Information Report
10. Correspondence
  - a) Avon River Causeway Related Log
    - I. Brad Carrigan (Sept. 23, 2020)
    - II. Dr. A Kirumira (Sept. 24, 2020)
    - III. Elaine Morehouse (Sept. 24, 2020)
    - IV. Gary Morehouse (Sept. 24, 2020)
    - V. Karen Carrigan (Sept. 23, 2020)
    - VI. Blake Sarsfield (Undated)
    - VII. Greg Webster (Oct. 1, 2020)
    - VIII. Bobby Kidston (Oct. 2, 2020)

- b) Steve and Beverly Boyd (Sept. 23, 2020) – Stop Aerial Glyphosate-based Herbicide Spraying
- c) Belinda Bezanson (Sept. 28, 2020) – Panuke Road Traffic

11. New Business

- a) Meeting and Committee Procedural Policy Amendment(s) – Recommendation Report
- b) Fire Rescue Truck Tender Award – Recommendation Report
- c) Waste Collection Contract Extension Agreement – Recommendation Report
- d) COVID-19 Property Tax Financing Program – Information Report
- e) Easement Lease Agreement with Rogers Wireless
- f) Debt Refinancing – Recommendation Report
- g) Temporary Borrowing Resolution – Recommendation Report
- h) **MFC Fall Debenture Report – Recommendation Report**
- i) Rezoning Application, 20 Main St., Hantsport (PIDs 45043312 & 45043304)
- j) Waste Contract Tender – Request for Decision Form
- k) Highland Avenue Project Update – Request for Decision Form
- l) Financial Status Updates – Request for Decision Form
- m) Dangerous or Unsightly – Request for Decision Form
- n) Accessibility Audit – Request for Decision Form

12. Public Participation Period

13. In-Camera - None

14. Next Meeting Date / Adjournment



**WEST HANTS REGIONAL MUNICIPALITY**

Committee of the Whole Minutes

October 13, 2020 6:00 p.m.

In-Person, Sanford Council Chambers, 76 Morison Drive, Windsor, NS  
and Virtual Meeting – via Zoom and Facebook Live

---

**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  
Peter Johnston, Fire Chief Southwest Hants Fire  
Matt Delorme, HATCH

Diana Gibson, Manager Accounting and  
Financial Reporting  
Rhonda Brown, Municipal Clerk  
Shelleena Thornton, Administrative  
Supervisor  
Bekah Craik, Active Living Coordinator  
Christine McClare, Waste Services  
Specialist

Members of the public watched the meeting using Facebook Live. There were no members of the public present in the Council Chambers.

**3. Approval of the Agenda, including additions or deletions**

**a. Dashboard Action Items Information Log**

**MOVED by Deputy Mayor Morton and Councillor Murley that the agenda be approved.**

**Motion Carried.**

**4. Declarations of Conflict of Interest** - There were no declarations.

## **5. Announcements**

### **a. Carnegie Medal Presentation to Mr. Mike Barkhouse**

Mayor Zebian noted that the Carnegie Medal presentation was postponed until the November Council meeting. The Barkhouse family was awaiting the arrival of a new grandchild.

### **b. Other**

- Residents were reminded of the Nova Scotia Firefighters' 50/50 Raffle happening in Nova Scotia that helps support local fire Departments.
- Local volunteers are being recognized by the Municipality for their contributions to our communities.
- October is Mi'kmaq Heritage Month; West Hants Regional Municipality is on the ancestral and unceded territory of the Mi'kmaq people.

## **6. Approval of Previous Meeting Minutes**

**MOVED by Deputy Mayor Morton and Councillor Sherman that the following minutes be approved:**

**a. 2020-09-08 Committee of the Whole Minutes**

**b. 2020-09-23 Special Committee of the Whole Minutes**

**Motion Carried.**

## **7. Presentations**

### **a. Matt Delorme, HATCH – Asset Management Plan**

Matt Delorme reviewed the Asset Management Plan and software being used to manage the Municipality's assets worth \$319 Million. He highlighted the various reports and maps that could be produced to evaluate asset replacement and the associated financial needs. Staff have been trained for continual updating of information for future capital planning.

#### Discussion Points:

- All assets of the Municipality have been included with the exception of some fire-related assets as not all are owned by the Municipality.
- Expected life of an asset was determined through a mix of industry standards, information from staff on performance and actual inspections.
- On-going inspections of assets every 2-5 years can be done by staff using the Provincial Assessment Guide created with the Department of Municipal Affairs and Housing. Technical consultants for inspections may be required periodically.

*Mr. Delorme left the meeting at 6:33 pm.*

## **8. Unfinished Business/Postponed Motions**

### **a. Rural Internet Update**

#### **I. Internet for NS Initiative Update - Standing Item**

Mayor Zebian informed Phase 1 of the NS Internet Initiative has been completed and a map showing the roads has been provided; Phase 2 of the project is underway.

Discussion Points:

- Bell/Aliant is the service provider to contact for Phase 1.
- Mapping to identify un-serviced areas in Phase 2 has not yet been created.

**II. West Hants Internet Access Business Plan – Standing Item**

CAO Phillis stated this was on hold until the results of Phase 2 is known.

**b. Avon River Causeway / Community Liaison Committee - Verbal Update**

The Community Liaison Committee met October 7, 2020. The meeting was detailed and clarified the plan for the Avon River Causeway which includes an infrastructure to address concerns of residents. When Department of Fisheries receives the proposal, they will do further consultation.

**c. Sidewalks/Paths Infrastructure (Active Transportation Capacity Overview) – Information Report**

Bekah Craik, Active Living Coordinator, reviewed the report. She stated that providing the infrastructure was not enough to increase active transportation but that programming to teach people to use equipment and the infrastructure was essential.

Discussion Points:

- There are opportunities identified in the Active Transportation Plan that can be explored but actual road space and property ownership are factors to consider.
- Road speeds may be a factor for some active transportation routes and the need to for barriers.
- Active transportation should create connectivity in the community.

**d. Septic/Water Infrastructure Replacement Funding Program (Private) – Information Report**

CAO Phillips reviewed the report noting that such programs are a loan; not a grant, and there may be other financial institutions capable of providing the same or better lending rates.

Discussion Points:

- The Provincial Department of Municipal Affairs and Housing has as program for low-income that residents could be directed to.
- Staff time for a program would be spend mostly on collection and monitoring.
- A Municipality should not be in the lending business.

Mayor Zebian concluded that Councillors did not wish to pursue a private septic/water replacement funding program.

#### **e. J-Class Roads Update – Verbal Update**

CAO Phillips informed that J-Class Roads were originally discussed at an in-camera session but could now be discussed publicly as the project was complete. There were 14 roads discussed for paving and seven financing options for participating in the Provincial program. Council had decided to commit \$350,000 to the paving program for the 14 roads; \$250,000 from Consolidation funding committed prior to April 1<sup>st</sup> plus an additional \$100,000. After discussion between the Mayor and Minister Chuck Porter it was decided that the Municipal funds would be spend on Aylward Rd., Dill Rd. and Underwood Rd; the other streets would be covered by Provincial funding. The Province requested additional funding for the three roads but were told no additional Municipal funding would be given.

##### Discussion Points:

- There were higher priority roads that should have been repaved; Council should have had more say in the determination.
- Further participation in the cost-share paving program should be reconsidered.
- Jurisdictional discussion regarding J-Class Roads being the responsibility of the Province.

### **9. Reports**

#### **a. CAO Activity Update - Information Report**

CAO Phillips reviewed the CAO Activity Report.

##### Discussion Points:

- Fire Departments will be trained and have maps of their boundaries. The new fire district boundaries have been communicated to various agencies such as 911, civic address and will be reconfirmed by the Province prior to October 31<sup>st</sup>.
- The Duck Unlimited project is due to a potential development along Payzant Drive toward the high school.
- The former West Hants Municipality Council had approved accelerated cost for the Sports Complex due to delay of award and winter costs; the current delay is due to COVID.

*Christine McClare joined the meeting at 7:35 pm.*

### **10. Correspondence**

#### **a. Avon River Causeway Related Log**

##### **I. Brad Carrigan (Sept. 23, 2020)**

##### **II. Dr. A. Kirumira (Sept. 24, 2020)**

- III. Elaine Morehouse (Sept. 24, 2020)
- IV. Gary Morehouse (Sept 24, 2020)
- V. Karen Carrigan (Sept. 23, 2020)
- VI. Blake Sarsfield (Undated)
- VII. Greg Webster (Oct. 1, 2020)
- VIII. Bobby Kidston (Oct. 2, 2020)
- b. Steve and Beverly Boyd (Sept. 23, 2020) – Stop Aerial Glyphosate-based Herbicide Spraying
- c. Belinda Bezanson (Sept. 28, 2020) – Panuke Road Traffic

Discussion Points:

- Speeding of trucks on Panuke Rd is still an issue, numerous complaints have been sent to the NS Dept. of Transportation and Infrastructure Renewal.
- The Police Advisory Board may be able to address the issue.

**11. New Business**

**a. Meeting and Committee Procedural Policy Amendment(s) – Recommendation Report**

Clerk Brown reviewed the report.

**MOVED by Councillors Ivey and Sherman that Committee of the Whole recommends that Council approve the First Amendment to the Meeting and Committee Procedural Policy, RCOGE-003.00 as presented to Committee of the Whole on October 13, 2020.**

**Motion Carried.**

(Vote was held after discussion.)

Discussion Points:

- The goal of having meeting material ten (10) business days before a meeting is to allow staff time to prepare response information for consideration.
- Agenda items can be added at a meeting.
- Request for Decision agenda items may not require a full report depending on the amount of research required, staff can help determine when a report would be preferred.
- Minutes list the Councillors that voted “Nay” rather than the recorded vote of each Councillor.

**b. Fire Rescue Truck Tender Award – Recommendation Report**

Shelleena Thornton, Administrative Supervisor, reviewed the report.

**MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the Whole recommends to Council the award of Tender WHRMAD20-04 for a Fire Rescue Truck to Rocky Mountain Phoenix at a cost of \$252,299.68 plus applicable taxes.**

**Motion Carried.**

(Vote was held after discussion.)

**MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the Whole recommends that Council approves a temporary borrowing resolution in the amount of \$263,123, for a Fire Rescue Truck for the Southwest Hants Fire Department.**

**Motion Carried.**

(Vote was held after discussion.)

Discussion Points:

- The chassis of the truck would be a Dodge Ram
- Most parts for the truck can be sourced locally
- All bidding companies were Canadian.

*Fire Chief Peter Johnston left at 7:57 pm.*

**c. Waste Collection Contract Extension Agreement – Recommendation Report**

Director Richard reviewed the report, adding that the current Windsor waste collector also helped with solid waste enforcement and education. He summarized that the extension would allow time to create a Regional Solid Waste By-law and align with the end of the current collection contract for former West Hants.

**MOVED by Councillors Ivey and Deputy Mayor Morton that Committee of the Whole recommends that Council direct staff to pursue a Request for Proposal for the waste collection services provided to the former Town of Windsor until 2023.**

**Motion Carried.**

(Vote was held after discussion.)

Discussion Points:

- The former West Hants Municipality waste collection contract is with Regroup and is sub-contracted to Green For Life (GFL) until 2023 with a 3-year extension option. If ended in 2023 there would be no penalties.
- Residents expect consolidation to bring savings; waste contracts should be consolidated and tendered to ensure best pricing.
- Due to the size of the Windsor contract alone there may not be economy of scale savings and anticipated pricing is unknown.
- Time would be required to prepare tender documents. Depending on the size of contract, up to one year may be required after award to obtain equipment such as new vehicles.
- Contract costs are based on the whole contract, not waste tonnage.
- Its is assumed the current service level would be maintained but a request of proposal could include options for different service levels.

**d. COVID-19 Property Tax Financing Program - Information Report**

Diana Gibson, Manager of Accounting and Financial Reporting, reviewed the report.

Discussion Points:

- Two applicants did not qualify for the program as proof of hardship could not be obtained.

**e. Easement Lease Agreement with Rogers Wireless– Recommendation Report**

Clerk Brown reviewed the report.

**MOVED by Councillors M. McLean and Francis that Committee of the Whole recommends that Council approve the Roger’s Wireless Telecommunication Site Lease Agreement Extension, for three 5-year terms starting April 1, 2021 as presented in their letter dated September 9, 2020.**

**Motion Carried.**

(Vote was held after discussion.)

Discussion Points:

- The rent for each 5-year period is adjusted by the variation of the consumer price index over the previous 5-years.

**f. Debt Refinancing – Recommendation Report**

Diana Gibson, Manager of Accounting and Financial Reporting, reviewed the report.

**MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the Whole recommends that Council approves a temporary borrowing resolution in the amount of \$1,335,000 to refinance the loan for the Brooklyn Fire Department and Civic Centre.**

**Motion Carried.**

**MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the Whole recommends that Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 5.5%, to enable the West Hants Regional Municipality to issue a 15-year debenture of \$1,335,000.**

**Motion Carried.**

**g. Temporary Borrowing Resolution – Recommendation Report**

Diana Gibson, Manager of Accounting and Financial Reporting, reviewed the report.

**MOVED by Councillors Murphy and Sherman that Committee of the Whole recommends that Council approves the renewal of temporary borrowing resolution 19/20-02 in the amount of \$2,625,000, for the Hantsport Fire Department Station.**

**Motion Carried.**

**MOVED by Councillors Murphy and Sherman that Committee of the Whole recommends that Council approves the renewal of temporary borrowing resolution 19/20-03 in the amount of \$5,135,000, for the West Hants Sports Complex.**

**Motion Carried.**

**h. MFC Fall Debenture Report**

Diana Gibson, Manager of Accounting and Financial Reporting, reviewed the report. She informed one of the attachments to the report was incorrect and would be corrected after the meeting.

**MOVED by Councillor Ivey and Deputy Mayor Morton that Committee of the Whole recommends that Council approves a temporary borrowing resolution 20/21-01 in the amount of \$24,455, for radios for the Brooklyn Fire Department Stations 1 and 2.**

**Motion Carried.**

**MOVED by Councillor Ivey and Deputy Mayor Morton that Committee of the Whole recommends that Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 5.5%, to enable the West Hants Regional Municipality to issue a 10-year debenture of \$24,455.**

**Motion Carried.**

**i. Rezoning Application, 20 Main St., Hantsport (PIDs 45043312 & 45043304) – Recommendation Report**

CAO Phillips reviewed the report, noting the re-zoning report was before Council as the property owner.

**MOVED by Deputy Mayor Morton and Councillor Francis that Committee of the Whole recommends that the Chief Administrative Officer be directed to submit an application to the Planning and Development Department for the rezoning of the property formerly known as the Hantsport Town Hall, 20 Main Street, Hantsport NS (PIDS # 45043312 and 45043304), from the current zoning of Institutional (I) to Mixed Commercial /Residential (C-2).**

**Motion Carried.**

**j. Waste Contact Tender – Request for Decision Form**

Councillor Ivey reviewed form.

Discussion Points:

- The contractor picks up waste before the advertised time as there is less traffic earlier in the morning and many residents put waste out the night before. Later in the day the contractor, using a pick-up truck, checks and collects any waste put out later.

- Residents are responsible for waste clean up if disturbed by racoons overnight; however, the contractor often cleans it up.
- Many residents in the rural areas have waste bins at curbside for safe storage, so putting it out the night before is not an issue.

*Christine McClare left at 9:05 pm.*

**k. Highland Avenue Project – Request for Decision Form**

Councillor Ivey reviewed the form.

Discussion Points:

- Cause of the survey issue was unknown, but it was done by professional surveyors. The Municipality covers the cost as part of the contingency.
- Information is going out to the resident soon for the start of the Churchill Ave portion. It is anticipated there will be time to lay asphalt and curb on Churchill Ave.
- The original survey was done in the snow.
- The revised cul-de-sac was a compromise with the land owner, but there is still Municipal land within the right of way.

**l. Financial Status Updates – Request for Decision Form**

Councillor Ivey reviewed the form.

Discussion Points:

- The former West Hants Municipality and Town of Windsor had different financial reporting timelines/systems.
- Staff will review methods to provide financial information.
- The Municipal Budget is a core function of Council.
- The Audit Committee also reports financial information to Council.

**m. Dangerous or Unsightly – Request for Decision Form**

Councillor Ivey reviewed the form.

Discussion Points:

- Updates of dangerous or unsightly premises will be report twice a year as required by policy and the Municipal Government Act.
- Dangerous or unsightly premises are mostly complaint driven; however, Building Officials and By-law Officers may also identify properties while performing their duties.

**n. Accessibility Audit - Request for Decision Form**

Councillor Morton reviewed the form. He noted the Accessibility Committee established by Council should be started soon to address the audit.

**12. Public Participation Period**

Shelleena Thornton informed there were 29 viewers at any given time on Facebook Live and comments were mainly on the topic of waste collection, Rails to Trails, and if infrastructure was replaced under the J-Class roads.

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

**14. Next Meeting Date / Adjournment**

The next meeting will be Regular Council on October 27, 2020.

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

**Motion Carried.**

*The meeting ended at 9:18 pm.*

---

Abraham Zebian, Mayor

---

Rhonda Brown, Municipal Clerk