



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

**November 10, 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.

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1. Call to Order
2. Roll Call
3. Announcements
4. Approval of the Agenda, including additions or deletions
  - a) Dashboard Action Items – Information Log
5. Declaration(s) of Conflict of Interest
6. Approval of Previous Meeting Minutes
  - a) 2020-10-13 Committee of the Whole minutes
7. Presentations
  - a) Hantsport Food Bank – Beth Caldwell
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) **W.B Stephens Building Design Project Management Information**
9. Reports
  - a) CAO Activity Update – Information Report
10. Correspondence
  - a) Avon River Causeway Related Log
  - b) Hants County Exhibition (Oct. 6, 2020) – Thank you
  - c) Greg Pace (Nov. 3, 2020) - Resignation from Hantsport Area Advisory Committee
11. New Business
  - a) Hantsport Municipal Office Surplus Report – Recommendation Report
  - b) **Hantsport Food Request – Recommendation Report**
  - c) Grants and Contribution Policy - Recommendation Report
  - d) Repeal of Police Advisory Board By-laws - Recommendation Report
  - e) Sports Complex Sponsorship Program – Information Report
  - f) Burning Permit - Recommendation Report
  - g) Safe Restart Agreement Fund - Verbal Update
12. Public Participation Period
13. In-Camera
  - a) Approval of In-Camera Minutes

- I. 2020-06-03 Committee of the Whole In-Camera Minutes
- II. 2020-06-09 Committee of the Whole In-Camera Minutes
- b) MGA 22(2)(a) Acquisition, Sale, Lease and security of Municipal Property - Land Sale
- c) MGA 22(2)(e) Contract Negotiations – Union Negotiations

14. Next Meeting Date / Adjournment



## WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole Minutes

November 10, 2020 6:00 p.m.

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

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### 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  
Jamie Juteau, Windsor Fire Department  
Linda Shay, Hantsport Food Bank  
Heather McInnes, Hantsport Food Bank

Carlee Rochon, Dir. Financial Services  
Rhonda Brown, Municipal Clerk  
Shelleena Thornton, Administrative  
Supervisor  
Beth Caldwell, Hantsport Food Bank  
Bill Preston, Hantsport Food Bank  
Jo Hazel, Hantsport Food Bank

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

### 3. Announcements

Mayor Zebian stated appreciation for the men and women, past, present and future that serve our country. Residents were reminded that Remembrance Day Services this year will be different due to COVID, and encourage all to participate virtually.

Residents were advised of the Provincial travel restriction change that states if a person is isolating in a house with other people, all members in that household must isolate for the 14-days.

Residents were encouraged to support local food banks and Christmas Angels.

In lieu of their Christmas Angel Walk, Hantsport Fire Department will have a donation box outside the fire department for gift donations and gift cards on December 6, 2020.

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

a. Dashboard Action Items Information Log

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

**Motion Carried.**

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

**6. Approval of Previous Meeting Minutes**

a. 2020-10-13 Committee of the Whole Minutes

**MOVED by Deputy Mayor Morton and Councillor Ivey that the 2020-10-13 Committee of the Whole Minutes be approved.**

**Motion Carried.**

**7. Presentations**

a. **Hantsport Food Bank – Beth Caldwell, Jo Hazel and Heather McInnes**

Beth Caldwell reviewed the presentation noting the history and needs of the Hantsport Food Bank.

Discussion Points:

- The lease extension request is for 15 years in the new location.
- The Foundry Rd building will need renovations to accommodate the Hantsport Food Bank.

**8. Unfinished Business/Postponed Motions**

a. Rural Internet Update

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

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

Discussion Points:

- Until the location of the last 3-5% of areas not receiving internet is known, it is hard to develop a business plan.
- There has been some construction activity for internet in Districts 1 and 2
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- The Federal Government has announced more funding for internet projects.

## **b. W.B. Stephens Building Design Project Management Information**

CAO Phillips reviewed the information report displaying financials associated with current operations of both buildings as well as potential tax generation and leasing rates should the buildings be sold or leased. He noted that funding has been requested from the Province to cover the cost for renovations for a Municipal Complex through the Provincial Post-Consolidation Funding Request which is currently being reviewed by the Province. He further added that the cost for the renovations has been included in the 2020/21 Capital budget, which was approved by Council and debt serving already calculated and accounted for in the operating budget. An appraisal would be required if either the 100 King St. or 76 Morison Dr. Municipal offices were to be sold. If the King St. office were sold, a new location for the Windsor Fire Department (WFD) would be needed.

### Discussion Points:

- Based on square footage, the staff complement can be accommodated in either location, with renovations. Other work environments could also be arranged for some staff.
- Perhaps the King St and Morison Dr offices could be sold to generate tax revenues and a new office built for the same amount of money as the cost for renovations. Need to be confident in the location chosen.
- The Hatch report estimated renovation costs for King St. range from \$1.99M to \$2.65M, renovations for Morison Dr. range from \$1.99M to \$2.59M. Costs may be lowered but would need a design to determine.
- Structural engineers did a preliminary review of the buildings for the Hatch Municipal Complex Review and found no concerns.
- Cost for a new fire dept and municipal office together or separate would have to be determined if the King Street Building were sold or leased in whole.
- One of the purposes of Consolidation is to achieve efficiencies.
- Council will have an opportunity to review and give input to help control costs.
- Past WFD floor concerns about salt seeping into floor crack and rusting beams was corrected by painting and sealing the floor; jacks were installed under the larger trucks for weight bearing. Ventilation concerns were corrected by adding a vehicle exhaust system and a ventilation system to the second floor of the building. Due to the regionalization of the fire service, the number and size of apparatus is changing.
- There are parking solutions for both locations.

**MOVED by Councillors Murley and Murphy that Committee of the Whole recommends that Council approve the award of tender WWHPW20-15 for the W.B. Stephens Building Design & Project Management contract to HarveyARCHITECTURE Limited, for the tendered price of \$198,500 plus 10% design contingency, plus applicable taxes.**

### **Motion Defeated.**

Councillors Francis, B. Morton, M. McLean, S. McLean, Hartt, and Ivey voted nay.

*Linda Shay left the meeting at 7:31 p.m.*

## **9. Reports**

### **a. CAO Activity Update – Verbal Report**

CAO Phillips provided a verbal update of activities over the last month including:

- CUPE negotiations are scheduled Nov. 16<sup>th</sup> and 17<sup>th</sup>.
- Proceeding with land purchase in Cogmagun, waiting on the Province.
- Working on Hantsport Food Bank and Hantsport Municipal Complex items.
- Will provide financial update at the next Committee of the Whole, as the report was just received from the Audit Committee.
- Opening of the Sports Complex has been time consuming under COVID restrictions; the first hockey game was played Nov 6<sup>th</sup>.
- Windsor Township Business Association continues their beautification plans around lighting.
- Falmouth stormwater management discussions have started; presentations of resident concerns may occur in the future.
- No additional information regarding the twinning of Highway 101 has been received.
- Fire District Boundary changes took place Oct. 31<sup>st</sup> which will see reduced cost efficiencies by using existing resources.
- Continue to meet with Fire Chiefs and various committees have been established to review apparatus, safety, honorariums and continuity.

#### Discussion Points:

- Delay in opening the walking track at the Sport Complex was primarily due to COVID and safety concerns for a higher duty of care and making sure surfaces can be wiped down. It is possible the turf side of the complex may also be used for walking.
- Facility is beautiful and staff have done a great job.

## **10. Correspondence**

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

### **b. Hants County Exhibition (Oct. 6, 2020) – Thank You**

### **c. Greg Pace (Nov. 3, 2020) – Resignation from Hantsport Area Advisory Committee**

Mayor Zebian thanked Mr. Pace for his service on the Hantsport Area Advisory Committee.

## **11. New Business**

**a. Hantsport Municipal Office Surplus Report – Recommendation Report**

CAO Phillips reviewed the report, noting the recommendation would be to sell the property at market value rather than lease property.

**MOVED by Councillors Murphy and M. McLean that Committee of the Whole recommend to Council that the property formerly known as the Hantsport Town Hall, 20 and 22 Main Street, Hantsport NS (PIDS # 45043312 and 45043304), be deemed as surplus property and that the property be listed for sale at market value.**

**Motion Carried.**

(Vote was held after discussion.)

Discussion Points:

- It may be advantageous to sell the Hantsport municipal office, as there are other options that could satisfy the needs of the Hantsport Food Bank.

**b. Hantsport Food Bank Request – Information Report**

CAO Phillips reviewed the report. The Hantsport Food Bank is requesting a full accommodation and renovation to move to Foundry Rd. The cost estimates were based on the use of contractors, so costs could be lower if staff or volunteers were used.

**MOVED by Deputy Mayor Morton and Councillor Morton that Committee of the Whole recommends that Council support Hantsport Food Bank for the entire amount up to \$47,000 to make the Food Bank Operational by April 1, 2020.**

**MOVED by Councillor Ivey and Sherman to amend the motion by adding, “with funds to come from the Hantsport Infrastructure Capital Reserve.”**

**Amendment Carried.**

*Motion as amended:*

**MOVED by Deputy Mayor Morton and Councillor Morton that Committee of the Whole recommends that Council support Hantsport Food Bank for the entire amount up to \$47,000 to make the Food Bank Operational by April 1, 2020 with funds to come from the Hantsport Infrastructure Capital Reserve.**

**Motion Carried, as amended.**

(Vote was held after discussion.)

Discussion Points:

- The proceeds from the sale of the Hantsport Office must remain for capital project in Hantsport.
- It is not the Hantsport Food Bank’s fault that a move is needed to accommodate the new fire department.

- The Hantsport Food Bank generally serves residents within their stated jurisdiction but will work to support others if needed.
- Food banks are an essential service, possibly a policy for municipal support could be developed to ensure all residents have access.

*Hantsport Food Bank members left the meeting at 8:28 pm.*

**c. Grants and Contributions Policy– Recommendation Report**

Director Kehoe reviewed the report.

**MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the Whole recommends that Council adopt the West Hants Regional Municipality Grants and Contributions Policy for implementation for the fiscal year 2021/2022.**

**Motion Carried.**

(Vote was held after discussion.)

Discussion Points:

- Bulk purchases of item requests such as heat pumps normally funded by Gas Tax is not possible due to the Gas Tax Agreement requirements.

**d. Repeal of Police Advisory Board By-laws – Recommendation Report**

Clerk Brown reviewed the report.

**MOVED by Councillors Francis and Sherman that Council give First Reading and proceed to a Public Hearing for the Repeal of Police Advisory Board By-laws, REPEAL-002 as recommended in the report entitled Repeal of Police Advisory Board By-laws to the Committee of the Whole dated November 10, 2020.**

**Motion Carried.**

(Vote was held after discussion.)

Discussion Points:

- If the Police Advisory Board wanted additional roles or responsibilities other than that stated in the *Police Act*, another by-law would be required and be approved by the Department of Justice.
- The current Police Advisory Board established by Council will not be affected and will operate under the provisions of the *Police Act*.
- There should be discussion about the role the Police Advisory Board Committee will play in the new Regional Municipality.

**e. Sport Complex Sponsorship Program- Information Report**

CAO Phillips reviewed the report. In consultation with the design team, some controls being set for sponsorship placement are to preserve intended feel; this may change overtime. There have already been sponsorship inquiries.

#### Discussion Points:

- Advertisements for sponsorships will be done through the Community Development Department staff, Councillors, social media, corporate community.
- There is an application process to ensure fairness for sponsorship opportunities if there are multiple requests for the same item. Everyone will be encouraged to look at other opportunities if not successful.
- Council members that have received inquires can contact Kathy Kehoe, VanEssa Roberts or Chrystal Remme.
- Those who have already sponsored the facility will be acknowledged, possibly on a donor wall in the facility entrance.

#### **f. Burning Permit– Recommendation Report**

Mayor Zebian reviewed the report. There is a peak season for burning and this has been complicated by three different fire related by-laws (of the three former municipal units), and Provincial regulations for burning.

#### Discussion Points:

- The three municipal fire by-laws of the former municipal units should be reviewed and replaced by a single Regional by-law.
- A new by-law could consider a permit system and various burning zones
- Residents need to be educated on when to burn, who and when to call, and what can be done for prevention.
- If a permitting system is established, it should include a communication system/plan to fire departments.
- Rural areas also have pockets of residents close together.
- Many complaints are regarding smoke and burning of waste.
- Department of Lands and Forestry used to issue burn permits, but it was not found to be an efficient system.

#### **g. Safe Restart Agreement Fund – Verbal Update**

Director Rochon informed that the Municipality received a Safe Restart grant as part of the work done by the NS Federation of Municipalities and NS Association of Municipal Administrators during the early part of the COVID-19 Pandemic. The Municipality will receive \$634,521 from the total the Province will receive. Details of the Funding Agreement are to come, but funds could be used to support Municipal and community COVID costs for distancing provision, protective equipment and transportation.

## **12. Public Participation Period**

Supervisor Thornton noted there was an average of 48 residents watching Facebook Live. Most comments on Facebook were regarding the renovations for a municipal complex and support for the Hantsport Food Bank.

**13. In-Camera**

**a. Approval of In-Camera Minutes**

**I. 2020-06-03 Committee of the Whole Minutes**

**II. 2020-06-03 Committee of the Whole Minutes**

**b. MGA 22(2)(a) Acquisition, Sale, Lease and Security of Municipal Property – Land Sale**

**c. MGA22(2)(e) Contract Negotiations – Union Negotiations**

**MOVED by Deputy Mayor Morton and Councillor M. McLean to move in-camera. Motion Carried.**

*The meeting moved in-camera at 9:13 pm. Just Council and Staff attended the in-camera meeting.*

**MOVED by Deputy Mayor Morton and Councillor Sherman that the meeting move out of in-camera.**

**Motion Carried.**

*The regular meeting reconvened at 9:55 pm.*

**14. Next Meeting Date / Adjournment**

The next meeting will be Regular Council on November 24, 2020.

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

**Motion Carried.**

*The meeting ended at 9:56 pm.*

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Abraham Zebian, Mayor

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Rhonda Brown, Municipal Clerk