



WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda **AMENDED**
January 12, 2021 - 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. Attendance
3. Approval of the Agenda, including additions or deletions
 - a) Dashboard Action Items – Information Log
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes/**New Business – Part 1**
 - a) 2020-12-08 Special Committee of the Whole minutes
 - b) 2020-11-10 Committee of the Whole minutes
 - c) **Parking Enforcement – Recommendation Report**
7. Presentations
 - a) Jennifer Tufts, Valley REN – Activity Update
 - b) Property Owners’ Associations – Lot Owner Fees
 - c) Andrea Boone, West Hants Dial-a-Ride – Permanent Budget Line-item Request
 - d) Lee Chalmers – Consider development/implementation of Framework for Stormwater Management Planning
8. Unfinished Business/Postponed Motions
 - a) Rural Internet
 - I. Rural Internet Service for NS Initiative Update – (Standing Item)
 - b) Hantsport Fire Station Design Build – Request for Direction Report
9. Reports
 - a) CAO Activity Update – Information Report
10. Correspondence
 - a) Avon River Causeway Related Log (Standing Item)
 - b) Dept of Municipal Affairs & Housing (Dec. 3, 2020) – Re-appointment of Ms. Cindy Shupe to the Board of Western Regional Housing Authority
 - c) NS Federation of Municipalities (NSFM) (Dec. 2, 2020) – CAP Map Assessment Tool and Report
 - d) Gordon (Chick) Martin Correspondence – Home Grown Produce All-Year Round
 - e) Belinda Bezanson Correspondence-related Items re. Panuke Road
 - i. Ms. Bezanson to MLA Chuck Porter Correspondence (Sep. 28, 2020) – Formally received by Council at the Oct. 13, 2020 Committee of the Whole Meeting
 - ii. NSTIR to Ms. Bezanson Correspondence (Nov. 17, 2020)

- iii. Ms. Bezanson to Mayor Zebian Correspondence (e-mail Nov. 30, 2020)
 - f) Family Resource Centre of West Hants – Request to waive application fee
 - g) Dept of Municipal Affairs and Housing (Jan 8, 2021) – Regional Mun Name Change in MGA
- 11. New Business – Part 2
 - a) Family Resource Centre of West Hants – Request to waive application fee
 - b) Moved to Item 6.c)
 - c) Property Owners’ Association – Recommendation Report
 - d) Creation of RCMP Operating Reserve – Recommendation Report
 - e) Region 6 2021/22 Budget – Recommendation Report
 - f) Sewer Billing Review – Recommendation Report
 - g) Fire Services Temporary Borrow Resolutions - Recommendation Report
 - h) MCCAP 2021 Work Plan - Recommendation Report
 - i) Hantsport Fire Department/Municipality of Kings County Cost-sharing Agreement – Request for Decision Report from Councillor Murphy
 - j) West Hants Ground Search and Rescue Funding – Request for Decision Report from Councillor Murphy
 - k) Tax Dollars/Tax Bill Breakdown – Request for Decision Report from Councillor Murphy
 - l) Planning Process Review – Request for Decision Report from Councillor M. McLean
- 12. Public Participation Period
- 13. In-Camera
 - a) Approval of 2020-11-10 COTW In-Camera Minutes
 - b) Labour Relations/Contract Negotiations - MGA Section 22(2)(d & e)
- 14. Next Meeting Date / Adjournment



WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole Minutes

January 12, 2021 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 6:01 p.m. and welcomed everyone to the meeting acknowledging the Municipality is in Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People.

2. Attendance

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
Madelyn LeMay, Dir. Planning and Development
Shawn Levy, By-law Enforcement Officer
Lee Chalmers, Resident
Kimberly Fahie, West Hants Dial-a-Ride
Gerard d'Entremont, Valley REN
Linda Moxsom-Skinner, Property Owner Assoc.
Patrick Landry, Property Owner Assoc.
Judy Lynch, Property Owner Assoc.
Barbara Regan, Property Owner Assoc.
Paul Maynard, Hantsport Fire Dept.
Karrilynn Steward, Hantsport Fire Dept.
Mark Turner, Hantsport Fire Dept.
Jason States, Hantsport Fire Dept.

Carlee Rochon, Dir. Financial Services
Rhonda Brown, Municipal Clerk
Shelleena Thornton, Administrative Supervisor
Ryan Parker, By-law Enforcement Officer
Saira Shah, Planner
Nancy McKinley, West Hants Dial-a-Ride
Andrea Boone, West Hants Dial-a-Ride
Jennifer Tufts, Valley REN
Kevin White, Property Owners Assoc.
Debbie Spears, Property Owners Assoc.
Nancy Saunders, Property Owners Assoc.
Peter Johnson, Hantsport Fire Dept.
Wade Noiles, HarveyARCHITECTURE
Jennifer Daniels, Hantsport Fire Dept.
Misty Huntley, Hantsport Fire Dept.

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 Councillors Murley and Murphy that the agenda be approved with the following changes:

- **Re-name Item 6 to Approval of Previous Minutes/New Business - Part 1**
- **Move Item 11.b) to 6.c)**

Motion Carried.

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

5. Announcements

The following announcements were made:

- There are new COVID measures for rotational workers regarding testing.
- Schools have resumed from the holiday break and drivers should be alert.
- Winter snow removal is being done by Municipal staff; cars should not be parked on the roads overnight to allow for snow removal.
- Residents are encouraged to use Municipal trails and programs.
- The African Nova Scotia consultation workshop was well attended.
- Winter Carnival has been cancelled due to COVID, sponsors such as The Food Hub may plan other activities.
- The igloo build in Hantsport as part of the Winter Carnival is also cancelled due to COVID.

6. Approval of Previous Meeting Minutes/New Business Part 1

a. 2020-12-08 Special Committee of the Whole Minutes

b. 2020-11-10 Committee of the Whole Minutes

MOVED by Deputy Mayor Morton and Councillor Sherman that the 2020-12-08 Special Committee of the Whole Minutes and 2020-11-10 Committee of the Whole Minutes be approved.

Motion Carried.

c. Parking Enforcement – Recommendation Report (originally 11(b) on the agenda)

By-law Enforcement Officer Levy reviewed the report.

MOVED by Councillors Murley and M. McLean that Committee of the Whole recommends that Council require parking regulations to be enforced as deemed necessary by the Traffic Authority, primarily in the communities of Hantsport and Windsor, and any other Municipal owned roads outside of Windsor and Hantsport when deemed necessary and that paper parking tickets continue to be used.

Motion Carried.

(Vote was held after discussion.)

Discussion Points:

- The Town of Windsor used a Commissionaire to enforce parking and in 2020 between January and April, 70 parking tickets were issued.
- Since April 2020 parking enforcement has been complaint driven.

Ryan Parker and Shawn Levy left the meeting at 6:15 p.m.

7. Presentations

a. Jennifer Tufts, Valley REN – Activity Update

Jennifer Tufts and Gerard d'Entremont reviewed the presentation highlighting the partners that make up Valley REN and the programs being offered to help businesses and economic development. She noted many planned projects that were delayed or revised due to COVID will be starting soon.

Discussion Points:

- In 2019-20 Valley REN help 13 businesses in what is now West Hants Regional Municipality; 16 businesses were helped in 2020-21.
- In the past businesses reached out to Valley REN or vice versa through word of mouth. A Business Retention and Expansion Outreach Program is starting thanks to funding made available from Kings County for the hiring of a designated person.
- During COVID, businesses that were able to pivot quickly were able to maintain their business or do better. Businesses in this region have not been as impacted by COVID as in other areas of the Province, some are doing less business than last year but are doing better than similar businesses in other areas.

Jennifer Tufts and Gerard d'Entremont left the meeting at 6:38 pm.

b. Property Owners' Associations – Lot Owner Fees

Linda Moxsom-Skinner and Kevin White reviewed their correspondence for a revised Municipal service charge to collect Property Owner's Associations (POAs) fees on behalf of POAs. It was noted some POAs have public Municipal parks, but the Municipality is not charged for the roads to the parks. POAs are seeking a fair cost for the service provided.

Discussion Points:

- The length of roads in the five POAs is approximately 28 km.
- The proposed service charge is based on the actual incremental cost of the service without a markup.
- There are three contractors that provide snow removal services to the five POAs.

- Road Maintenance includes maintenance of bridges on the roads, ditching, and bush-cutting which could use various contractors. There is a 5-year road maintenance plan to help bring roads up to standards.
- Most of the POAs fees go to the road but other costs include bank fees, signage and communications to members. Sheds for communal waste and organic collection were paid for by POAs.
- The POAs estimate they save the Municipality \$50,000 per year due to reduced services.

c. Andrea Boone, West Hants Dial-a-Ride – Permanent Budget Line-item Request

Andrea Boone and Nancy McKinley reviewed the presentation noting that West Hants Dial-a-Ride is for everyone not just for those in wheelchairs. The request to be funded as a line item in the Municipality’s budget is similar to how other municipalities fund similar organizations. Funding of \$75,000 from the Municipality would reduce fees charged to clients or even be a donation basis.

Discussion Points:

- Clients come from anywhere in the Municipality and could go anywhere in the Province. There are no qualifications or screening of clients and they try hard not to turn people away.
- Volunteer drivers used their own vehicles and are paid \$0.46 per kilometer, the volunteers are recruited through advertisements or word of mouth.
- Fees to clients vary; the cost for use of the wheelchair accessible van is more. A round trip to Halifax, which includes wait time, is \$75 from Brooklyn.
- The Municipality’s previous funding to Kings Transit was removed from the budget when service ended, there is no reserve.
- Hours of operation for Dial-a-Ride is Monday to Friday, 8:30 am to 4:30 pm for bookings, but rides can be booked for any time, day or night when given one day’s notice.
- Provincial funding is guaranteed and will not be reduced if the Municipality provides additional funding.
- Financial statements should be reviewed before a decision.
- The funding request is based on the average monthly expense times 12 months.
- The Boosting Local Transportation (BoLT) program was a pilot program with fixed points for people to be picked up at using a sedan instead of a bus. The program was delayed due to COVID but may try it again in the future if grant funding is available.

d. Lee Chalmers – Consider development/implementation of Framework for Stormwater Management Planning

Lee Chalmers reviewed her presentation informing of the importance of using Low Impact Development (LID) principles and techniques when developing stormwater

management plans. She reviewed the stormwater issues in Falmouth and the Elderkin Creek drainage system, noting stormwater management should not cause an increase in stormwater flows.

Discussion Points:

- It is common for municipalities to have a framework for stormwater management within land use documents, however collaboration with other levels of government or agencies may be needed, such as for Provincial owned roads within a municipality.
- Use of different materials and designs could be used to improve water infiltration.
- Clear ditches and larger culverts improve stormwater flows locally but move the issue to other points in the drainage system, a LID approach focuses on management at the source rather than redirection of stormwater flow.

8. Unfinished Business/Postponed Motions

a. Rural Internet Update

I. Internet for NS Initiative Update - Standing Item

There was no discussion.

b. Hantsport Fire Station Design Build – Request for Direction Report

Director Richard reviewed the history of the project to date noting the true cost of the project will not be known until the project is tendered. A working group which included the architect and members of the Hantsport Fire Department (HFD) helped with the proposed design.

Wade Noiles of HarveyARCHITECTURE reviewed the two design options created based on layout of the property, needs and budget. The Class D cost estimates were very detailed and could equate to a higher-class estimate, however they are just place holders until actual budget is known after tendering.

Paul Maynard, HFD Deputy Fire Chief, spoke of HFD's history as a community hub and how proposed rooms could have multiple uses for the community such as using the training room as meeting space. The needs and safety concerns of the current building were highlighted, including bunker gear off gassing, lack of space for equipment of mutual aid providers, condemned kitchen and energy efficiencies. He stressed the need to build for the future not just the present and advocated for Design Option 1.

Jennifer Daniels and Mark Turner, HFD members, spoke of the importance of community to support HFD members and how spaces could be used to improve the mental and physical health of members such as space to debrief after a call or make healthy meals. The Municipality owns HFD and covers the Worker's Compensation

Board (WCB) costs, noting WCB is changing to cover 17 forms of cancer. HFD members advocated for Design Option 1.

Discussion Points:

- Should build the fire department for the future not just the needs of today.
- A separate warming center would cost more to build separately than the difference between Design Option 1 & 2.
- Truck space may still be a concern as trucks are 40ft and bays are 50ft, in the future some fire trucks could be longer, while others may be smaller.
- Grants may be available for some aspects of the project such as comfort centre. Kings County will contribute to capital cost, possibly 35% of the cost.
- Contingency is usually a percentage of the cost so was not added to Class D estimates.
- There is capacity financially for Design Option 1, debt servicing cost will need to be reviewed as part of budget discussions.

MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the Whole recommends that Council gives direction to staff to proceed with Option 1, general design for the new replacement Hantsport Fire Station, as provided by HarveyARCHITECTURE Limited;

And,

Council provides direction for staff to proceed with the release of a 2-Part public Request for Proposal for the evaluation and selection of the project general contractor, in accordance with the approved Municipal procurement process.

Further,

Council approves the creation of capital reserve fund for Hantsport Fire Department fundraising and donations.

Motion Carried.

Councillor Jannasch voted nay.

(Vote was held after discussion)

The following guests left the meeting by 8:54 pm: Nancy McKinley, Kimberly Fahie, Andrea Boone, Patrick Landry, Judy Lynch, Nancy Saunders, Barbara Regan, Debbie Spears, Paul Maynard, Wade Noiles, Karrylynn Steward, Mark Turner, Jennifer Daniels.

9. Reports

a. CAO Activity Update – Information Report

CAO Phillips reviewed his report.

Discussion Points:

- The Request for Proposal for the track surface at the Sports Complex is for the installation, only a single quote had previously been provided by Lindsay's, the motion of Council in September for the installation does not need to be changed at this time.
- An update on the Sports Complex sponsorships will be provided.
- Suggested to install touchless hand-sanitizing stations at the Sports Complex.

10. Correspondence

a. Avon River Causeway Related Log

b. Dept of Municipal Affairs & Housing (Dec. 3, 2020) – Re-appointment of Ms. Cindy Shupe to the Board of Western Regional Housing Authority

c. NS Federation of Municipalities (NSFM) (Dec. 2, 2020) – CAP Map Assessment Tool and Report

d. Gordon (Chick) Martin Correspondence – Home Grown Produce All-Year Round

e. Belinda Bezanson Correspondence – related Items re. Panuke Road

I. Ms. Bezanson to MLA Chuck Porter Correspondence (Sep. 28, 2020) – Formally received by Council at the Oct. 13, 2020 Committee of the Whole Meeting

II. NSTIR to Ms. Bezanson Correspondence (Nov. 17, 2020)

III. Ms. Bezanson to Mayor Zebian Correspondence (email Nov. 20, 2020)

f. Family Resource Centre of West Hants – Request to waive application fee

g. Dept of Municipal Affairs & Housing (Jan. 8, 2021) – Regional Mun Name Change in MGA

11. New Business – Part 2

a. Family Resource Centre of West Hants – Request to waive application Fee

Director LeMay informed the Family Resource Center has applied for an amendment to the Land Use By-law to allow secondary suits, in one- and two-unit dwellings in all residential zones. They are requesting the application fees for the amendment be waived.

MOVED by Deputy Mayor Morton and Councillor Ivey that Committee of the Whole recommends to Council that the application fees be waived for the Family Resource Centre of West Hants.

Motion Carried.

(Vote was held after discussion.)

Discussion Points:

- The amendment will follow the normal Planning process with reports coming to Council through the Planning Advisory/Heritage Advisory Committee.

b. This was moved to Agenda Item 6.c).

c. Property Owners Association – Recommendation Report

Director Rochon reviewed the report noting the Municipality would be assuming the liability for outstanding Property Owners Associations (POAs) fees; however, collection was guaranteed through regular tax sale process.

MOVED by Councillor Sherman and Deputy Mayor Morton that Committee of the Whole recommends that Council approves the method of billing set out in Property Owner Association Services for Private Road Agreements to Committee of the Whole on January 12, 2021, for services provided under R-002 Maintenance and Improvement of Private Roads By-Law, including a 71.5% reduction from base charge or \$5.00 per lot fee.

Motion Carried.

MOVED by Councillor Sherman and Deputy Mayor Morton that Committee of the Whole recommends that Council directs staff to enter into new agreements with the current Property Owners Associations, based on the service billing model approved.

Further,

That Council approved the extension of the Property Owner Association reporting deadline from January 31, 2021 to March 15, 2021.

Motion Carried.

(Vote was held after discussion.)

Discussion Points:

- The proposed \$5 per lot service fee should be charged, most of the POAs fees go back to the community.
- Kings County has 13 POAs and charge 4% on collected fees, but services provided to their POAs may be different, such as having green bins.
- The same flat rate per lot should be used for all POAs for equality.
- Annually costs will be reviewed to ensure POAs are not over charged, then the rates will be set through the annual budget.
- Benefits of POAs and savings to the Municipality outweigh the service costs.

Linda Moxsom-Sinner and Kevin White left the meeting at 9:05 pm.

d. Creation of RCMP Operating Reserve – Recommendation Report

Director Rochon reviewed the report noting the reserve could be used to fund future policing changes as well.

MOVED by Councillors Francis and Murley that Committee of the Whole recommend that Council approve the creation of a "RCMP Operating Reserve," and transfer \$582,688 of the budgeted 2020/21 operating cost for RCMP

services into the reserve.

Motion Carried.

Councillor Ivey did not vote as he was out of the room.

e. Region 6 2021/22 Budget – Recommendation Report

Director Rochon reviewed the report.

MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the Whole recommends that Council approves the 2021-22 budget for Region 6 as presented in the January 12, 2021 report.

Motion Carried.

f. Sewer Billing Review – Recommendation Report

Director Rochon reviewed the report.

MOVED by Deputy Mayor Morton and Councillor Sherman to postpone the topic until the next meeting.

Motion Carried.

(Vote was held after discussion)

Discussion Points:

- The report provides the same information as previously presented and has taken a long time; changes may now need to wait until rates are reviewed.
- Residents feel the billing of sewer is not accurate as sewage is not metered and some water usage is not put back into the sewer utility.
- It may be unfair to bill for sewer when a property is not hooked up to the sewer utility.
- Like a water utility, sewer should fair, accurate and be paid for by the user.
- Over time, the issues of changing sewer charges from a flat rate to charges on water bill has disappeared for the former Town of Windsor. Communication will be key to any changes.
- Sewer rebate is only available to those with very high-water usage, most residents will not qualify.
- A rate review is pending and could propose options for billing water and sewer. Current rates have been phased-in to help with rate shock while transitioning to a single rate for all areas.
- Suggested billing options were given including reduced vacant lot fees, billing winter usage in the summer, having a cap system and having a flat rate charged quarterly on water bills. Due to the billing system, some options could lead to billing errors.
- Reverting to a flat charge may cause more confusion.
- Previously the Three Mile Plains sewer was under funded and costs were covered by the general tax rate not the users.

g. Fire Services Temporary Borrow Resolutions – Recommendation Report

Director Rochon reviewed the report.

MOVED by Councillors Francis and Sherman that Committee of the Whole recommends that Council approves a temporary borrowing resolution in the amount of \$15,444, for major repairs to pumper #4 for Brooklyn Fire Department Station 1.

Motion Carried.

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 \$27,506, for command scene lighting for Hantsport Fire Department.

Motion Carried.

h. MCCAP 2021 Work Plan – Recommendation Report

Planner Shah reviewed the report.

MOVED by Councillors Francis and Ivey that Committee of the Whole recommends that the MCCAP 2021 Work Plan be placed on file in a manner substantively the same as Appendix A attached to the planning staff report dated January 6, 2021.

Motion Carried.

i. Hantsport Fire Department/Municipality of Kings County Cost-Sharing Agreement – Request for Decision Report from Councillor Murphy

Councillor Murphy stated this was covered under Agenda Item 8.b).

j. West Hants Ground Search and Rescue Funding – Request for Decision Report from Councillor Murphy

Councillor Murphy reviewed the report.

MOVED by Councillor Murphy and Sherman that Committee of the Whole recommends that Council direct staff prepare a report on how other Ground Search & Rescues (GSARs) are funded.

Motion Carried.

(Vote was held after discussion)

Discussion Points:

- Caution should be used when putting a non-profit organization as a line item in the budget.
- The West Hants Ground Search & Rescue is an emergency service provider like a fire department.

k. Tax Dollars/Tax Bill Breakdown – Request for Decision Report from Councillor Murphy

Councillor Murphy reviewed the report.

Discussion Points:

- A breakdown of the tax bill has historically been provided and can be included as an insert with the tax bills.

l. Planning Process Review – Request for Decision Report from Councillor M. McLean

Councillor M. McLean reviewed the report noting he was looking to shorten the process to improve business attraction.

MOVED by Councillor M. McLean and Deputy Mayor Morton that Committee of the Whole recommends that Council direct staff to look at the pros and cons in shortening the Planning process to approve building permits so we can be competitive with our neighbouring municipalities when it comes to attracting businesses and development. Adopt an “as of right” policy.

MOVED by Councillors Jannasch and Francis to amend the motion to end with the word “process” and remove remainder of the original motion. Amendment Carried.

Motion as amended read:

MOVED by Councillor M. McLean and Deputy Mayor Moton that Committee of the Whole recommends that Council direct staff to look at the pros and cons in shortening the Planning process.

Motion Carried as amended.
(Vote was held after discussion)

Discussion Points:

- Original motion seemed to be asking to shorten planning process and process for building permits which are different.

12. Public Participation Period

Shelleena Thornton noted there were 57 residents watching Facebook Live. Most comments were regarding the Hantsport Fire Station, grants for comfort centres and environmental concerns of stormwater systems and roads.

13. In-Camera

- a. Approval of 2020-11-10 COTW In-Camera Minutes
- b. Labour Relations/Contract Negotiations – MGA Section 22 (2)(d & e)

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

The meeting moved in-camera at 10:47 pm. Remaining guests and staff left the meeting, except the CAO and Municipal Clerk.

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

The meeting reconvened at 12:02 am.

14. Next Meeting Date / Adjournment

The next meeting will be Regular Council on January 26, 2021.

**MOVED by Councillors Hartt and Murley that the meeting adjourn.
Motion Carried.**

The meeting ended at 12:04 am.

Abraham Zebian, Mayor

Rhonda Brown, Municipal Clerk