



WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda **AMENDED**
February 09, 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
 - a) 2021-01-12 Committee of the Whole minutes
7. In-Camera
 - a) Land Matter (MGA Section 22(2)(a))
8. Presentations
 - a) Region 6 – Valda Walsh and Christine McClare, Region 6 Coordinators
9. Unfinished Business/Postponed Motions
 - a) Rural Internet
 - i. Rural Internet Service for NS Initiative Update – (Standing Item) – Maps
 - b) Sewer Billing Review
 - c) West Hants Ground Search and Rescue Funding – Recommendation Report
 - d) **Mobile Canteen & Sidewalk Cafe – Request for Direction Report**
 - e) **Planning Process Review – Request for Direction Report**
 - f) West Hants Dial-a-Ride – Request for Direction Report
10. Reports
 - a) **CAO Activity Update – Information Report**
11. Correspondence
 - a) Info Only – None
 - b) Requests (for discussion)
 - i. Royal Canadian Legion – Funding Request toward sprinkler system
12. New Business
 - a) December COTW and Council Meetings – Request for Decision Report (A. Zebian)
 - b) **Municipal Climate Change Adaptation Plan (MCCAP) Term Position – Recommendation Report**
 - c) **Noise By-law – Request for Direction Report**
 - d) Temporary Borrowing Resolution(s) – Recommendation Report

- e) Fiscal Highlights – Information Report/Update
- f) Accessibility Advisory Committee Member Appointment – Recommendation Report
- g) **Bog Road**

13. Public Participation Period

14. In-Camera

- a) 2021-01-12 COTW In-camera Minutes Approval
- b) Land Matter – Purchase matter (MGA Section 22(2)(a) (verbal)
- c) Legal Matter – Shared Service Agreement and Municipal Corporations (MGA Section 22(2)(g)

15. Next Meeting Date / Adjournment



WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole Minutes

February 9, 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.

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
Ryan Parker, By-law Enforcement Officer
Kirk MacCulloch, Parsons Greenway
Development
Valda Walsh, Region 6 Solid Waste Resource
Management
Angela Taylor, Region 6 Solid Waste Resource
Management

Carlee Rochon, Dir. Financial Services
Rhonda Brown, Municipal Clerk
Shelleena Thornton, Administrative
Supervisor
Sara Poirier, Planner
Saira Shah, Planner
Noel Taiani, Parsons Greenway
Development
Christine McClare, Region 6 Solid Waste
Resource Management

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 Sherman that the agenda be approved with the following changes:

- **Add 12.g) – Bog Road**

Motion Carried.

4. Declarations of Conflict of Interest

Councillor Murphy declared a conflict of interest for item 9.c) West Hants Ground Search and Rescue Funding – Recommendation Report.

5. Announcements – There were no announcements.

6. Approval of Previous Meeting Minutes

a. 2021-01-12 Committee of the Whole Minutes

**MOVED by Deputy Mayor Morton and Councillor Sherman that the 2021-01-12 Committee of the Whole Minutes be approved.
Motion Carried.**

7. In-Camera

a. Land Matter (MGA 22 (2)(a))

**MOVED by Councillors Murphy and Francis to move in-camera.
Motion Carried.**

The meeting moved in-camera at 6:04 pm. Only the CAO, Directors, Clerk, Administrative Supervisor, and Noel Taiani and Kirk MacCulloch remained in-camera.

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

The meeting reconvened at 6:52 pm.

Valda Walsh, Christine McClare, Angela Taylor and remaining staff joined the meeting. Noel Taiani and Kirk MacCulloch left the meeting.

8. Presentations

a. Region 6 – Valda Walsh and Christine McClare, Region 6 Coordinators

Christine McClare, Angela Taylor and Valda Walsh of Region 6 Solid Waste Resource Management (Region 6) reviewed the presentation highlighting the purpose and achievements of Region 6. Ms. Taylor informed due to COVID much of the education programs offered by Region 6 were being done virtually and that Region 6 now has a website that offers information to residents and partnering Councils.

Discussion Points:

- The company Sustane is working with the Chester Landfill to retrieve materials from the landfill that can be used for other products. There have been some delays with the project and it only involves the District of Chester.

Christine McClare, Angela Taylor and Valda Walsh left the meeting at 7:13 pm.

9. Unfinished Business/Postponed Motions

a. Rural Internet Update

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

CAO Phillips noted that mapping of the areas to have internet coverage have been made available; however, are still short on the details of the 1% to be left without internet coverage.

Discussion Points:

- A Municipal business plan for internet could help with economic development and generate new income.
- A business plan can wait until more information is known and reviewed every few months for progress.
- The fibre optic line from Windsor to Brooklyn is not being used yet.
- The Municipality should reach out to residents to determine who is without internet.
- Cost to install lines for last 1% without internet and to replace the VCFN network should be determined.
- Some residents in the Cheverie and Newport area can now be served by Starlink; this may be an option for the last 1% without internet.

b. Sewer Billing review – Recommendation Report

CAO Phillips noted this was postponed from the January COTW for discussion. Director Rochon reviewed the change in sewer billing rates for each area, Hantsport, Falmouth and Three Mile Plains.

Discussion Points:

- Actual expenses and revenues to run the sewer system should be determined.
- Billings do not seem to be fair and accurate. Residents should be helped and not pay for past bad decisions.
- Billing periods should be the same and not fluctuate, and communication on the number of days in the billing period should be given to Councillors.
- Budgetary billing can be investigated, however differences over the year is usually charged on the final bill of the year.
- Changing billing systems may cause more confusion.
- Changing to a flat fee would require annual audits if based on dwelling units and may not be sustainable for growth and capital. A flat fee may cause more inequities.
- A new rate study will be needed; consultant Gerry Isenor can make a presentation on the calculation of the previous study.

- Sewer reserves help address unforeseen capital expenses. Prior to consolidation not all sewer systems had reserves and deficits were covered by general revenues.
- Billing based on usage provides an incentive for water conservation.

Councillor Murphy left the meeting due to conflict of interest.

c. West Hants Ground Search and Rescue Funding – Recommendation Report

Administrative Supervisor Thornton reviewed the report.

MOVED by Councillors Ivey and Murley that Committee of the Whole recommends to Council that West Hants Ground Search and Rescue be added as an independent line item under Protective Services within the annual Operating Budget.

Motion Carried.

Councillor Mark McLean voted nay.
(Discussion was held before voting)

Discussion Points:

- There is no cost to register with the Municipality as an emergency provider; however, documentation is required to be provided annually.
- Liability insurance of the emergency service provider is required as per the policy and would protect the Municipality.
- Being a registered emergency provider would not affect grants from the Province for the Emergency Services Provider Fund; these grants can only be applied for every three years.
- Having West Hants Ground Search and Rescue under Protective Services provides consistency in funding.

Councillor Murphy rejoined the meeting.

d. Mobile Canteen & Sidewalk Cafe – Request for Direction Report

Planner Poirier reviewed the report and posed questions to Councillors to confirm which of the proposed changes to the Sidewalk Café Policy; Hawkers, Traders and Peddlers By-law; and Temporary Vendor By-law should be drafted for approval.

Discussion Points:

- Sidewalk cafes should be allowed for in Windsor and Hantsport.
- Sidewalk café permits should be a flat fee based on size.
- Last year two sidewalk café permits were issued, and the size of cafés is limited to the frontage of the property but arrangement for multiple properties can be explored.
- Ability of mobile canteens should be extended to the entire Municipality.
- Mobile canteens are treated like restaurants, a revised by-law could address where they are permitted by linking to the zoning in the Land Use By-law.

- Councillors were divided on the issue of allowing Mobile Canteens on public (Municipal owned) property on a permanently basis or just during special events.
- Mobile canteens do not pay the same fees as regular restaurants; however, some do rent the land they are on. Permit fees for mobile canteens should be a tiered system.
- Temporary vending should be regulated in Windsor. The majority also thought regulations should apply to the entire Municipality.

e. Planning Process Review – Request for Direction Report

Director LeMay reviewed the report and posed questions to confirm which of the proposed changes to the planning processes should be drafted for approval.

Discussion Points:

- Staff reports should still be required for planning applications.
- Public Information Meetings should continue as part of the Public Participation Program.
- Extended notification required during a State of Emergency (SOE) may become permanent after the SOE is lifted. Signs posted as part of the notification should be bigger and laminated if possible, for better viewing.
- Area Advisory Committees should be dissolved.
- Planning Advisory Committee /Heritage Advisory Committee (PAC/HAC) should consist of all Councillors and a resident representative from Hantsport and Windsor. Councillors are also residents in the Municipality and can represent their communities.
- Presentations of reports should be continued at PAC/HAC.
- Additional PAC/HAC meetings should only be scheduled if necessary.

Planner Poirier left the meeting at 9:47 pm.

Mayor Zebian informed that in accordance with the Meeting and Committee Procedural Policy, a motion would be needed to continue the meeting beyond 10 pm.

MOVED by Deputy Mayor Morton and Councillor Murphy to extend the meeting until 11:00 pm and then remaining items be moved to another day.

Motion Carried.

f. West Hants Dial-a-Ride – Request for Direction Report

Director Rochon reviewed the report.

MOVED by Councillors Francis and Sherman that Committee of the Whole recommends to Council that staff be directed to proceed with Option A with respect to West Hants Dial-a-Ride’s request and also review as a line item amount in future budgets outside the grant process, still requiring all financial information without the application.

Motion Carried.

(Discussion was held before voting.)

Discussion Points:

- Previous attempts to promote Dial-A-Ride have been unsuccessful, perhaps knowing who the drivers are may increase usage by community members.
- People that can afford it should not be subsidized, there should be criteria for users.
- The service provided is more than just transportation, they often wait and assist clients as needed.
- The level of funding could be increased as users increase.

10. Reports

a. CAO Activity Update – Information Report

CAO Phillips reviewed his report.

Discussion Points:

- Current sponsorship opportunity rates are not negotiable at this time, rates may change in the future.
- A message board on the outside of the West Hants Sports Complex should be considered.
- There are still some outstanding issues and costs to be processed for the West Hants Sports Complex but estimated total costs have not changed.
- Another Strategic workshop should be planned to review priorities identified.

11. Correspondence

a. Info Only – None

b. Requests (for discussion)

i. Royal Canadian Legion – Funding Request toward sprinkler system

Discussion Points:

- Sprinkler systems are not eligible for Gas Tax funding.
- Staff should review and provide options for Council during budgets and could include option for in-kind donations.

12. New Business

a. December COTW and Council Meetings – Request for Decision Report (A. Zebian)

Mayor Zebian reviewed the report.

MOVED by Mayor Zebian and Deputy Mayor Morton that Committee of the Whole recommends that Council amend Policy RCOGE-003.00 Meeting and Committee Procedural Policy, Sections 3.2(b) and 3.3(b) by removing the

month of December.

Motion Carried.

b. Municipal Climate Change Adaptation Plan (MCCAP) Term Position – Recommendation Report

Planner Shah reviewed the report through a short presentation, adding that the Clean Foundation had given tentative approval for funding if pre-approved by Council.

MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the Whole recommends to Council that Council approves the 2021-2022 MCCAP budget request of \$10,000 to ensure the Municipality can hire an individual for the Sustainability Planner position when the most relevant candidates are available and funding opportunities are maximized.

Motion Carried.

Planner Shah left the meeting at 10:34 pm.

c. Noise By-law – Request for Direction Report

Director LeMay review the report.

MOVED by Deputy Mayor Morton and Councillor Jannasch that Committee of the Whole recommends that Council to create a Noise By-law for the Regional Municipality.

Motion Carried.

Councillors S. McLean, Hartt and Francis voted nay.
(Discussion was held before voting.)

Discussion Points:

- Could revise the Noise By-law as a Peace and Good Order By-law which is less technical but would still allow By-law Officers to knock on the door to address noise issues.
- There is no one after hours to enforce the by-law except the RCMP; enforcement of the by-law by the RCMP requires special authorization by the Department of Justice.
- Agriculture operations are exempted from Noise By-laws due to other Provincial Acts and Regulations.

d. Temporary Borrowing Resolution(s) – Recommendation Report

Director Rochon 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 \$24,093, for airbag replacement and components for Hantsport Fire and Brooklyn Fire Departments.

Motion Carried.

(Discussion was held before voting.)

Discussion Points:

- The air bags are life-saving equipment to lift vehicles, the air bags have an expiry date.

e. Fiscal Highlights – Information Report/Update

Due to the time, CAO Phillips suggested this agenda item be on a future agenda.

f. Accessibility Advisory Committee Member Appointment – Recommendation Report

Administrative Supervisor Thornton reviewed the report.

MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the whole recommends that Council approves the following resident member(s) be appointed to the Accessibility Advisory Committee for the term April 01, 2020 to October 31, 2022: New Boundaries representative, Denise Long as primary member and Sarah Naugle as the alternate.

Motion Carried.

g. Bog Road

Mayor Zebian informed that Bog Road was in very bad shape and needed repairs. He stated the road is not currently on the 5-year capital plan for Nova Scotia Transportation and Infrastructure Renewal.

MOVED by Mayor Zebian and Councillor Francis that Committee of the Whole recommends that Council write a letter every month to Nova Scotia Transportation and Infrastructure Renewal (NSTIR) and it be copied to the Premier, Premier elect, and Minister Porter on the urgent need to have Bog Road repaired immediately.

Motion Carried.

13. Public Participation Period

Administrative Supervisor Thornton informed there were up to 39 residents watching Facebook Live at any given time. Most comments were regarding sidewalk cafés/mobile canteen permit fees and wanting more information about Dial-A-Ride.

14. In-Camera

a. 2021-01-12 COTW In-camera Minutes Approval

b. Land Matter – Purchase matter (MGA Section 22(2)(a) (verbal)

c. Legal Matter – Shared Service Agreement and Municipal Corporations (MGA Section 22(2)(g)

Due to the time, CAO Phillips suggested the in-camera items could be brought forward at the February Council meeting.

15. Next Meeting Date / Adjournment

There is a Special Committee of the Whole scheduled for February 17th, and the next meeting of Regular Council is on February 23, 2021.

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

Motion Carried.

The meeting ended at 11:01 pm.

Abraham Zebian, Mayor

Rhonda Brown, Municipal Clerk