



WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda **AMENDED**
March 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) 2021-02-09 Committee of the Whole minutes
 - b) 2021-02-17 Special Committee of the Whole minutes
7. Presentations
 - a) Noise By-law – S/Sgt David Ferguson
 - b) Hants County Senior Safety Association – Karen Crowe, Coordinator; Kathy Blois, Board Chair, S/Sgt David Ferguson
 - c) Water/Sewer Utility – Gerry Isenor and Blaine Rooney
8. Unfinished Business/Postponed Motions
 - a) Rural Internet
 - i. Rural Internet Service for NS Initiative Update – (Standing Item) – Updated Maps link (shows addresses if zoomed in)
9. Reports
 - a) CAO Activity Update – Information Report
10. Correspondence
 - a) Info Only – None
 - i. NSFM (April 2, 2020) - 12 Months' Notice 2021-22
 - ii. Jane Davis (February 11, 2021) – Area Advisory Committees
 - iii. Bill Preston (March 8, 2021) – Area Advisory Committees
 - iv. Elaine Warner (March 9, 2021) - Area Advisory Committees
 - b) Requests (for discussion)
 - i. NS Firefighters Benevolent Fund (Feb. 17, 2021)– Financial Assistance Request
11. New Business
 - a) Dangerous or Unightly Premises – Information Report
 - b) Emergency Management By-law – Recommendation Report
 - c) Meeting and Committee Procedural Policy Amendments – Recommendation Report

- d) PCP (Partners for Climate Protection Program), Milestones 1 & 2 – Recommendation Report
- e) Newport Corner Community Hall – Recommendation Report
- f) Water Information – Information Report
- g) Safe Exchange Zone for online buyers/sellers – Request for Decision Report (B. Morton)
- h) Community Recognition – Veteran Firefighters – 15 Years – Request for Decision Report (J. Ivey)
- i) Panuke Rd Event – Request for Decision Report (D. Francis)

12. Public Participation Period

13. In-Camera

- a) 2021-01-12 COTW In-camera minutes approval
- b) 2021-02-09 COTW In-camera minutes approval
- c) Land Matter #1 – MGA S. 22(2)(a)
- d) Land Matter #2 – MGA S. 22(2)(a)
- e) Land Matter #3 – MGA S. 22(2)(a)
- f) Land Matter #4 – MGA S. 22(2)(a)
- g) Legal Matter #1 – MGA S. 22(2)(g)
- h) Land Matter #5 – MGA S. 22(2)(a)
- i) Legal Matter #2 – MGA S. 22(2)(g)

14. Next Meeting Date / Adjournment



WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole Minutes

March 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
Kathy Blois, Hants County Senior Safety
Association
Blaine Rooney, Blaine S. Rooney Consulting Ltd.

Carlee Rochon, Dir. Financial Services
Rhonda Brown, Municipal Clerk
Shelleena Thornton, Administrative
Supervisor
Saira Shah, Planner
S/Sgt David Ferguson, RCMP
Karen Crowe, Hants County Senior Safety
Association
Gerry Isenor, G.A. Isenor Consulting Ltd.

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 Sherman and Murphy that the agenda be approved.
Motion Carried.**

MOVED by Councillor Sherman and Murley to amend the agenda by adding:

- **13h) – Land Matter #5 MGA 22(2)(a) Re Hantsport Town Hall**
- **13i) – Legal Matter #2 MGA 22(2)(g) Re Post Consolidation Funding**

Motion Carried.

Councillor Hartt voted nay.

4. Declarations of Conflict of Interest

Mayor Zebian and Councillor Francis declared a conflict of interest for Agenda Item 13 i) Legal Matter #2 MGA S. 22(2)(g).

5. Announcements

Mayor Zebian informed March 8th was International Women's Day, so dedicated the meeting to the female Councillors, staff and volunteers participating in the meeting.

Councillor B. Morton was congratulated on the arrival of his new baby boy.

6. Approval of Previous Meeting Minutes

MOVED by Deputy Mayor Morton and Councillor Murphy that the 2021-02-09 Committee of the Whole Minutes and 2021-02-17 Special Committee of the Whole minutes be approved.

Motion Carried.

7. Presentations

a. Noise By-law – S/Sgt David Ferguson, RCMP

S/Sgt Ferguson spoke about noise complaints and how they are handled by the RCMP. The RCMP can lay charges for noise under sections of the Criminal Code for Causing a Disturbance and Mischief. In 2020 there were 25 noise complaints to the RCMP of which 15 had potential for charges but were solved peacefully.

Discussion Points:

- The sections of Criminal Code can be applied in the same manner to residents and businesses.
- A Municipal by-law would be another tool the RCMP could use but is not required. There are pros and cons of a by-law that Council should consider such as the cost associated with prosecuting charges under the by-law.
- Under a by-law, the Municipal By-law Enforcement Officer would be relied on for service unless it was after hours. To lay charges under the Criminal Code, time is required to investigate, prepare a charge package and relay to the Provincial court.
- Residents should be made aware there are measures available to deal with noise, however each person has their own limit of tolerance for noise.

b. Hants County Senior Safety Association – Karen Crowe, Kathy Blois and S/Sgt David Ferguson

Kathy Blois, Chair of the Board of Director, and Karen Crowe, Senior Safety Coordinator reviewed the presentation. The largest challenges of the Association are having sustainable funding and obtaining board members to work with seniors and

other non-profit organizations. S/Sgt Ferguson informed that the program allows the RCMP to focus on policing issues.

Discussion Points:

- The Department of Seniors will only fund the program if it is tied to the RCMP.
- Current deficits are covered by grants and fundraising; however, sustainability is a goal.
- Due to COVID, programs needed to be revised or stopped.
- The Association has applied for a \$20,000 grant from the Municipality.

Kathy Blois and Karen Crowe left the meeting at 6:45 pm.

c. Water/Sewer Utility – Gerry Isenor and Blaine Rooney

Gerry Isenor and Blaine Rooney reviewed the process to determine sewer rates and why it is needed. Based on the principle of fairness to customers and that 100% of expenses are recovered, the method was developed by the Water Environment Federation. They examined the difference between a water consumption billing system and a flat rate billing system; as well as where there may be exceptions to the concept of “water in = water out”.

Discussion Points:

- Typically, the base rate equals 45 – 50% of the revenue needed, but not lower than 30%, as a significant change in the consumption could cause a financial loss to the utility. Changing the percentage of revenue attributed to the base and effluent rates will not significantly change the amount billed to customers.
- Customer education of what service is being provided and the cost to do so is important.
- Most costs to the utility are fixed and not based on consumer behavior; however, by adjusting water consumption, residents may see a small change in their bills.
- Contributions to reserves for reinvestment in the utility is included in the capital cost; deficits and loans are also included.
- Rate calculations are based on an “average customer” determined by a mathematical formula, it is rare that a real person sees the exact costs projected.
- When the sewer utilities were combined, there was a deficit of \$131,328; this was covered by lowering the depreciation contribution, so that the deficit was not passed on to the general tax rate.
- Large operations, i.e. farms and car washes, connected to the sewer utility who use over 1000 cubic meters of water annually from the water utility can apply for a rebate which uses a second water meter to determine a reduction in costs.
- Depending on the technology used to read meters, billing monthly or bi-monthly may increase cost significantly.
- Having summer sewer bills based on winter water consumption would complicate the billing system and rates would need to be adjusted to cover costs.

- Stormwater gets into the sewer system either through small cracks in the pipes or through roof and house drainage pipes being directly connected.
- Actual revenue and expense costs will be provided at the next Council meeting.

Gerry Isenor and Blain Rooney left the meeting at 7:42 pm.

8. Unfinished Business/Postponed Motions

a. Rural Internet Update

- i. Rural Internet Service for NS Initiative Update – (Standing Item) – Updated Maps link (shows addresses if zoomed in) –** There was no discussion.

9. Reports

a. CAO Activity Update – Information Report

CAO Phillips reviewed his report.

Discussion Points:

- Environmental energy audit information should be included with the assessments of the Municipal Complexes.
- Reclaiming the greenspace at Fort Edward may include the need to address Multiflora Rose which is an invasive plant.
- The Community Farmers Market electrical upgrade was done at Victoria Park.
- Regular meetings occur for the construction workplan of the Hantsport Fire Station.

10. Correspondence

a. Info Only

- i. NSFM (April 2, 2021) – 12 Months’ Notice 2021-22**
- ii. Jane Davis (February 11, 2021) – Area Advisory Committees**
- iii. Bill Preston (March 8, 2021) – Area Advisory Committees**
- iv. Elaine Warner (March 9, 2021) – Area Advisory Committees**

As the letter from Elaine Warner was a late addition, Mayor Zebian read the letter.

b. Requests (for discussion)

- i. NS Firefighters Benevolent Fund (February 17, 2021) – Financial Assistance Request**

Discussion Points:

- Coverage of insurance and Worker’s Compensation Board (WCB) costs for firefighters is being discussed as part of honorariums. Since 2020 WCB for firefighters is a mandated cost and is covered by the Municipality.

- Financial assistance for the NS Firefighters Benevolent Fund will be discussed further during budgets.

11. New Business

a. Dangerous or Unsightly Premises – Information Report

By-law Enforcement Officer Parker reviewed the report.

Discussion Points:

- Previous building security issues at 368 Nesbitt St., Windsor were not fully addressed although the glass was cleaned up and some grubbing was done. With the recent roof collapse at the site a fence has been erected around the property with additional actions to follow.
- The CAO and staff are establishing a relationship and working with the property owners to address issues and potential development.
- The issues with 368 Nesbitt St., Windsor should be a standing item on the agenda until resolved.

By-law Enforcement Officer Parker left the meeting at 8:08 pm.

b. Emergency Management By-law– Recommendation Report

Municipal Clerk Brown reviewed the report.

MOVED by Councillor Murley and Sherman that Committee of the Whole recommends that Council give First Reading and proceed to a Public Hearing and Second Reading for the Emergency Management By-law, RE-002, which includes the repeal of the previous Regional Emergency Management By-laws, as presented to the Committee of the Whole on March 9, 2021.

Motion Carried.

c. Meeting and Committee Procedural Policy Amendments – Recommendation Report

Municipal Clerk Brown review the report.

MOVED by Councillor Ivey and Francis that Committee of the Whole recommends that Council make adjustments to the Hantsport and Windsor Area Advisory Committees as noted in the report and that the new Planning Advisory Committee be as identified in Alternative 1 of the CAO recommendation of the report and approve the remaining amendments to the Meeting and Committee Procedural Policy, RCOGE-003.00 as presented to Committee of the Whole on March 9, 2021.

Motion Carried.

(Discussion was held before voting.)

Discussion Points:

- Residents of Windsor and Hantsport feel they would not be represented to the same degree if the Area Advisory Committees were removed and they only had one representative on the Planning Advisory/Heritage Advisory Committee (PAC/HAC).
- Diversity of members should be sought for all committees, however most committees are limited to the applications received.
- The CAO's Alternative #1 of a 13 member PAC/HAC was preferred, with the six (6) Councillors serving one (1) year terms.
- The current PAC/HAC composition should be maintained until a new committee is formed so Planning and Development processes for current applications are not hindered.

MOVED by Councillor Ivey and Deputy Mayor Morton that Committee of the Whole recommends, that Council rescind the resident member appointments to the Hantsport Area Advisory Committee, Windsor Area Advisory Committee and Planning Advisory/Heritage Advisory Committee.

Motion Carried.

Councillor Murley voted nay.

(Discussion was held before voting.)

Discussion Points:

- A specific date or time for the appointments to be rescinded should be added before being approved at Council to prevent current applications from being halted until the new PAC/HAC is active.

d. PCP (Partners for Climate Protection Program), Milestones 1 & 2 – Recommendation Report

Planner Shah reviewed the report, noting that the Local Action Plan for Climate Protection will be completed over the summer, thus completing Milestone 3.

MOVED by Councillors Francis and Sherman that Committee of the Whole recommends that Council complete Milestone 1 of the PCP Program by submitting the Regional Corporate and Community Greenhouse Gas Inventory Report.

Motion Carried.

(Discussion was held before voting.)

Discussion Points:

- Up to 41% of the Corporate goal of 45% reduction may be covered by green initiatives of Nova Scotia Power, leaving at least 4% to be reduced by the Municipality.

MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the Whole recommends that Council complete Milestone 2 of the PCP program by setting a corporate GHG reduction target of 45% from 2018/2019 emissions

by 2030.

Motion Carried.

MOVED by Councillor Francis and Deputy Mayor Morton that Committee of the Whole recommends that Council complete Milestone 2 of the PCP program by setting a community GHG reduction target of 45% from 2016 emissions by 2030.

Motion Carried.

Planner Shah left the meeting at 8:46 pm.

e. Newport Corner Community Hall – Recommendation Report

Municipal Clerk Brown reviewed the report.

MOVED by Councillors Murphy and M. McLean that Committee of the Whole recommends that Council accept the property PID 45021318, 130 Highway 215, Newport Corner, and forego the requirements of the Acquisition of Real Property Policy. Further, that Council declare property PID 45021318 as surplus to be sold as an Ordinary Sale under Section 5(d) (3) of the Disposal of Real Property Policy.

Motion Carried.

(Discussion was held before voting.)

Discussion Points:

- The Trustees have exhausted options to keep it running or repurpose the hall.

f. Water Information – Information Report

Director Rochon reviewed the report noting the procedures being updated based on water billing trends and issues.

Discussion Points:

- Various communication strategies are being developed to inform customers of water billing information, such as Facebook and mailouts.
- Base rates should be the same each quarter covering the 90-day period. Prorated base rates may be needed when a customer starts or stops accounts during the billing quarter.
- Previous e-billing for water bills was not significantly used, so is currently not available, but customers can call to request an email of their bill.
- Interest is applied in accordance with the Utility and Review Board (UARB) Regulations. Interest of 1.25% is applied only to the amount owing after 30 days.
- Bi-monthly billing will need to be explored to determine costs and an application to the UARB for the change would be required.

g. Safe Exchange Zone for Online Buyers/Sellers – Request for Decision Report (B. Morton)

Councillor B. Morton reviewed the report.

MOVED by Councillors B. Morton and M. McLean that Committee of the Whole recommends that staff discuss with the RCMP that the local detachment be used as a safe exchange zone for online purchasers and sellers to exchange items and money and that appropriate signage be made to advertise and promote it. And further, that security cameras provide coverage of the exchange site.

Motion Carried.

(Discussion was held before voting.)

Discussion Points:

- The exchange zone could cause congestion in the RCMP parking lot.
- Security cameras may need to be added if not already on site.
- Liability of the Municipality or RCMP should be determined.

h. Community Recognition – Veteran Firefighters – 15 Years Request for Decision Report (J. Ivey)

Councillor Ivey reviewed the report.

MOVED by Councillors Ivey and Sherman that Committee of the Whole recommends that Council direct staff to identify the veteran volunteer fire fighters in the region who would have been eligible for recognition through the 15-year Community Milestone Recognition Award introduced in 2018 - thereafter titled the "Don Dignan Service Award" and further that staff coordinate invitations, presentations and purchase of the award medals at a place and time as soon as practicably possible and acceptable to those to be involved.

Motion Carried.

i. Panuke Rd Event – Request for Decision Report (D. Francis)

Councillor Francis reviewed the report.

Discussion Points:

- The owners of the parkland and how to revitalize the park is being determined.
- A basketball court at the park would be a nice addition.
- Mayor Zebian will work on organizing an event at the park.

12. Public Participation Period

Administrative Supervisor Thornton informed there were up to 32 residents watching Facebook Live at any given time. There were five comments about the sewer rate presentation, and one comment about the Area Advisory Committee letters.

13. In-Camera

- a. 2021-01-12 COTW In-camera minutes approval
- b. 2021-02-09 COTW In-camera minutes approval
- c. Land Matter #1 –MGA S. 22(2)(a)
- d. Land Matter #2 –MGA S. 22(2)(a)
- e. Land Matter #3 –MGA S. 22(2)(a)
- f. Land Matter #4 –MGA S. 22(2)(a)
- g. Legal Matter #1 – MGA S. 22(2)(g)
- h. Land Matter #5 – MGA S. 22(2)(a)
- i. Legal Matter #2 – MGA S. 22(g)

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

The meeting moved in-camera at 9:32 pm. The CAO and staff remained in-camera, guests and the public left the meeting.

Mayor Zebian and Councillor Francis declared conflict of interest for item 13.g) and left the room. The Mayor and Councillor rejoined the meeting after the discussion of 13.g) concluded.

**MOVED by Councillors Ivey and S. McLean that the meeting move out of in-camera.
Motion Carried.**

The meeting reconvened at 11:31 pm, with Deputy Mayor Morton in the Chair.

**MOVED by Councillors Murley and Sherman that Committee of the Whole recommends that the West Hants Regional Municipality enter into a land exchange and a 99 year easement agreement with Mr. Bruce Rathbun for property associated with PID 45177698 and the portion of the Cheverie Salt Marsh lands, PID 45177706 and grants permission to expend the appropriate funds as required to complete this transaction.
Motion Carried.**

**MOVED by Mayor Zebian and Councillor Sherman that Committee of the Whole recommends that Council directs staff to proceed with the in-camera discussions regarding the sale of the former Hantsport Town Hall.
Motion Carried.**

14. Next Meeting Date / Adjournment

The next meeting of Regular Council is on March 23, 2021.

**MOVED by Councillors Ivey and S. McLean that the meeting adjourn.
Motion Carried.**

The meeting ended at 11:34 pm.

Abraham Zebian, Mayor

Rhonda Brown, Municipal Clerk