



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

AMENDED

September 14, 2021 - 6:00 p.m.

**Sanford Council Chambers, 76 Morison Dr, Windsor, NS
Virtual via Zoom
(also 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. Announcements
4. Approval of the Agenda, including additions or deletions
 - a) Dashboard – Action Items
5. Declaration of Conflict of Interest
6. Approval of Previous Meeting Minutes
 - a) 2021-07-13 Committee of the Whole Meeting Minutes
7. Presentations
 - a) Branding Leadership Presentation – Information – Tim Carr, Co-chair Branding Leadership Team
 - b) Traffic Calming Report/Presentation (Identify potential solutions for problematic Municipally-owned roads) – Information – Courtney McCarthy, P,Eng, Traffic and Transport Engineer
 - c) WHRM Emergency Management Plan Presentation – Recommendation Report – Rick Sherrard
8. Unfinished Business/Postponed Motions
 - a) Former Textile Mill Dangerous or Unsightly Update - Information Report - CAO
 - b) Regional Caucus – Information/ Recommendation Report – Councillor Murley
 - c) Temporary Opening of Edward Drive & Underwood Drive – Information/Recommendation Report (Public Works)
 - d) Outdoor Fire By-Law - Recommendation Report – Shelleena Thornton
 - e) WHRM Strategic Plan – Update – Information Report
9. Reports
 - a) CAO Activity Update – Information Report
10. Correspondence

a) Information

- i) Avon River Causeway/Hwy 101 Twinning Project Correspondence Log
 - 1. Current Avon Causeway correspondence received as of August 13, 2021
 - ii) Letter of Concern - Tregothic Trail (Councillor Murley)

b) Requests – None

c) Sent – Letter to the Honourable Lloyd Hines, Minister Transportation and Active Transportation

11. New Business

- a) Advocacy for Active Transport – Bog Road – Decision Request (Comm. Dev)
- b) Brooklyn Civic Centre Expense Write-off – Decision Request (Councillor McLean)
- c) Windsor Drainage Issues - Decision Request (Mayor Zebian)
- d) Mobile Canteen Vending By-Law – Recommendation Request- Amendment (Mayor Zebian)
- e) Parkland Divestment – Information Report (Comm. Dev)
- f) PCP Milestone 3: Local Action Plan Recommendation Report (Planning)
- g) MFC 2021 Fall Debenture - Recommendation Report (Finance)

12. In-Camera

- a) Land Matter (as per MGA S. 22, 2a)
- b) Land Matter (as per MGA S. 22, 2a)
- c) Land Matter (as per MGA S. 22, 2a)
- d) Land Matter (as per MGA S. 22, 2a)
- e) Land Matter (as per MGA S. 22, 2a)

13. Next Meeting Date / Adjournment

1. **Call to Order** – Mayor Zebian called the meeting to order at 6:00 p.m.
2. **Attendance**

Council:

Abraham Zebian, Mayor	Paul Morton, Deputy Mayor, Dist. 8
Rupert Jannasch, Councillor Dist. 1	Bob Morton, Councillor Dist. 6
Scott McLean, Councillor Dist. 2	Ed Sherman, Councillor Dist. 7
Mark McLean, Councillor Dist. 3	John A. Smith, Councillor Dist. 9
Jeff Hartt, Councillor Dist. 4	Laurie Murley, Councillor Dist. 10
Debbie Francis, Councillor Dist. 5	Jim Ivey, Councillor Dist. 11

Staff & Guests:

Mark Phillips, CAO	Todd Richard, Dir. Public Works
Shelleena Thornton, Municipal Operations Supervisor	Kathy Kehoe, Dir. Community Development
Deanna Snair, Executive Assistant	Carlee Rochon, Dir. Financial Services
Bekah Craik, Active Living Coordinator	Madelyn LeMay, Dir. Planning and Development
Sara Poirier, Sr. Planner	Rick Sherrard EMO
Troy Burgess, Manager Public Works	Tim Carr (Presenter)
Courtney McCarthy (Presenter)	

Regrets: None

3. **Approval of the agenda, including additions or deletions**
 - a) **Dashboard Action Items - Information Log**

Councillor Ivey had a report titled 'Dust Storms' that he will add to November's Committee of the Whole meeting. He was going to raise it here; however, our Meetings and Procedural policy indicates that the same motion or a similar motion cannot be brought forward to committee within the same six-month time frame.

Dashboard Discussion Points:

- Feasibility Study for economic opportunities Avon River – was tabled a year ago; however should have been postponed or deferred. Councillor Ivey suggested the recommendation be pulled and he may issue another report that is more concise, which was the issue.
- Service Contracts – Council received the contracts list; however, were waiting on a more detailed one. CAO Phillips assured Council that the information would be sent

out.

MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR SHERMAN THAT THE AGENDA BE APPROVED AS AMENDED. MOTION CARRIED.

4. **Declaration(s) of Conflict of Interest** – Mayor Zebian and Councillor Francis both declared conflicts with items 8 (c) due to owning land.
5. **Announcements**
 - Mayor Zebian welcomed new Councillor John A. Smith, District 9.
 - Mayor Zebian also acknowledged that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.
 - Wonderful summer programs were offered by Parks and Recreation.
 - COVID -19 - Phase 5 of the Province's re-opening plan is delayed until October. Mayor Zebian encouraged everyone to stay vigilant and get their vaccines.
 - School is back in so watch for students in the community and be aware around school buses.
 - Congratulations were extended to our new MLA Melissa Sheehy-Richard, the new Premier Tim Houston.
6. **Approval of Previous Meeting Minutes**
2021-07-13 Committee of the Whole minutes

MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR FRANCIS THAT THE JULY 13, 2021 MINUTES BE APPROVED. MOTION CARRIED.

Mayor Zebian noted that Councillor Murley was voting remotely from home by using a green card.

7. **Presentations**
 - a) **Brand Presentation – Tim Carr, Resident/Co-chair Branding Leadership Team** – Mr. Carr presented on the project that the Branding and Leadership committee recently undertook and completed. He thanked all involved in the efforts.
Discussion Points:
 - This was a collaborative effort from many within the community and he thanked all those involved.
 - The new brand is representative of the diversity within our region. The focus being on inclusiveness and diversity which is represented by the rays of the sun and the usage of colour.
 - Mr. Carr spoke of the vision and story behind the brand, as well as the process within developing and implementing it.Presentation concluded at 6:15 pm and Mr. Carr left the meeting.
 - b) **Traffic Calming Measures - Courtney McCarthy, P, Eng Traffic and Transport Engineer** – Ms. McCarthy reviewed the presentation and noted that a recommendation would be presented to Council following the report.

Discussion Points:

- Council inquired about the cost with implementing Traffic Calming measures. Manger

Burgess and Dir. Richard provided the information that was available but spoke of the ability to fund developing a policy within the existing budget.

- Council inquired about the expected time frame from initiation to completion as well as sidewalk safety concerns. A time frame of 12-18 months was given from start to finish once a plan has been developed and approved. There is a 12-step process to be completed. Factors such as cost, seasons, contractor availability also play a factor in the time frame.
- Council questioned if these calming measures would be similar to ones seen in other regions? Concerns were brought forward that these were quite aggressive. A report would need to be done to see what measures would be recommended for each area. Measures would be determined and then a decision would be made on what they would be implemented.
- Council questioned if the measures could be applicable to other areas deemed problematic. Each area of concern would need to be assessed and a study completed. If the road is municipally owned then a recommendation could be made.
- Concerns were raised around noise. Both manager Burgess and Ms. McCarthy spoke to the existence of noise complaints as vehicles will speed up between speed bumps and then brake suddenly. Reference was made to individuals making modifications to their vehicles which also creates a noise concern.
- Questions were raised to why the cut off limit is 50 km/h to implement these measures. The municipality only owns roads that have a posted speed limit of 50 km/h.

Presentation concluded at 6:57 p.m. and Ms. McCarthy left the meeting.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR MURLEY THAT IT BE RECOMMENDED TO COUNCIL THAT THE WEST HANTS REGIONAL MUNICIPALITY DEVELOP A TRAFFIC CALMING POLICY AND PROGRAM THAT INCLUDES PUBLIC PARTICIPATION TO ADDRESS TRAFFIC CONCERNS RELATING TO TRAFFIC SPEEDS AND NOISE COMPLAINTS ON RESIDENTIAL STREETS. MOTION CARRIED.

c) WHRM Emergency Management Plan Presentation – EMO Coordinator Sherrard presented the report on the West Hants Regional Emergency Management Plan.

Discussion Points:

- WHRM Committee of the Whole is the WHRM EMO Advisory Committee.
- The approved Emergency Management By-Law has gone to the Nova Scotia Emergency Management Office, the new Minister of Municipal Affairs, and was signed earlier today.
- WHRM is meeting the minimal responsibilities as they meet all or most of the criteria in the assessment. At the Enhanced level (which has 32 criteria to meet), the municipality has completed 10 and have 13 in progress. At the Comprehensive level there are 12 more criteria identified. The municipality has 3 complete and 4 are in progress.
- Plan should be reviewed annually.

Presentation concluded at 7:17 p.m. and Mr. Sherrard left the meeting after Mayor Zebian highlighted Mr. Sherrard's career and years of service with the Municipality. An expression of Thanks, Congratulations and well wishes were extended to Mr. Sherrard on his upcoming retirement at the end of September.

MOVED BY COUNCILLORS MURLEY AND IVEY THAT IT BE RECOMMENDED TO COUNCIL TO APPROVE THE WEST HANTS REGIONAL MUNICIPALITY'S EMERGENCY MANAGEMENT PLAN 2021. MOTION CARRIED.

Items 11 (a) and (e) were moved up on the agenda (following 8 (a, b and c).

11. **New Business that was moved up in the agenda**

a) Advocacy for Active Transport – Bog Road – Coordinator Craik reviewed the report noting that there would be a change to the recommendation due to last minute good news received prior to the meeting.

Discussion Points:

- Ms. Craik announced that prior to this meeting, the Department of Transportation and Active Transit recently approved funds to completed renovations to the currently paved shoulders on the Trunk One between Lighthouse Road and the Windsor Falmouth Bridge so that it will meet the standards for designation as a Blue Route between Windsor and Hantsport.
- Department of Transportation and Active Transit (DTAT) have recently undergone a name change and are now referred to as the Department of Public Works.

MOVED BY COUNCILLOR IVEY AND DEPUTY MAYOR P. MORTON THAT IT BE RECOMMENDED TO COUNCIL TO EITHER DIRECT STAFF OR A COUNCIL MEMBER TO WRITE A LETTER OF REQUEST TO THE HANTS COUNTY AREA MANAGER, WHO WILL CONDUCT A SITE VISIT AND BICYCLING ROUTE ASSESSMENT – AS PER POLICY PO-1072, DIRECTIVES SECTION 1.3 – TO FORWARD ONTO THE ACTIVE TRANSPORTATION COORDINATOR WHO WILL PROVIDE A RECOMMENDATION BASED ON THE ASSESSMENT AND COMPLIANCE WITH OTHER DEPARTMENT OF PUBLIC WORKS POLICIES. MOTION CARRIED.

d) **Parkland Divestment** – Coordinator Craik reviewed the report, noting that there is potential for the Municipality to explore divestment of 19 properties as outlined in the Parks and Open Spaces Plan that was created in 2016.

Discussion Points:

- These properties were acquired by Council through the Parkland dedication process and with the direction of Council, should they choose to continue with exploring divestment, the recommendation would be that the surplus funds of each parcel be put into a capital or reserves account specifically for future development and maintenance of community parks and trails.
- The Municipality has owned these parcels between 10-43 years, and they have been found to have little to no potential as a Parkland amenity.
- Dir. Richard confirmed that one of the properties has water and sewer that run through it so the Municipality would still need to maintain that easement
- Council felt it was a lot of information to come forward and process. They look forward to seeing a report coming later at a future meeting.

8. **Unfinished Business/Postponed Motions**

a) **Dangerous/Unightly – Textile Mill (standing item)- CAO Information** CAO Phillips advised that the Planning Department received an application and issued a demolition permit to the property owner.

Discussion Points:

- Report highlights that over the years there have been several permits requested and issued, but thus far nothing has been found to meet the criteria of the business owner for a business plan.
- An email from the owner indicated that the property manager continues to try to find a way to work with the existing structure. He is passionate about the building and

wants to do something in part or in whole with it.

- The demolition permit confirms a timeline set by Senior Official Tim Leslie and that he will hold the property owner accountable to this timeline.
- December 21 is listed in the report and the property owners will be obligated to either partially or fully demolish the building or they will need to provide a structural assessment to Official Leslie to say that it won't get any worse over the winter months.

b) Regional Caucus Report – Recommendation Report

Councillor Murley reviewed the report.

Discussion Points:

- As a member of NSFM Regional Caucus, WHRM can leverage other's knowledge to benefit our growth centers and more effectively represent all of our residents.

MOVED BY COUNCILLOR MURLEY AND DEPUTY MAYOR P. MORTON THAT IT BE RECOMMENDED TO COUNCIL THAT THE WEST HANTS REGIONAL MUNICIPALITY CONTINUE ITS MEMBERSHIP IN THE NSFM REGIONAL CAUCUS TO ENSURE THAT THE REGION'S DIVERSITY IS FULLY RECOGNIZED, AND FURTHER; SO THAT WEST HANTS MAY GAIN INSIGHT INTO THE UNIQUE OPPORTUNITIES AND CHALLENGES FACED BY IT'S REGIONAL CAUCUS COLLEAGUES IN HALIFAX AND CAPE BETON THAT ALSO REPRESENT RURAL AND GROWTH CENTERS. MOTION CARRIED. NAYS: COUNCILLOR S. MCLEAN

Mayor Zebian and Councillor Francis declared conflict of interest and left Chambers at 8:00 p.m.

c) Temporary Opening of Edward and Underwood – Recommendation Report

Deputy Mayor P. Morton assumed the Chair. Manager Burgess reviewed the report.

Discussion Points:

- It was suggested this be opened by policy. This area can still be closed either by gate or an obstruction of some sort as it would still be within the Municipality's power to do that, but it needs to be officially opened by policy to explore any possibilities outside currently what is in place.
- At present the municipality can only open the gate for an emergency purpose or a dedicated short-term purpose (snow removal).
- This policy gives Council the capacity to do something down the road should they choose to do so. Without this policy, Council cannot further investigate this concern.
- Council questioned timelines, lack of sidewalks, speeding and financial costs associated with incorporating this change. Dir. Richard and Manager Burgess provided some information but noted the focus should be on adopting the policy first, as this allows opportunity to explore.

MOVED BY COUNCILLORS B. MORTON AND M. MCLEAN THAT IT BE RECOMMENDED TO COUNCIL THAT COUNCIL PROCEED WITH THE APPROVAL OF THE ATTACHED POLICY WITH THE CONDITION THAT THE GATE REMAIN IN PLACE UNTIL THE TRAFFIC AUTHORITY PRESENTS A REPORT TO COUNCIL ADDRESSING TRAFFIC CONCERNS, PEDESTRIAN CONCERNS, INFRASTRUCTURE UPGRADES, AND ANYTHING ELSE THAT MAY PERTAIN, IN A REPORT TO BE RETURNED TO COUNCIL AT THE NOVEMBER COMMITTEE OF THE WHOLE MEETING. MOTION CARRIED.

Mayor Zebian and Councillor Francis returned at 8:22 p.m. and Mayor Zebian resumed Chair.

d) Outdoor Fires By-Law- Recommendation Report.

Municipal Operations Supervisor Thornton reviewed the report.

Discussion Points:

- Input was obtained from the Fire Chiefs, By-Law enforcement officers, local RCMP, the Police Advisory Board and the Municipal Solicitor to from a new all-encompassing Regional By-law.
- Council recognized that a Regional By-Law was needed but had several questions regarding the ability to enforce it and the lack of public input.
- Council requested that more public input be sought.

MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR SHERMAN TO RECOMMEND TO COUNCIL THAT COUNCIL POSTPONE UNTIL JANUARY 2022 TO ALLOW FOR PUBLIC ENGAGEMENT AND INPUT. MOTION CARRIED.

e) WHRM Strategic Plan – Information Report

The report was included in the agenda for informational purposes. There were no questions.

9. Reports

a) CAO Activity Update – Informational Report

CAO Phillips reviewed his report.

10. Correspondence:

a) Information

- i. Avon Causeway Activity Log
 1. Current correspondence as of August 13, 2021
- ii. Letter of Concern re: Tregothic Trail from Stephanie Sedgewick (2021-08-23)

b) Requests – None

c) Sent

- i. Letter to the Honourable Lloyd Hines. Minister Transportation and Active Transit (2120-08-10)

11. New Business

a) Brooklyn Civic Centre Expense Write off – Decision Request

Councillor M. McLean reviewed the report.

MOVED BY COUNCILLOR M. MCLEAN THAT \$6,531.41 INVOICED TO THE BROOKLYN CIVIC CENTRE FOR SEPTEMBER 2020 THROUGH MARCH 2021 FISCAL YEAR BE FUNDED THROUGH THE OPERATING RESERVES.

Discussion was held that it be amended due to potential other funding.

MOVED BY COUNCILLORS IVEY AND SHERMAN THAT IT BE RECOMMENDED TO INCLUDE "SAFE RESTART OF IF UNSUCCESSFUL, THROUGH THE OPERATING RESERVES" AFTER FUNDED THROUGH. MOTION CARRIED.

Motion as amended states:

MOVED BY COUNCILLORS IVEY AND SHERMAN THAT THE \$6,531.41 INVOICED TO THE BROOKLYN CIVIC CENTRE FOR SEPTMEBR 2020 THROUGH MARCH 2021 FISCAL YEAR BE FUNDED THROUGH THE SAFE RESTART, OR IF UNSUCCESSFUL, THROUGH THE OPERATING RESERVES. MOTION CARRIED.

b) Windsor Drainage Issues -Decision Request

Mayor Zebian reviewed the report.

Discussion Points:

- Questions were raised as to what could be done to investigate a short-term solution while awaiting reports.
- CAO Phillips noted that the most immediate and impactful thing to do would be to evaluate and address performance. It's important to make sure the system is performing to its capacity.
- It is possible that a maintenance issue may come out of this report, but CAO reiterated that this system performed as designed. There are challenges with topography.
- Councillor Murley indicated the flooding in areas such as Victoria Street are not a new issue.

MOVED BY MAYOR ZEBAIN AND COUNCILLOR IVEY THAT IT BE RECOMMENDED TO COUNCIL, THAT COUNCIL REQUEST A STAFF REPORT ON THE HISTORICAL ISSUES OF WATER DRAINAGE DURING HEAVY RAIN FALLS IN THE STANNUS, GRAY, TREMAINE, VICTORIA AND WILEY AREAS, AND OPTIONS TO HELP PREVENT FURTHER ISSUES. MOTION CARRIED.

CAO Phillips advised at the request of Councilor Ivey that the report be an overview, or a performance overview with a statement of confidence.

c) Mobile Canteens Vending By-Law – Recommendation Report

Mayor Zebian reviewed the report.

Discussion Points:

- Dir. LeMay advised that the report would require some time to compile due to the number of items that needed to be identified and that it would require more discussion at PAC.
- Council will await a report once PAC has reviewed the recommendation.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR HARTT THAT IT BE RECOMMENDED TO COUNCIL, THAT COUNCIL REQUEST A STAFF REPORT ON AMENDING THE MOBILE CANTEEN BY-LAW RV-001 TO ALLOW MOBILE CANTEENS TO OPERATE ON COMMUNITY HALL PROPERTIES. MOTION CARRIED.

f) PCP Milestone 3: Local Action Plan – Recommendation Report

Sr. Planner Poirier reviewed the report.

MOVED BY COUNCILLOR FRANCIS AND DEPUTY MAYOR P. MORTON TO RECOMMEND TO COUNCIL, THAT COUNCIL COMPLETE MILESTONE 3 OF THE PCP PROGRAM BY SUBMITTING THE REPORT ATTACHED AS APPENDIX A TO THE MCCAP COMMITTEE REPORT DATED SEPTEMBER 8, 2021 TO THE PCP PROGRAM. MOTION CARRIED.

g) MFC Fall 2021 Debenture – Recommendation Report

Dir. Rochon reviewed the report.

MOVED BY COUNCILLOR IVEY AND DEPUTY MAYOR P. MORTON TO RECOMMEND TO COUNCIL, THAT COUNCIL APPROVES THE MAYOR AND MUNICIPAL CLERK TO SIGN THE RESOLUTION FOR PRE-APPROVAL OF DEBENTURE INSURANCE, SUBJECT TO INTEREST RATES CONFORMED NOT TO EXCEED 5.5 % TO ENABLE WEST HANTS REGIONAL MUNICIPALITY TO ISSUE A 25-YEAR DEBENTURE OF \$2,091.896, FOR DESIGN AND BUILD OF THE WEST HANTS

SPORTS COMPLEX. MOTION CARRIED.

12. **In-camera**

Only Council, CAO Phillips, Municipal Operations Supervisor Thornton, Executive Assistant/Clerk Snair, Di. Richard, Dir. Rochon and Manger Burgess remained for in-camera meeting.

MOVED BY DEPUTY MAYOR. P. MORTON AND COUNCILLOR SHERMAN THAT THE MEETING MOVE IN- CAMERA AT 9:37 PM. MOTION CARRIED.

MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR FRANCIS THAT THE MEETING MOVE OUT OF IN-CAMERA AT 10:57 PM. MOTION CARRIED.

Following the in-camera session, the following recommendations were made:

13. **In-camera**

a) **Foundry Sports Field**

MOVED BY COUNCILLOR IVEY AND DEPUTY MAYOR P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMEND TO COUNCIL, THAT COUNCIL DIRECT STAFF TO APPROACH MINAS BASIN PULP AND POWER COMPANY TO DISCUSS THE POTENTIAL DONATION OF FOUNDRY SPORTS FIELD PROPERTY INCLUSIVE OF PID #'S 45044948, 45044930 AND 45044871. MOTION CARRIED.

b) **Windsor Agricultural Society**

MOVED BY COUNCILLOR IVEY AND DEPUTY MAYOR P. MORTON THAT THE COMMITTEE OF THE WHOLE RECOMMEND TO COUNCIL, THAT COUNCIL GRANT THE CHIEF ADMINISTRATIVE OFFICER AUTHORITY TO NEGOTIATE THE TERMS WITH WINDSOR AGRICULTURE SOCIETY AS DISCUSSED IN-CAMERA. AND FURTHER, TO COMPLETE SPORTS COMPLEX ADDITIONAL PARKING UPGRADES, FOR THE AMOUNT OF \$174,500 PLUS, APPLICABLE TAXES, AND 15% CONTINGENCY THROUGH THE STANDING OFFER AGREEMENT, TO BE FUNDED THROUGH LONG-TERM BORROWING. MOTION CARRIED.

c) **Wentworth Road Property PID #45059631**

MOVED BY COUNCILLOR IVEY AND DEPUTY MAYOR P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMEND TO COUNCIL, THAT COUNCIL APPROVE THAT PID #45059631 BE SOLD AS PER TERMS DISCUSSED IN-CAMERA. MOTION CARRIED.

14. **Next Meeting Date / Adjournment – 6 p.m. on September 28, 2021 Council Meeting.**

MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR FRANCIS THAT THE MEETING BE ADJOURNED AT 11:03 P.M. MOTION CARRIED.