

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

November 9, 2021 - 6:00 p.m.

(also held via virtual via Zoom and Facebook livestreamed)

Agenda is subject to change due to additions that may not be able to be reflected until after the meeting.



West Hants
something inspiring awaits

1. Call to Order
2. Attendance
3. Approval of the Agenda, including additions or deletions
 - a) Dashboard Action Items – Information Log
 - b) Dashboard Action Items – Dangerous/Unsightly

Renumbering of agenda items:

Item 11 (a) Accessibility Plan Consultant Services Advisory RFP Award will now be item 8(a)

Item 11(d) Commercial Development District Improvement By-Law will now be item 8(b)

Item 8(Unfinished Business) will now be item 9 and so on as agenda progresses.

Item 14(c) In-camera Land Matter MGA 22(2)(a)
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
 - a) 2021-10-12 Committee of the Whole minutes
7. Presentations
 - a) Canoe Procurement – Tim Ells
 - b) Wind Projects – Ryan Hearn, Potentia Renewables Inc.
8. New Business
 - a) Accessibility Plan Consultant Services Advisory RFP Award – Recommendation Report – Coordinator Craik
 - b) Commercial Development District Improvement By-Law – Recommendation Report – Planner Poirier
9. Unfinished Business/Postponed Motions
 - a) Windsor Flood Risk Assessment Study – Recommendation Report – Dir. Richard
10. Reports
 - a) CAO Activity Update – Information Report
 - b) Financial Updates – Information Report - Dir. Rochon

11. Correspondence
 - a) Information
 - i. Avon Causeway Activity Log
 1. Current Correspondence as of November 1, 2021
 2. 2021-11-09 Correspondence Hon. John Lohr re: Municipal Financial Grant
 - b) Requests (for discussion)
 1. 2021-11-05 Response to 2021-10-12 Letter send re: Designated Bicycling Route – Bog Road
 - c) Out-going (related to motions of Council to other Provincial agencies/depts) -
12. New Business
 - a) Avon Street – Recommendation Report – Dir. Richard
 - b) College Road Design – Recommendation Report – Dir. Richard
 - c) Dangerous and Unsightly Semi-annual Report – Information Report – By-Law Officer Parker
 - d) Expedition of Planning Process - Recommendation Report – Mayor Zebian
13. Public Participation Period
14. In-Camera – Land Matter MGA 22(2)(a)
15. Next Meeting Date / Adjournment

WEST HANTS REGIONAL MUNICIPALITY (WHRM)
Committee of the Whole - Meeting Minutes
November 9, 2021 - 6:00 p.m.
Virtual via Zoom (also FB Livestream)



1. **Call to Order** – Mayor Zebian called the meeting to order at 6:04 p.m.

2. **Attendance**

Council:

Abraham Zebian, Mayor
Rupert Jannasch, Councillor Dist. 1
Scott McLean, Councillor Dist. 2
Mark McLean, Councillor Dist. 3
Jeff Hartt, Councillor Dist. 4
Debbie Francis, Councillor Dist. 5

Paul Morton, Deputy Mayor, Dist. 8
Bob Morton, Councillor Dist. 6
John A. Smith, Councillor Dist. 9
Laurie Murley, Councillor Dist. 10
Jim Ivey, Councillor Dist. 11

Regrets: Ed Sherman, Councillor Dist. 7

Staff & Guests:

Mark Phillips, CAO
Shelleena Thornton, Mun. Oper
Supervisor
Madelyn LeMay, Dir. Planning &
Development
Deanna Snair, Exec. Asst/ Mun. Clerk

Todd Richard, Dir. Public Works
Bekah Craik, Coordinator Comm. Dev.

Sara Poirier, Senior Planner

Tim Ells (Presenter)
Potentia Wind Farms: Four members in
Gallery (Presenters)

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

a) **Dashboard Action Items – Information Log**

Amended agenda:

- Item 11(a) Accessibility Plan Consultant Services RFP will now be item 8(a)
- Item 11 (d) Commercial Development District Improvement By-Law will now be item 8(b)
- Item 8 (originally unfinished business) will now be item 9 and so on as we move through the agenda.
- Add Item 14 In-camera – Land Matter MGA 22 (2)(a)

Discussion Points:

- Tremaine Crescent update – Dir Richard gave a verbal report on the Tremaine Crescent area, confirming the verbal report referenced at the 2021-10-26 Council Meeting. Dir. Richard clarified this is a separate from Cunnabel Creek. This is a storm water culvert top prevent backing up on the west side of Tremaine Crescent. Hope to be included in the 2022-23 Capital budget for improvements.
- The assessment recommendation RFP report on the agenda will also have the Tremaine Crescent area included for the study.

MOVED BY COUNCILLORS B. MORTON AND FRANCIS THAT THE AGENDA BE APPROVED AS AMENDED. MOTION CARRIED.

4. Declaration(s) of Conflict of Interest – None

5. Announcements

- Mayor Zebian acknowledged that West Hants Regional Municipality recognizes that we are in Mi'kma'ki, the ancestral territory of the Mi'kmaq people and that this land is governed by the treaties of Peace and Friendship signed in 1726. West Hants Regional Municipality also recognizes that we are all treaty people and have responsibilities to each other and this land.
- Remembrance Day services on Thursday in Windsor, Brooklyn and Hantsport.
- Avon View boys' hockey team Birthplace of Hockey tournament begins this Thursday night.
- Festoon in Hantsport on November 25, 2021.
- Condolences to Glooscap First Nation on the passing of Jean Louise Labradore-Powers.
- Congratulations extended to Ted Upshaw on his induction into the Nova Scotia Sports Hall of Fame for his achievements in basketball and presence on the 1977 team.

6. Approval of Previous Meeting Minutes

- a) 2021-10-12 Committee of the Whole minutes

MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR FRANCIS THAT THE 2021-10-12 COMMITTEE OF THE WHOLE MINUTES BE APPROVED. MOTION CARRIED

7. Presentations

- a) **Canoe Procurement – Tim Ells**

Mr. Ells reviewed the presentation.

Discussion Points:

- Largest not for profit cooperative procurement program alliance throughout Canada. Partnered with NSFM.
- RFP process is done on behalf of the members. No cost or commitment levels.
- Open RFP process that satisfies CFTA and other trade legislation while leveraging the best value.
- Takes the RFP process from 11 steps down to 4 steps while still following legislation.
- Vendors find the RFP and apply (they must meet the criteria). Vendors can also apply to be a supplier through the Canoe website.
- Several other municipalities (Halifax, Guysborough, Lunenburg, Amherst, Pictou, Bridgewater, Truro, Cape Breton) in Nova Scotia use this process.

Presentation concluded at 6:37 p.m., Mr. Ells left the meeting.

b) Potentia Renewables – Four representatives from Potentia reviewed the presentation.

Discussion Points:

- 100% Canadian owned company.
- Projected project at Panuke Lake is 77 mega watts with 14 turbines and Ellerhouse expansion is 66 mega watt with 12 turbines
- Anticipated to be 2.5 times larger than current Ellershouse wind turbines.
- Initial stages of engineering. Plan to be operational by end of 2024, subject to winning the RFP.
- All projects are funded by splitting the company's own equity and construction financing. Split between equity and debt. No government funding make up the equity or debt investments.
- Possible deadline for initial RFP is January, then submission 2-3 months later. Be prepared to deliver project by the end of 2025. Picked end of 2024 to be operational.
- Potential property tax revenue for this project will depend on the project being near completion, the phase they are in and the wattage produced.

Presentation concluded at 7:20 pm and all left the meeting.

8. Unfinished Business/Postponed Motions

a) Accessibility Plan Consultant Services RFP Award – Recommendation Report.

Coordinator Craik reviewed the report.

MOVED BY COUNCILLORS FRANCIS AND MURLEY THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE AWARD OF REQUEST FOR PROPOSALS #WHRMAD20-08, CONSULTANT SERVICES ACCESSIBILITY PLAN TO CBCL IN THE AMOUNT OF \$29,754.30 PLUS 10% CONTINGENCY, AND APPLICABLE TAXES. MOTION CARRIED.

b) Commercial Development District Improvements By-Law – Recommendation Report
Planner Poirier reviewed the report.

Discussion Points:

- Consensus is to better engage public and property owners on the program. Concern for a property owner is that this program requires a 10-year commitment.

MOVED BY COUNCILLOR IVEY AND DEPUTY MAYOR P. MORTON THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL GIVE FIRST READING AND HOLD A PUBLIC HEARING TO CONSIDER APPROVING THE COMMERCIAL DEVELOPMENT DISTRICT IMPROVEMENT BY-LAW, RC-002, IN A MANNER SUBSTANTIVELY THE SAME AS THE DRAFT SET OUT IN ATTACHMENT A OF THE REPORT #20-21 TO THE PLANNING AND HERITAGE ADVISORY COMMITTEE DATED OCTOBER 14, 2021, WHICH WILL REPEAL THE COMMERCIAL DEVELOPMENT DISTRICT IMPROVEMENT PLAN BY-LAW, BY-LAW #44, DATED OCTOBER 30, 2018 OF THE FORMER TOWN OF WINDSOR AND THE COMMERCIAL DEVELOPMENT DISTRICT IMPROVEMENT BY-LAW , BY-LAW #C-002, DATED MARCH 26, 2019 OF THE FORMER MUNICIPALITY OF THE DISTRICT OF WEST HANTS. MOTION CARRIED.

9. Unfinished Business/Postponed Motions

a) Windsor Flood Risk Assessment Study – Recommendation Report - Dir. Richard reviewed the report.

Discussion Points:

- Stantec was awarded the design of the 2026 Wastewater Treatment plant.
- Windsor has not had a wastewater study done. Studies were done on specific projects. Nothing was done referencing climate change.
- Design will include an environmental protection assessment.
- Regulatory requirements would be at the design stage.
- Systems will be looked at as a whole. Look at separating storm water flows, level monitors, flow studies, data collected during rainstorms, lidar and surveys will all be looked. This will not be a desk top exercise.
- Broad recommendation will arise from this study. Data and information to get to the next step.
- Hopeful the report will be done over winter months and have a final report by early summer.

MOVED BY COUNCILLORS FRANCIS AND MURLEY THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL APPROVE

THE AWARD OF TENDER WHPW21-18 FOR FLOOD RISK ASSESSMENT STUDY TO THE LOW COMPLIANT BIDDER, CBCL, FOR THE TENDERED PRICE OF \$79,550, PLUS APPLICABLE TAXES, WITH \$43,854 COMING FROM CANADA COMMUNITY BUILDING FUND RESERVE. MOTION CARRIED

10. Reports

a) CAO Activity Update – Information Report - CAO Phillips reviewed the report.

Discussion Points:

- Fort Edward is listed as two different parcels of land. Awaiting to see how offers come in and Council to review.

b) Financial Updates – Dir. Rochon reviewed the report.

Discussion Points:

- Account variance could increase or decrease, an example would be snowplowing or summer programs.
- Revenues projected to be 2.9% higher due to increased deed transfer tax and successful housing market and the one-time contribution representing the doubling of the municipality capacity grant.
- Expenditure projected to be 1.1% lower. The largest variance is related to the RCMP. Another variance is education.
- Wind Farm revenue collected estimated around \$171,000. Wind Farm projecting the amount is for the potential of the two new phases. This amount is based on when the turbines become operational.
- Water surplus is related to the Utility and not incorporated into the report. It is its own entity. Once this Utility closes, the surplus is transferred to the Capital Reserves account. Windsor Utility had an operating deficit, and the West Hants expensed their portion of depreciation, and the remaining went into the capital reserve.
- Sewer review needs to be done through by-law and not policy.
- Post-consolidation funding - Province confirmed it was received, being reviewed, and to obtain further information from the Municipality.
- Possible rebate for bulk water customers, this is governed by the Utility and Review Board. There are many variables when establishing these rates.

11. Correspondence

a) Information

- i. Avon Causeway Activity Log
 1. Current Correspondence as of November 1, 2021
 2. 2021-11-09 Correspondence Hon. John Lohr re: Municipal Financial Grant

b) Requests – 2021-11-05 Response to 2021-10-12 Letter sent re: Designated Bicycling Route – Bog Road

MOVED BY MAYOR ZEBIAN AND COUNCILLOR MURLEY THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL SEND A LETTER TO DEPARTMENT OF PUBLIC WORKS AREA MANAGER ROBYN HOMANS TO BEGIN THE PROCESS TO DESIGNATE THE BOG ROAD AS A BICYCLING ROUTE. MOTION CARRIED.

c) Sent –None

12. New Business that was moved up in the agenda

a) **Avon Street** – Recommendation Report. Dir. Richard reviewed the report.

MOVED BY COUNCILLORS FRANCIS AND MURLEY THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL APPROVE THE AWARD OF TENDER WWHPW21-02 FOR ENGINEERING AND DESIGN WORK FOR AVON STREET INFRASTRUCTURE RENEWAL DESIGN TO THE LOW COMPLIANT BIDDER, DESIGNPOINT, FOR THE TENDERED PRICE OF \$27,854, PLUS ADDITIONAL GEOTECHNICAL TESTING SERVICES FOR THE PRICE OF \$21,189, FOR A TOTAL OF \$49,043, PLUS APPLICABLE TAXES. MOTION CARRIED

b) **College Road Design - Recommendation Report** – Dir. Richard reviewed the report.

Discussion Points:

- The proposed development would be incorporated. Kingsview does not require any upgrades. Infrastructure needs assessment was done to incorporate King and College streets and the proposed development was in this assessment.
- Restriction is having a narrow right away, standard would be there and no proposal to widen it.
- Sewer services go through the back of the properties and are recent.
- Always opportunity for provincial assistance, trying to have shovel ready projects for when this funding becomes available. Only approving the design.

MOVED BY COUNCILLORS IVEY AND MURLEY THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL APPROVE THE AWARD OF TENDER WWHPW21-17 FOR ENGINEERING AND DESIGN WORK FOR COLLEGE ROAD INFRASTRUCTURE RENEWAL DESIGN TO THE LOW COMPLIANT BIDDER, EXP, FOR THE TENDERED PRICE OF \$53,636, PLUS ADDITIONAL GEOTECHNICAL TESTING SERVICES DURING CONSTRUCTION FOR THE PRICE OF \$8,776, FOR A TOTAL OF \$62,412 BEFORE APPLICABLE TAXES. MOTION CARRIED

c) **Dangerous or Unsightly – Information Report** – CAO Philips reviewed the report.

d) **Expedition of Planning Process** – Recommendation Report – Mayor Zebian reviewed the report.

Discussion Points:

- Would be beneficial to have a collateral package available for businesses or persons interested in setting up a business or living in West Hants.
 - Hiring additional staffing would still need to work within the allocated budget, but there is some capacity. Anything permanent would be looked at through the budget process.
 - Beneficial to have an inventory of buildings or land available for interested parties.
- Mayor Zebian left the chair at 8:33pm. Deputy Mayor P. Morton assumed the Chair.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR FRANCIS THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL AUTHORIZE THE CAO TO ADD/HIRE ADDITIONAL RESOURCES, AS HE SEES FIT, TO EXPEDITE THE PLANNING PROCESS TO TAKE FULL ADVANTAGE OF THE HOUSING BOOM THAT WE ARE CURRENTLY EXPERIENCING. ALSO, IT IS RECOMMENDED THAT STAFF PRIORITIZE DEVELOPMENT AGREEMENTS AND OTHER REQUIRED AMENDMENTS IN ORDER TO EFFICIENTLY SUPPORT EXISTING AND NEW DEVELOPERS WANTING TO DO BUSINESS IN WEST HANTS REGIONAL MUNICIPALITY. MOTION CARRIED.

13. Public Participation Period – Upwards of 26 viewers on Facebook livestream. Comments around rural streets and communities when the Avon Street report was reviewed. Comments regarding the Planning process, having experience and it was thought that the Valley RENS did have inventory of available properties.

MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR FRANCIS TO MOVE IN-CAMERA AT 8:44 P.M. MOTION CARRIED

14. In-Camera

- a) Land Matter MGA 22 2(a)

MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR MURLEY TO MOVE OUT OF IN-CAMERA AT 9:07 P.M. MOTION CARRIED

15. Next Meeting Date / Adjournment - November 23, 2021 - 6 p.m.

**MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR IVEY
THAT AT 9:10 PM, THE MEETING ADJOURN. MOTION CARRIED.**

Mayor Abraham Zebian (Chair)

Deanna Snair, Executive
Assistant/Municipal Clerk