

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda **AMENDED**
September 13, 2022 - 6:00 p.m.
(also held via virtual via Zoom and Facebook livestreamed)



1. Call to Order
2. Attendance
3. Approval of the Agenda, including additions or deletions
 - a) Dashboard Action Items – Information Log
 - Dashboard Action Items – Dangerous/Unsightly
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
 - a) 2022-04-13 Committee of the Whole Budget Minutes
 - b) 2022-04-19 Committee of the Whole Budget Minutes
 - ~~c) 2022-04-20 Committee of the Whole Budget Minutes~~
 - d) 2022-04-28 Committee of the Whole Budget Minutes
 - e) 2022-05-11 Committee of the Whole Budget Minutes
 - f) 2022-05-26 Committee of the Whole Budget Minutes
 - g) 2022-07-12 Committee of the Whole minutes
7. Presentations
 - a) Annapolis Valley Regional Library Annual Report: April 1, 2021 – March 31, 2022 – Angela Reynolds
 - ~~b) Windsor Youth Centre – Lisa Redden and Emilie Smith~~
 - ~~c) Property Assessed Clean Energy PACE By-Law Information Report – Coordinator Ogilvie~~
8. Unfinished Business/Postponed Motions
 - a) Municipal Boundary Decision Request – CAO Phillips
9. Reports
 - a) CAO Activity Update – Information Report
 - b) Financial Update – Information Report
10. Correspondence
 - a) Information
 1. Avon Causeway Activity Log
 - i. Current correspondence received as of September 8 , 2022
 2. Correspondence Received Ledger as of September 8, 2022

- i. 2022-07-27 Darren Porter re Avondale Boat Launch
 - ii. 2022-08-02 PVSC re Municipal Consultation
 - iii. 2022-08-04 DMA re FCM Green Municipal Fund
 - iv. 2022-08-17 Breaking Barriers Together Association
 - v. 2022-08-18 Bill Preston- Holmes Hill Sidewalk Request
 - vi. 2022-09-01 Alix Munro (POSSE) request for support
- 3. Fort Edward Activity Log
 - i. 2022-07-24 Colleen Rogers re Fort Edward Site
 - ii. 2022-08-09 Shirley Pineo re Fort Edward letter
 - iii. 2022-08-19 Pamela Spence re Fort Edward Rezoning
 - iv. 2022-08-22 Councillor Gail Tupper on behalf of Chief Peters re 65 Fort Edward
 - v. 2022-09-03 Camilla Noiles re 65 Fort Edward Lands
 - 4. Storm Wastewater Activity Log
 - i. Current Correspondence received as of September 8, 2022

b. Requests - None

c. Out-going Correspondence Ledger

- 1. 2022-08-22 Honourable Kim Masland re: Potential Mi'kmaq Burial site near Exit 6, Windsor, N.S. (sent August 23, 2022)

11. New Business

- a) Avondale Boat Launch - Award of Contract WWHPW22-03 - Director Richard
- b) Bog Road Renewal Agreement - Director Richard
- c) Four-Post Vehicle Lift - Award of Contract WWHPW22-04 Recommendation Report - Director Richard
- d) (HMCC) Hantsport Memorial Community Centre Recommendation Report - Acting Director Gibson
- e) MFC Fall Debenture Recommendation Report – Acting Director Gibson
- f) Municipal Complex Recommendation Report – CAO Phillips
- g) Municipal Spec Manual Recommendation Report – Dir. Richard
- h) Old Parish Cemetery Wall Upgrade, Award of tender WWCD22-04 – Director Kehoe
- ~~i) Property Assessed Clean Energy PACE By-Law Information Report – Coordinator Ogilvie~~
- j) Supply Generator for BFD #2 – Award of Contract WWHPW22-02 – Director Richard
- k) Future of the Closed Cogmagun Landfill – Councillor Jannasch
- l) Snow and Ice Control Report (West Hants Roads) – Councillor Ivey
- m) Invasive Plant Species Management Plan - Councillor Ivey

12. Public Participation Period

13. In-Camera
 - a) 2022-04-12 In-Camera Meeting Minutes
 - b) 2022-07-12 In-Camera Meeting Minutes
 - c) MGA 22(2)(a) Land Matter
 - d) MGA 22(2)(a) Legal Matter
 - e) MGA 22(2)(a) Land Matter
 - f) MGA 22(2)(a) Personnel Matter

14. Next Meeting Date / Adjournment

1. Call to Order – Deputy Mayor Paul Morton called the meeting to order at 6:00 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
Ed Sherman, Councillor Dist. 7
John A. Smith, Councillor Dist. 9
Laurie Murley, Councillor Dist. 10
Jim Ivey, Councillor Dist. 11

Staff:

Mark Phillips, CAO

Kathy Kehoe, Dir. Community
Development
Deanna Snair, Exec. Asst/ Clerk
Todd Richard, Dir. Public Works
Diana Gibson, Acting Director of Financial
Services
Regrets: Shelleena Thornton

Madelyn LeMay, Dir. Community
Development
John Ogilvie, Climate Change Action
Coordinator
Angela Reynolds, Acting CEO AVRIL

3. Approval of the Agenda, including additions or deletions (6:01 p.m.)
 - a) Dashboard Action Items – Information Log
Dashboard – Dangerous and Unsightly Premises – Information log

Deletions to the Agenda: Item 6(c) 2022-04-20 Committee of the Whole Budget Meeting Minutes.
Item 7(b) Windsor Youth Centre Presentation
Moved Item 11(i) Property Assessed Clean Energy PACE By-Law Draft – Information Report to Item 7(c) on the agenda.

Additions to the Agenda: Item 13(f) In-Camera Personnel Matter

Council voted (by raising hands) in favor of the addition to the agenda.

**MOVED BY COUNCILLORS SHERMAN AND MURLEY THAT THE AGENDA
BE APPROVED AS AMENDED. MOTION CARRIED.**

4. Declaration(s) of Conflict of Interest
There were no conflicts of interest.

5. Announcements (6:03 p.m.)
 - Congratulations extended to Carol Fielding and her husband on celebrating their 24th wedding anniversary today.
 - This weekend the Hants County Exhibition will be celebrating its 257th year. It's a great time for all to get out in the community.
 - The Garlic Festival will occur this Saturday in Windsor.
 - Special appreciation extended to Mr. Porter on the efforts taken to seed the area that previously created issues of dust storms in the Windsor area.
 - Special Thanks and Appreciation extended to Lisa Wilson-Bower who on her own has undertaken weeding the sides of the bridge. Thank you.
 - The Baseball Fields during the Championships looked phenomenal, appreciation was expressed to all involved in making this happen.

6. Approval of Previous Meeting Minutes (6:04 p.m.)
 - a) 2022-04-13 Committee of the Whole Budget Minutes
 - b) 2022-04-19 Committee of the Whole Budget Minutes
 - c) 2022-04-20 Committee of the Whole Budget Minutes
 - d) 2022-04-28 Committee of the Whole Budget Minutes
 - e) 2022-05-11 Committee of the Whole Budget Minutes
 - f) 2022-05-26 Committee of the Whole Budget Minutes
 - g) 2022-07-12 Committee of the Whole minutes

MOVED BY COUNCILLOR MURLEY AND MAYOR ZEBIAN THAT THE 2022-04-13 COMMITTEE OF THE WHOLE BUDGET MEETING MINUTES BE APPROVED. MOTION CARRIED. Nays: Hartt

MOVED BY COUNCILLOR MURLEY AND MAYOR ZEBIAN THAT THE 2022-04-19 COMMITTEE OF THE WHOLE BUDGET MEETING MINUTES BE APPROVED. MOTION CARRIED. Nays: Hartt

MOVED BY MAYOR ZEBIAN AND COUNCILLOR FRANCIS THAT THE 2022-04-28 COMMITTEE OF THE WHOLE BUDGET MEETING MINUTES BE APPROVED. MOTION CARRIED. Nays: Hartt

MOVED BY MAYOR ZEBIAN AND COUNCILLOR SHERMAN THAT THE 2022-05-11 COMMITTEE OF THE WHOLE BUDGET MEETING MINUTES BE APPROVED. MOTION CARRIED. Nays: Hartt

MOVED BY MAYOR ZEBIAN AND COUNCILLOR FRANCIS THAT THE 2022-05-26 COMMITTEE OF THE WHOLE BUDGET MEETING MINUTES BE APPROVED. MOTION CARRIED. Nays: Hartt

MOVED BY MAYOR ZEBIAN AND COUNCILLOR SHERMAN THAT THE 2022-07-12 COMMITTEE OF THE WHOLE MEETING MINUTES BE APPROVED. MOTION CARRIED. Nays: Hartt

7. Presentations (6:06 p.m.)

- a) Annapolis Valley Regional Library (AVRL) Annual Report: April 1, 2021 – March 31, 2022 – Angela Reynolds

Ms. Reynolds, acting CEO for AVRL presented the April 1, 2021- March 31, 2022, Annual Report to Council. Within the report the history, mission statement, value and

Discussion Points:

- Successful recipient of the Moving Through Grant, it is a 2-year Federal Grant from Canada Heritage Anti-Racism Action Program.
- Collaboration with Public Health – distributing COVID-19 Test kits and masks, laminating vaccination cards, drop off sites for pulse oximeters.
- Pivoted during the pandemic to develop take and make kits for all ages and provided cultural programming online.
- Provides a valuable service for all ages in addition to being an economic driver.
- Mobile Book Mobile no longer exist, however there is a deposit/delivery system. The library still deliveries made to daycares, preschools, public schools and seniors' homes. There is also the ability to borrow books by mail.

Ms. Reynolds left the meeting at 6:19 p.m.

- b) Agenda item was removed. This presentation will return to Committee of the Whole at a later date.

- c) Property Assessed Clean Energy (PACE) Information Report. (6:19 p.m.)

Coordinator Ogilvie reviewed the information report highlighting the recommendation resulting from the Municipal Climate Change Action Plan Committee (MCCAP).

Discussion Points:

- A By-Law must be in place prior to implementing a PACE program.
- A \$10,000.00 budget allocation was approved in February of 2022.
- A joint application with the Town of Kentville to the Federation of Canadian Municipalities was approved in July to assist with funding a study for the PACE program.
- Staff recommend maximum loan allotments (limits) of \$30,000.00 or 25 % of the home value for applicants.
- Staff recommend a maximum of a 20-year loan program for successful applicants.
- As the process continues MCCAP will determine specific program details. A policy will need to be created , as well as creation of agreements that will require signatures from successful applicants.

8. Unfinished Business/Postponed Motions

a) Municipal Boundary Decision Request Report (6:24 p.m.)

Clerk Snair reviewed the recommendation report which provided a brief overview of the information previously presented. The report also highlighted the quotes received from two consultants, a breakdown of the work to be completed along with the costs associated with undertaking a boundary review.

Discussion Points:

- Only two written quotes were received. The third consultant declined the opportunity to provide a quote due to their schedule.
- Both consultants recognized the importance of having an online survey as indicated within the quotes adding that a mailed-out survey required additional costs. Stantec identified there was no capacity within their organization to complete this and UPLAND provided an additional quote for this service. Should Stantec be awarded the project a mailed-out survey would be at the expense of the municipality.
- Cost estimates for a mailed-out survey would be between \$3,000.00 - \$5,000.00 based on previous mailed services that the municipality provides.
- The need for a paper survey was identified, this may change as improved internet services and accessibility increases. Council unanimously voted by hands in favour of a paper survey.
- Both reports identify the end of November as a deadline, resulting in the Utility and Review Board (UARB) deadline of December 31, 2022, being met.

MOVED BY COUNCILLORS IVEY AND MURLEY THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL APPROVE THE AWARD OF CONTRACT FOR THE 2022 MUNICIPAL BOUNDARY REVIEW TO STANTEC CONSULTING LTD. AT A COST OF \$22,405.00 PLUS APPLICABLE TAXES, FOR A TOTAL OF \$25,766.90 NOTING THAT \$12,250.00 TO BE FUNDED THROUGH THE BOUNDARY RESERVE AND THE REMAINING TO BE FUNDED THROUGH THE REGIONAL OPERATING RESERVE.

MOVED BY COUNCILLORS IVEY AND MURLEY TO AMEND THE MOTION TO INCLUDE WITH ADDITIONAL COSTS AS INDICATED IN THE REPORT AND COORDINATED THROUGH THE MUNICIPALITY. MOTION CARRIED
Nays: Mayor Zebian and Councillor Smith

Full motion as amended:

MOVED BY COUNCILLORS IVEY AND MURLEY THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL APPROVE THE AWARD OF CONTRACT FOR THE 2022 MUNICIPAL BOUNDARY REVIEW TO STANTEC CONSULTING LTD. AT A COST OF \$22,405.00 PLUS APPLICABLE TAXES, FOR A TOTAL OF \$25,766.90 WITH ADDITIONAL COSTS AS INDICATED IN THE REPORT AND COORDINATED THROUGH THE MUNICIPALITY, NOTING THAT \$12,250.00 TO BE FUNDED THROUGH THE BOUNDARY RESERVE AND THE REMAINING TO BE FUNDED THROUGH THE REGIONAL

OPERATING RESERVE. MOTION CARRIED Nays: Mayor Zebian, Councillors Smith, Jannasch, B. Morton and Sherman

9. Reports

a) CAO's Report (6:50 p.m.)

CAO Philips reviewed the report highlighting the events between the July Committee of the Whole meeting and tonight's meeting.

Discussion Points:

- Strategy sessions are being planned for Council, awaiting confirmation on dates from a consultant.
- The NSFM Fall conference is being held in November in Halifax.
- Attended Tim Horton's Camp Day, regular Committee of the Whole and Council meetings as well as CUPE Labour Management meetings.
- Freedom of Information and Protection of Privacy (FOIPOP) applications have increased for all public bodies across the board. There appears to be a backlog at the Office of Information and Privacy Commissioner as there are applications from 2018 currently being reviewed.
- The Homelessness working group continued its support throughout the summer months.
- Met with representatives from the Chalet Hamlet Homeowners Association to discuss what supports could be offered, if a need was identified.
- Met with South West Fire Association and reviewed historic budgets.
- Had meetings on site with Avondale and Hobarts Boat Launch locations pertaining to the project.
- Had on gong meetings regarding operations and supports for the Sports Complex.
- The Windsor Township Mural Festival begins this Saturday. This will be an ongoing throughout the month at different locations.
- Programs and facilities were busy this past summer despite experiencing shortages in staffing within both Community Development and Parks and Rec. Some programming was reduced/impacted, along with a later start to the clean-up within the region.
- Planning and Development have been busy with various meeting pertaining to the PACE program, MCCAP, Homelessness, Municipal Surplus Lands, Cogmagun Lands, and Community Growth.
- Continued progress on the Phase 2 assessment on the Municipal Lands on Fort Edward Street.
- Municipal Surplus lands in Hantsport have offers on all four remaining lots. Council will review these at the September Council meeting.
- Met internally with staff to review other Municipal Surplus lands to see what ones are ready for sale. Work continues on these parcels.
- Economic Development Beautification project is ending for the summer. Special thanks to all the staff involved in this. The community signage project(Prime

Creative) is underway; primary signs on the 101 and some of the community entrances signs.

- CLC meeting over the summer regarding the 101 Highway twinning project.
- Hantsport Fire Station; continue to push for the contractor to complete the project. Finishes and fixtures are being installed. Work shortages have also impacted this project.
- Fire Chief meetings continue; they are working towards standardizing apparatus, equipment and training.
- Freedom of Information and Protection of Privacy (FOIPOP) is an accessible process, as intended. This is a time consuming, thorough process that requires all the information be reviewed to ensure no private information is disclosed.

b) Financial Update – Information Report (7:03 p.m.)

Acting Director Gibson presented the financial update for 2022-23 Operating Budget ending on July 31, 2022.

Discussion Points:

- Projecting a small surplus of \$226,779. Salary makes up the majority of the surplus across most department. Planning and Development continue to recruit for vacant positions, Community Development struggled with staffing compliments and Financial Services were only able to fill a six (6) month term position instead of the advertised ten (10) month position. Additional saving can be seen in waste collection due to a back log of invoices from the vendors and suppliers.
- Both the sewer and water utilities have deficits. The sewer is in both the expenses and revenue.
- Deed transfer tax is just under \$800,000. It is expected to continue to slow down.

10. Correspondence (7:07 p.m.)

a) Information

1. Avon Causeway Activity Log, current correspondence received as of September 8, 2022.
 - i. Correspondence received from Jennifer Allen on August 30, 2022 regarding a letter sent to the Premier and Honourable Kody Blois pertaining to Lake Pisiquid.
2. Current Correspondence Received Log as of September 8, 2022.
 - i. Darren Porter re: Avondale Boat Launch received July 27, 2022
 - ii. Property Valuation Services Corporation (PVSC) re: Municipal Consultation received August 2, 2022
 - iii. Department of Municipal Affairs and Housing re: FCM Green Municipal Fund received August 4, 2022
 - iv. Breaking BARRIERS Together Association received August 17, 2022

- v. Bill Preston regarding Holmes Hill Sidewalk request received August 18, 2022
- vi. Alix Munro (POSSE) request for support received September 1, 2022

Discussion Points:

- There was value in providing a letter of support to the POSSE group. It provides a starting point for an open dialogue to begin and for Council to receiving quarterly updates. There is added weight to the letter when it is endorsed by Council.

MOVED BY COUNCILLORS IVEY AND MURLEY THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL DIRECT STAFF TO COMPOSE A LETTER AS A SUPPORTER OF THE POSSE ORGANIZATION WHICH RESULTS IN COUNCIL RECEIVING QUARTERLY UPDATES FROM THE ORGANIZATION. MOTION CARRIED.

- There was value in exploring the sidewalk request from Mr. Preston (after the Bog Road is completed, potentially in the Spring,). Through consultation with the Traffic Authority the high-level perspective was that a crosswalk is warranted. This would be a budget items due to there being no area of refuge for a crosswalk. Staff will add it to next year's budget for Council to consider. Council has approved Traffic Calming Policy in place. There is a process that is followed, starting with an application being submitted.
- Questions pertaining to the Avondale Boat Launch regarding being considered a Commercial Boat Launch. This will be discussed in more detail later in the meeting.

3. Fort Edward Activity Log

- i. Colleen Rogers received July 24, 2022
- ii. Shirley Pineo received August 9, 2022
- iii. Pamela Spence received August 19, 2022
- iv. Councillor Gail Tupper sent on behalf of Chief Peters sent August 22, 2022
- v. Camilla Noiles sent September 3, 2022

4. Storm Wastewater Activity Log

- i. No new correspondence was received as of September additions

b) Requests

There were no requests received.

c) Out-going as of July 12, 2022

- i. Correspondence sent August 23, 2022, to Honourable Kim Masland regarding the potential of a Mi'kmaq burial site near exit 6 in Windsor Nova Scotia.

11. New Business (7:15 p.m.)

a) Avondale Boat Launch - Award of Contract WWHPW22-03 (7:14 p.m.)

Director Richard reviewed the report for the construction of a concrete community boat launch adjacent to the public wharf in Avondale. The report highlighted the scope of the project (updating the existing gravel boat launch with a new replacement concrete ramp), costs associated with the project and a breakdown of the timeframe and completion date.

Discussion Points:

- Engineering services were completed by Design Point.
- One bid was received (Dexter Construction Company). It is recommended to carry a 15% contingency as the project is a lump sum bid. Within the contract documents there is a one (1) year warranty on construction only, any deficiencies would need to be addressed within that one-year period.
- Interested parties have requested a 10-meter extension of the ramp. If there was an appetite, staff could proceed with discussions with Dexter Construction to explore potentially extending the boat launch an additional 10 meters knowing there would be additional costs. A high-level estimate of \$75,000 would be required to extend the boat launch. All funding would come from the Canada Community Building Fund (CCBF)
- Not aware of any concerns related to siltation on the extended launch. There is expected to be some accumulation of sediment with the tides changing. Parsborough has experienced this, there is value in connecting with them to explore the options used to alleviate the matter should it occur.
- Federal funding currently available only applies to harbours through the Small Harbours Grant. ACOA does not have a grant program that fits the definition of the boat launch.
- The word "commercial" is only used with respect to the infrastructure.
- A berm was termed as a breakwater by a local experienced fisherman is present, he has no voiced concerns with the extension past the existing wharf.
- The design engineer expressed discomfort with extending the launch beyond the existing wharf. It was outside their expertise. There may be value in having a conversation with the contractor to gauge interest in undertaking the extension.
- There was support expressed for the extension, but the comfort level was not present with having a contractors' opinion, they are getting paid to build the project. Would prefer to have a design engineers' opinion. Safety is too important.
- Costs could potentially increase, and the project be delayed if the ask was for the design engineer to sign off on the project.
- The work being done now is important, the current recommendation could be approved without affecting the future expansion and Council could a request for report on a plan for the extension.

MOVED BY COUNCILLORS IVEY AND S. MCLEAN THAT COMMITTEE OF THE WHOLE RECOMMEND THAT COUNCIL APPROVE THE AWARD OF TENDER WWHPW22-03 FOR THE CONSTRUCTION CONTRACT FOR THE AVONDALE BOAT LAUNCH SUBJECT TO A DISCUSSION WITH THE CONTRACTOR TO THE LOW COMPLIANT BIDDER, DEXTER CONSTRUCTION COMPANY LTD., FOR THE TENDERED PRICE OF \$347,260 PLUS \$75,000 FOR THE TEN (10) METER EXTENSION PLUS 15% CONTINGENCY AND APPLICABLE TAXES FOR A TOTAL COST OF \$422, 260.

At 7:37 both MOVER and SECONDER agreed to withdraw the motion.

MOVED BY COUNCILLORS IVEY AND SHERMAN TO AMEND THE MOTION TO READ AS COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL APPROVE THE AWARD OF TENDER WWHPW22-03 FOR THE CONSTRUCTION CONTRACT FOR THE AVONDALE BOAT LAUNCH TO THE LOW COMPLIANT BIDDER, DEXTER CONSTRUCTION COMPANY LTD., FOR THE TENDERED PRICE OF \$347,260 PLUS 15% CONTINGENCY AND APPLICABLE TAXES AND FURTHER THAT STAFF BE DIRECTED TO INVESTIGATE AN EXTENSION OF APPROXIMATELY TEN (10) METERS BEYOND THE END OF THE WHARF TO BRING BACK A REPORT TO COUNCIL IN THE NEXT 30 DAYS.

Discussion Points:

- The 30-day timeline is s a quick turnaround for the ask. If the original amended motion was approved, that would permit the time needed for the surge rock to settle. More time would be required if a report was requested with respects to safety and viability of the extension.

At 7:40 p.m. ALL amendments were withdrawn.

MOVED BY COUNCILLORS IVEY AND S. MCLEAN THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL APPROVE THE AWARD OF TENDER WWHPW22-03 FOR THE CONSTRUCTION CONTRACT FOR THE AVONDALE BOAT LAUNCH SUBJECT TO A DISCUSSION WITH THE CONTRACTOR TO THE LOW COMPLIANT BIDDER, DEXTER CONSTRUCTION COMPANY LTD., FOR THE TENDERED PRICE OF \$347,260 PLUS 15% CONTINGENCY AND APPLICABLE TAXES FOR A TOTAL COST OF \$422, 260. MOTION CARRIED

MOVED BY COUNCILLORS IVEY AND SHERMAN THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL DIRECT STAFF TO FURTHER REVIEW AN ADDED EXTENSION OF APPROXIMATELY TEN (10) METERS

**FROM THE END OF THE WHARF AND BRING A REPORT BACK TO COUNCIL
ON COSTS. MOTION CARRIED**

The vote occurred by a show of hands.

b) Bog Road Renewal Agreement (7:43 p.m.)

Director Richard reviewed the supplementary information report on paving the 200-meter section of the Bog Road. This is a cost share agreement with the Province.

Discussion Points:

- The post tendered costs increased by more the 10% than the original estimated \$60,000 for the roadwork from the Nova Scotia Department of Public Works. The scope of work remains unchanged. It has been brought back to reconfirm interest in proceeding with the project.
- Despite the increased costs, the municipal staff had the costs included in their projected budget (\$96,354 plus 25% contingency of \$24,089, for a total of \$120,443).
- Scope of work has remained unchanged.
- Upon further investigation it was determined that replacement of existing water service mains/laterals and sanitary sewer mains/laterals is not required at this time. The water services were copper, there was comfort in this material, the quality and age wouldn't warrant replacing. There were no records of breaks on this section.
- There is interest for potential development near this section of roadway. Should this occur, there may be requirement to cut and reinstate the asphalt roadway for water and sewer extension, with these costs borne by the potential developer. Nothing has been confirmed at present. If development occurred, a cut would be made in the pavement to tie into the mains to provide services for a potential development.

MOVED BY COUNCILLORS FRANCIS AND SHERMAN THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL APPROVE IN ACCORDANCE WITH THE 2022-23 CAPITAL BUDGET, THE AMOUNT OF \$98,700 FOR THE STREET RENEWAL ONLY OF 200M OF MUNICIPALITY-OWNED BOG ROAD, TO BE PERFORMED BY NSDPW.

FURTHER

COUNCIL PROCEED WITH A COST-SHARE AGREEMENT WITH THE PROVINCE FOR 200M OF WEST HANTS OWNED ROAD REHABILITATION ON BOG ROAD IN HANTSPORT. MOTION CARRIED Nays: Zebian, P.

Morton and M. McLean

c) Four-post Vehicle Lift- Award of Contract WWHPW22-04 (7:51 p.m.)

Director Richard reviewed the report identifying the intention to purchase a four-post vehicle lift to support safety, ergonomics and efficiencies. The updated report highlighted the increased cost resulting in the lift being over budget.

Discussion Points:

- A public tender was released resulting in a single bid by Hunter Engineering Company.

- Price came in over the approved budgeted amount. The original budgeted amount was obtained by inquiring with suppliers on “ball park” prices.
- The lift does not have the capacity to lift larger snowplows, loaders or dump trucks.

MOVED BY COUNCILLORS MURLEY AND SHERMAN THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL APPROVE THE AWARD OF TENDER WWHPW22-04 FOR THE SUPPLY AND INSTALLATION OF A FOUR-POST VEHICLE LIFT TO THE LOW COMPLIANT BIDDER, HUNTER ENGINEERING COMPANY, FOR THE TENDERED PRICE OF \$54,564.63 PLUS 10% CONTINGENCY AND APPLICABLE TAXES, TO COME FROM THE OPERATING AND EQUIPMENT RESERVES. MOTION CARRIED.

d) (HMCC) Hantsport Memorial Community Centre Recommendation Report Meeting (7:55 p.m.)

Acting Director Gibson reviewed the recommendation report to accept the Hantsport Memorial Community Centre 2021-22 Financial Statements

Discussion Points

- The fourth quarter payment from the previous fiscal year is held until the audited financial statements have been received and approved by Council. The hold this year is just over \$10,000 and all requirements continue to be met as per the area rate policy.
- There was a \$21,986 improvement within the previous years deficit.

MOVED BY COUNCILLORS MURLEY AND FRANCIS THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL ACCEPTS THE FINANCIAL STATEMENTS PROVIDED BY HANTSPORT MEMORIAL COMMUNITY CENTRE (HMCC) AND THAT ANY 2021-22 HOLDBACKS AND ELIGIBLE 2022-23 AREA RATE PAYMENTS BE RELEASED TO HMCC FOR THE PURPOSES OF PROVIDING SERVICES DEFINED IN THE 2022-23 BUDGET. MOTION CARRIED

e) MFC Fall Debenture Recommendation Report (7:59 p.m.)

Acting Director Gibson reviewed the report highlighting the purchase of the two two-wheel John Deere loaders for the Public Works Department. The purchase of these loaders was approved by Council at the July 27, 2021, meeting and awarded to Brandt Tractor Limited. The temporary borrowing resolution for the purchase in the amount of \$463,952 was also approved at this July 27, 2022 meeting.

Discussion Points:

- Using MFC for long term debt borrowing provides municipalities with the ability to participate with favorable fixed borrowing rates.

- No notification has been received to date to indicate any increase in interest rates. The updated form continues to have the 5.5 % interest rate written on it.

MOVED BY COUNCILLORS FRANCIS AND IVEY THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL APPROVES THE MAYOR AND MUNICIPAL CLERK TO SIGN THE RESOLUTION FOR PRE-APPROVAL OF DEBENTURE ISSUANCE, SUBJECT TO INTEREST RATE CONFIRMATION NOT TO EXCEED 5.5% TO ENABLE WEST HANTS REGIONAL MUNICIPALITY TO ISSUE A 15-YEAR DEBENTURE OF \$463,952, FOR PURCHASE OF TWO TWO-WHEEL JOHN DEERE LOADERS. MOTION CARRIED Nays: S. McLean and M. McLean

f) Municipal Complex Recommendation Report (8:02 p.m.)

CAO Phillips reviewed the report highlighting previous information presented to Council and information supporting the current recommendation brought forward by the Municipal Complex Working group.

Discussion Points:

- The current recommendation supports the original recommendation from 2019 by the Coordinating Committee. Predominate discussion points included conceptual floor plans, parking, walkability, accessibility, layout, energy efficiency, marketability.
- Utilized the resources available to the committee (in-house staff as there was no authority to expend money) to estimate impacts any retrofits would provide with respect to energy efficiency. A professional would need to review further to obtain increased accuracy. Level of improvements and efficiencies would need to be determined first to obtain more accurate results.
- Intent was to bring 100 King to Council, proceed with the study on the scope that Council determined.
- A decision needs to be made so direction and a budget can be determined to move forward and explore are required to pursue increased accuracy with respects to improvements, efficiency upgrades based on the vision and obtain accurate costs.
- Both buildings had pros and cons. The biggest factor in supporting 100 King was the Fire Department being in that building (the costs associated if there was a need to relocate the station) and accessibility.
- Concerned that no “actual” financial numbers were obtained on improved efficiencies, asbestos removal and total costs. Need an accurate cost to renovate the building.
- Parking was a concern. There needs to be a written agreement for parking in place. The Armouries have a draft agreement for parking, this was not pursued as Council had not made a decision.

- Concern that the broader picture was not considered for the future needs of the municipality.
- Consensus of voiced opinions was that downtown was the better location, the question remained if the right decision was to invest money in the 100 King Street building. That money could be invested in an alternate location or a new build.
- Engage with a consultant to look at the decision from a holistic view of the real and potential options.
- Little mention of the inconvenience to the larger other district coming to the municipality along with the thought that an affordable housing option may have been explored.

MOVED COUNCILLORS MURLEY AND MAYOR ZEBIAN THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL THAT DIRECTION BE PROVIDED TO STAFF TO CONTINUE THE CONCEPTUAL PLANS AND DESIGN OF 100 KING STREET, WINDSOR TO CONSOLIDATE MUNICIPAL ADMINISTRATIVE OPERATIONS. MOTION DEFEATED Nays: Jannasch. S. McLean. M. McLean, Hartt, Francis, Ivey

MOVED BY MAYOR ZEBIAN AND COUNCILLOR IVEY THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL THAT DIRECTION BE PROVIDED TO STAFF TO CONTINUE THE CONCEPTUAL PLANS AND DESIGN OF 76 MORISON DRIVE, WINDSOR TO CONSOLIDATE MUNICIPAL ADMINISTRATIVE OPERATIONS.

Discussion Points:

- There was uncertainty with the information provided. A vote on this would likely result in a similar outcome. It was better to engage an independent consultant through an RRP (the consultant determines the team with the resources they have) to help navigate the process to move direction.
- Consensus was that Council would send the CAO an email in the next week providing details on what they are looking for it a municipal building).
- There is a need to move forward, but it is important to make the right decision and look towards the future.

At 9:49 p.m. the MOVER and SECONDER agreed to withdraw the motion.

MOVED BY COUNCILLORS SHERMAN AND IVEY THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL DIRECT THE CAO TO DRAFT AN RFP TO LOOK AT A) THE 100 KING STREET BUILDING B) THE 76 MORISON BUILDING AND C) TO SEE IF A NEW LOCATION IS REQUIRED TO FACILITATE THE NEEDS OF THE MUNICIPALITY. MOTION CARRIED Nays: Jannasch and Zebian

g) Municipal Spec Manual Recommendation Report (8:54 p.m.)

Director Richard reviewed the Municipal Specifications Manual. The proposed revisions and detail drawings have undergone extensive re-draft and review by external design and engineering consultant DesignPoint.

Discussion Points:

- There was a need for an updated manual for the regionalized municipality.
- An extensive review was also completed by the Planning Department, many of the documents apply to the Planning and Development Department.
- The detailed designs had been distributed to developers; most have been abiding by the new standards. There have been no major concerns voiced.
- An example of a new specification was a road structure. In 2015 the former Town of Windsor increased the road structure requirements (what the subgrade is, how much surge bill, amount of type one and two gravels, and two lifts of asphalt). West Hants had a requirement of no surge rock, very little type one and two and only one lift of asphalt.
- These standards also apply to the Municipality.
- Sidewalks/walkways had been added to areas known as growth centres (Three Mile Plains and Falmouth). for new developments and municipally owned streets.
- If the sidewalk is in a subdivision the developer is responsible is responsible for the costs. Once the road was municipally owned there will be increased operational and maintenance costs.
- The understanding is that anyone who has tentative planned approval would not have to meet the new specifications. If there is no tentative approval the new specifications would need to be met.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR SHERMAN THAT COMMITTEE OF THE WHOLE DIRECT COUNCIL APPROVE THE ATTACHED PROPOSED REVISION OF THE “MUNICIPAL SPECIFICATIONS MANUAL” USED TO PROVIDE DETAILED ENGINEERING SPECIFICATIONS BY DEVELOPERS WITHIN THE WEST HANTS REGIONAL MUNICIPALITY. MOTION CARRIED Nays: Jannasch, Hartt, S. McLean and Ivey

h) Old Parish Cemetery Wall Upgrade (9:09 p.m.)

Director Kehoe reviewed the report for the rehabilitation through the Canada Community Building Fund of the North and South end stone walls of the Old Parish Cemetery.

Discussion Points:

- A heritage permit was not required as there is no intent to change the appearance of the wall. The existing stones will be reused as best they can within the location from which they were removed.
- If deemed the successful bidder; Ridgemark Construction proposed that the work be delayed until May 2023. To start the work at this time may result in additional costs associated with boarding and heating the space to allow the mortar to cure. Ridgemark Construction confirmed the bid price would not change.
- There is a 24-month warranty on all work once completed.

MOVED BY COUNCILLORS FRANCIS AND MURLEY THAT COMMITTEE OF THE WHOLE TO RECOMMEND COUNCIL APPROVES THE AWARD OF TENDER WWCD22-04 FOR THE UPGRADE TO THE EXISTING CEMETERY STONE RETAINING WALL, OLD PARISH CEMETERY TO RIDGEMARK CONSTRUCTION & DESIGN LIMITED PROPOSAL 2 AT A COST OF \$215,000 PLUS 10% CONTINGENCY, PLUS APPLICABLE TAXES TO BE FUNDED THROUGH THE CANADIAN COMMUNITY BUILDING FUND. MOTION CARRIED

- i) Supply Generator for BFD #2- Award of contract WWHPW22-02 (9:15 p.m.)
 Director Richard reviewed the report identifying the costs associated with supplying all labour, material, equipment, delivery, and installation for one (1) generator at the Brooklyn Fire Station #2, Garlands Crossing. The report also highlighted the increased costs of the purchase resulting in the item being over the previously approved budgeted amount.

Discussion Points:

- Five (5) contractors submitting bids.
- Approving the contract price of the generator plus the 15% contingency requested resulted in the project being over budget by \$24,324.
- In the current climate and market changes it was favourable to carry a contingency to make for a successful project.

MOVED BY COUNCILLORS FRANCIS AND SHERMAN THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL APPROVE THE AWARD OF TENDER WWHPW22-02 FOR THE SUPPLY AND INSTALLATION OF A GENERATOR FOR BROOKLYN FIRE STATION #2 TO THE LOW COMPLIANT BIDDER, THOMPSON'S ELECTRIC LTD, FOR THE TENDERED PRICE OF \$83,650.00 PLUS 15% CONTINGENCY AND APPLICABLE TAXES. MOTION CARRIED

- j) Future of the Closed Cogmagun Landfill Recommendation Report (9:20 p.m.)
 Councillor Jannasch reviewed the report highlighting the

Discussion Points:

- Unsure of the actual annual activities involved and the maintenance costs
- It appears that the reserve will be exhausted within two (2) – three (3) years. Concerns around how the already closed landfill will be dealt with in the future.
- There was a need for clarity on what the future costs and liabilities look like.

MOVED BY COUNCILLORS JANNASCH AND SHERMAN THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL REQUEST A STAFF REPORT ON THE FUTURE OF THE CLOSED COGMAGUN LANDFILL IN THE FORMER MUNICIPALITY OF WEST HANTS INCLUDING (A) A SUMMARY OF ANNUAL EXPENSES INCURRED SINCE THE CONSOLIDATION, (B) ESTIMATES OF FINANCIAL AND LEGAL LIABILITIES PERTAINING TO THE CLOSED LANDFILL ONCE THE LANDFILL CLOSURE RESERVE IS EXHAUSTED AND (C) A FINANCIAL PLAN, INCLUDING THE SOURCE OF FUNDS, SHOULD EXPENDITURES BE NECESSARY BEYOND THE LIFE OF THE CURRENT RESERVE. MOTION CARRIED

This vote was mistitled as Invasive Plant Species Recommendation, the vote that occurred was for the Cogmagun Landfill Recommendation Report. The clerk will note this within the minutes and on the Facebook video feed for added clarity.

- I) Snow and Ice Control Follow Up Report (West Hants Roads) (9:24 p.m.)
Councillor Ivey reviewed the report pertaining to snow removal and salting costs for the region, noting that there may be potential cost savings should a change in the service model deliver be undertaken.

Discussion Points:

- To explore a change in the service model that provide a service improvement in the former towns by focusing on the core areas with municipal staff and equipment and others tend to the rural areas and see if there are cost savings associated with the potential change.
- Additional resources will be required within the current fiscal year.
- If there is no intent (just fishing) with an RFP, there is a level of vulnerability for the Municipality. Intent needs to be clear.
- Contractors are utilized in addition to in house resources on rare occasions to supplement when there is a need.
- Increased service levels can be achieved in house with current resources without the contracted service, but it comes with a cost. Potentially part timers could be utilized, but there is an increased cost associated with this.
- With the new equipment there was thought that there would be service level improvements. Give it a year to see how the new equipment works.
- There are standing offer contractors that are currently used. A forecasted budget is used for that is built into the snow removal costs. Council struggled

with not knowing the costs associated with contracted snow removal costs. There was a desire to know the costs of last years contracted services for snow removal.

- Every municipality struggled with clearing snow. Many had private contractors who cleared their streets.
- Council to determine the service level, staff will strive towards the standard. Requested that staff track those costs.

MOVED BY COUNCILLOR IVEY AND HARTT THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL DIRECT STAFF TO UNDERTAKE AN OPEN TENDER PROCESS AND ISSUE AN RFP FOR THE WEST HANTS ROAD'S SNOW AND ICE CONTROL SERVICES FOR 2022-23 TO DETERMINE THE POTENTIAL FOR SERVICE LEVEL IMPACTS AND COSTS THAT MIGHT BE INCURRED THROUGH A CHANGE IN THE SERVICE DELIVERY MODEL FOR THE RURAL ROAD SERVICE AREAS IN WEST HANTS.

At 9:54 p.m. both the MOVER and SECONDER agreed to withdraw the motion.

m) Invasive Plant Species Management Plan Report (9:56 p.m.)

Councillor Ivey reviewed the report acknowledging that existing and new invasive species appears to be increasing within our region. There was a benefit to having staff gather information and potentially establish a policy for addressing the matter.

Discussion Points:

- Historically invasive species have been dealt with at the Provincial level. This could lead down a path of a huge expense. There was added value in having an approach, educating the public on appearance, awareness and how to deal with invasive plants.
- There was value in exploring what other municipalities are doing or if the general feeling was that this is a Provincial matter.

MOVED BY COUNCILLOR IVEY AND B. MORTON THAT COMMITTEE OF THE WHOLE RECOMMEND COUNCIL DIRECT STAFF TO PREPARE A REPORT FOR FUTURE DISCUSSION REGARDING INVASIVE SPECIES WITHIN THE WEST HANTS REGION WITH A VIEW TO ESTABLISHING A POLICY AND PLAN FOR ADDRESSING INVASIVE SPECIES WITHIN THE MUNICIPALITY. MOTION CARRIED Nays: Hartt

12. Public Participation Period – Upwards of 22 viewers with 6 comments. Majority of the comments pertained to the Municipal Complex and the Avondale Boat Launch.

13. In-Camera

- a) 2022-04-12 Committee of the Whole In-Camera Meeting Minutes
- b) 2022-07-12 Committee of the Whole In-Camera Meeting Minutes

- c) Land Matter MGA (22)(2)(a)
- d) Legal Matter MGA (22)(2)(a)

MOVED BY COUNCILLOR FRANCIS AND MAYOR ZEBIAN THAT AT 10:03 PM, THE MEETING MOVE IN-CAMERA. MOTION CARRIED

MOVED BY COUNCILLORS MURLEY AND FRANCIS THAT AT 10:34 PM, THE MEETING MOVE OUT OF IN-CAMERA. MOTION CARRIED

MOVED BY COUNCILLORS MURLEY AND FRANCIS THAT COMMITTEE OF THE WHOLE RECOMMEND TO COUNCIL THAT THE CAO PROCEED WITH THE SALE OF LAND AS DIRECTED IN-CAMERA. MOTION CARRIED

14. Next Meeting Date / Adjournment – Next regular meeting will be September 27, 2022, Council.

MOVED BY COUNCILLORS IVEY AND SHERMAN THAT AT 10:35PM, THE MEETING ADJOURN. MOTION CARRIED

Mayor Abraham Zebian

Deanna Snair, Exec. Assistant/ Mun. Cl