

WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole - Meeting Agenda **AMENDED**
December 6, 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 or Unsightly Premises
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
 - a) 2022-04-20 Committee of the Whole (Budget) Minutes
 - b) 2022-11-08 Committee of the Whole Minutes
7. Presentations
 - a) West Hants Uniacke Community Health Board/Community Transportation Committee -
~~Andrea Parker~~ Colleen Rogers and Monica Driscoll
 - b) Hants West Food Action Council Presentation – Vice President Domenic Padula
8. Unfinished Business/Postponed Motions
 - a) Comfort Centres - Information Report – Supervisor Thornton
 - b) High School Bursary Information Report – Clerk Snair
 - c) Updating the 2022-23 Tax Resolution – Director Gibson
9. Reports
 - a) CAO Activity Update – Information Report
 - b) Financial Update Ending October 31, 2022 – Director Gibson
 - c) Municipal Climate Change Action Plan (MCCAP) Committee Work Plan - Information Report – Planner Dunphy
 - d) Dangerous or Unsightly Premises Semi-annual Report – CAO Phillips/ By-Law Officer Parker
10. Correspondence
 - a) Information
 1. Avon Causeway Activity Log as of December 1st, 2022
 2. Correspondence Received Ledger as of December 1st, 2022

- a) 2022-11-16 West Hants Historical Society Re: Old Parish Burying Ground Letter and Request for Submission.
- b) 2022-11-16 Graham Sanford-Escalation to Council Regarding Violations/Inconsistencies at Bog Road, Hants Border.
- c) 2022-11-30 Fidelis House re: Financial Assistance Request

3. Fort Edward Municipal Lands Activity Log as of December 1st, 2022

4. Storm Wastewater Activity Log as of December 1st, 2022

- a. Requests - None
- b. Out-going Correspondence Ledger as of December 1st, 2022

11. New Business

- a) CLC Meeting Summary Information Report – Councillor Ivey
- b) J Class Roads Request for Decision Report – Councillor M. McLean
- c) Letter of Support endorsing correspondence sent by Hon. Kody Blois (2022-10-07) Request for Decision – Councillor Smith
- d) Nova Scotia Sustainable Communities Challenge Fund Application – Coordinator Ogilvie
- e) Formal Notice to amend the Meeting and Committee Procedural Policy RCOGE-003.00 – Clerk Snair
- f) Property Assessed Clean Energy (PACE) Funding Recommendation Report – Coordinator Ogilvie
- g) Valley Regional Enterprise Network (VREN) Information Report – CAO Phillips

12. Public Participation Period

13. In-Camera

- a) MGA 22(2)(a) Personnel Matter
- b) MGA 22(2)(a) Personnel Matter

14. Next Meeting Date / Adjournment – December 13th, 2022 at 6 p.m.



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
John A. Smith, Councillor Dist. 9
Laurie Murley, Councillor Dist. 10
Jim Ivey, Councillor Dist. 11

Regrets:

Ed Sherman, Councillor Dist. 7

Staff:

Mark Phillips, CAO
Kathy Kehoe, Dir. Community
Development
Shelleena Thornton, Municipal
Operations Supervisor
Todd Richard, Dir. Public Works
Diana Gibson, Acting Director of Financial
Services
Madelyn LeMay, Dir. Planning and
Development (ZOOM)

Deanna Snair, Exec. Asst/ Clerk
John Ogilvie, MCCAP Coordinator

Alex Dunphy, Planner

Colleen Rogers and Monica Driscoll, West
Hants Uniacke Community Health Board/
Community Transportation Committee
Domenic Padula, Vice President, West
Hants Food Action Coalition
Six (6) members in the Gallery

3. Approval of the Agenda, including additions or deletions (6:00 p.m.)

a) Dashboard Action Items – Information Log

Dashboard – Dangerous and Unsightly Premises – Information log

Discussion Points:

- Staff confirmed the Land Dispute Policy and Noise By-Law come to Council for review and consideration in January of the New Year (2023). Due to timing these items were not ready for the December meetings resulting in the changed dates on the Dashboard.

**MOVED BY MAYOR ZEBIAN AND COUNCILLOR M. MCLEAN THAT THE
AGENDA BE APPROVED. MOTION CARRIED.**

4. Declaration(s) of Conflict of Interest

There were no conflicts of interest.

5. Announcements (6:01 p.m.)
- Deputy Mayor P. Morton 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.

6. Approval of Previous Meeting Minutes (6:02 p.m.)
- a) 2022-11-08 Committee of the Whole Minutes
- b) 2022-04-20 Committee of the Whole (Budget) Minutes

Discussion Points:

- Staff recently received the 2022-04-20 Committee of the Whole Budget Minutes, resulting in the reason for their presence on the agenda and the late request for their approval.

MOVED BY COUNCILLOR MURLEY AND MAYOR ZEBIAN THAT THE 2022-11-08 COMMITTEE OF THE WHOLE MEETING MINUTES AND THAT THE 2022-04-20 COMMITTEE OF THE WHOLE (BUDGET) BE APPROVED. MOTION CARRIED. Nays: Ivey

7. Presentations (6:04 p.m.)
- a) West Hants Uniacke Community Health Board/Community Transportation Committee – Colleen Rogers and Monica Driscoll
- Ms. Rogers and Ms. Driscoll presented the survey results conducted regarding transportation. Transportation within the catchment area was identified by the board as a primary consideration in 2017. A sub committee was formed in consultations with stakeholders consisting of community members and users.
- In 2018 a presentation was made to both the former Windsor and West Hants Councils but challenges in recent years delayed moving the project forward.
- In June 2022, a number of interested parties (members of the Business Community, WHEC, Glooscap First Nation, Social Services, Dial-A-Ride, West Hants Municipal staff, MLA and the manager for Kings Transit were invited to participate in a discussion related to transportation, resulting in a small working group being formed.

Discussion Points:

- A survey was launched in October resulting in total of 542 responses received. An overview of the survey and responses were provided, the results were also included within the meeting package. Approximately 70% of the respondents fell within the 25-64 age brackets.
- Social, medical and work made up the bulk of the responses received regarding reasons for traveling. A large number of respondents also indicated shopping in both HRM and the Valley as a reason for traveling.
- The initial focus of the survey was to link West Hants to the Valley, but the responses indicated a desire/need to link West Hants to HRM (Halifax) and linking within the Halifax Transit to allow to and from travel.

- The survey indicated people wanted to utilize a bus service Monday - Friday and on the weekends. There was awareness that there may be barriers that prevent access to a bus service if it was provided.
- Partnerships with other transportation providers would need to be considered to make the service effective and bring people from outlying communities (growth centres in Hantsport, Garlands Crossing, Three Mile Plains and Falmouth).
- Any new transportation purchased is accessible to all.
- Employers feel that lack of transportation was a barrier to both recruiting and retaining skilled workers. Their feedback included:
 - A need to recruit regionally rather than locally due to the diversity of skills required.
 - Lack of transportation was a significant challenge when looking at recruiting particularly when paired with the housing issues.
 - Public transit was a way to make local employers and communities attractive and competitive with employers in more urban centres.
 - Ran an eleven (11) person pilot shuttle program (7 a.m. - 7 p.m.) was done from January -December of 2021. Since June the shuttle has been full. The shuttle ran from HRM (pick up on Mumford Road and Sackville terminal) to West Hants.

The requests made to Council were:

- to support the findings of the survey and feel that it was worthy of moving forward on a public transportation options or further investigation of public transportation options for residents in WHRM.
- Support a pilot project pending review of a proposal to be presented to Council in January 2023 by Kings Transit and the community transportation working group (CTWG). This presentation has not been arranged yet.
- WHRM staff be assigned to work with the subcommittee from the CTWG and transportation providers on the development and deployment of the project.

The presentation concluded at 6:22 p.m. Ms. Rogers and Ms. Driscoll left the meeting at 6:22 p.m.

b) The West Hants Food Action Council Presentation – Vice President Domenic Padula (6:22 p.m.)

Mr. Padula expressed appreciation for the use of the kitchen at the Community Centre. An update pertaining to what food insecurity looked like within West Hants was provided to Council.

Summary Points:

- Registered in 2019 as a not-for-profit organization and operated 100 % by volunteers with the goal to improve food security within West Hants.
- Some programs run through this organization are:
 - Soup program (soup is cooked and distributed at no cost to those wanting to participate) initiated in response to COVID-19, things shutting down and

people going hungry. To date over 4000 portions of soup have been made. Currently running on a \$3,000 yearly budget. There are partner locations all over West Hants that offer soup, but there was a need for a partner location in Vaughan. A request has been received from four schools (starting with approximately 200 portions) for the soup program to be available to their students but due to budget constraints and staffing numbers this has not been possible.

- Free Market from June- mid September in Windsor (fresh food items are offered to the community by a donation offering). The idea stemmed from a farmer wanting to utilize produce not sold at the Sunday farm market. This grew and other farmers, businesses, bakeries, and community members offered food donations. Over 784 people accessed the market resulting in 1400 lbs of food being rescued and re-distributed.
- Community Gardens (boxed gardens located at the Food Bank, Family Resource Centre, Community Centre, Library). Through this program over 600 lbs of food was harvested and distributed for the soup program and the food bank. Plans exist to expand the community garden boxes to twelve (12) and transition to individuals looking to grow their own food.
- Hosted the Community Christmas Dinner for all wishing to attend. Fifty (50) people attended the dinner in person last year about 175 people received the takeout option. This year it is expected that 200 people will participate in person and 75 will participate via the takeout option.

Discussion Points:

- Currently operating on a grant for the Community Health Board (ending soon as they only fund new ideas, there was approximately \$1,100 of this funding left), and a grant that POSSE helped write that accessed a \$2,000 gift card to purchase food from Sobeys. Estimated that there was 6-7 months of funding left.
- Donations can be made by contacting the Hants West Food Council via the Facebook page or by contacting Domenic through messenger or email.
- Requesting sustainable funding (\$5,000/year) for all programs run by the Food Action Council, an average of \$0.523 per tax bill to be donated to ensure the communities food needs continue to be met and the expansion of the program in response to the request from the schools. It was thought that this item would be discussed by Council at the upcoming budget deliberations.

The presentation concluded at 6:42 p.m.

Mr. Padula and four (4) members of the Gallery left the meeting at 6:42 p.m.

8. Unfinished Business/Postponed Motions

a) Comfort Centres - Information Report – Supervisor Thornton (6:42 p.m.)

Supervisor Thornton reviewed the information report highlighting the definition of Comfort Centres, Support Centres and Emergency Shelters, along with the number and locations of centres/shelters within West Hants.

Summary Points:

- Shelters are operated by the Province via an agreement between the Department of Community Services and the Canadian Red Cross (CRC).
- They usually provide overnight accommodations, shower facilities, meals, location services, and access to social supports including mental health supports.
- They are typically opened for evacuations or emergencies involving substantial damage and make it unsafe for people to remain in their homes.
- Shelters follow all provincial public health guidelines, and the CRC trains volunteers that support emergency shelters.
- When considering the establishment of comfort centres and/or shelters, assessing property ownership and current abilities in what the facility and volunteer group can provide based on the EMO Nova Scotia guidelines is key. Should equipment or other resources be required to operate as a comfort centre, those needs would be evaluated and may require additional funding to be able to be used by the Municipality (e.g., a generator may require appropriate electrical and panel upgrades; is the facility accessible, etc.).
- Neither of the former entities had a Comfort Centre Policy.

Discussion Points:

- Most Fire Stations with existing Comfort Centres have a separate hall or dedicated space that offers the ability to meet the needs of a comfort centre without impacting emergency personnel/operations.

b) High School Bursary Decision Request Report – Clerk Snair (6:48 p.m.)

Clerk Snair reviewed the information report highlighting the bursaries available, past practices associated with the distribution of bursaries, and their criteria. Staff were directed to look at ways to address and include graduating students residing within West Hants but choose to go to a school outside of the district.

Three options were provided for consideration and feedback:

Option 1: Recognizes graduating students from both Avon View High School and Horton High School.

- The Dr. Garth Vaughan and The Fred Fox Memorial Bursary would be awarded to an Avon View High School Graduating student.
- The Jeanne Bourque Carpe Diem Memorial Bursary would be awarded to a graduating Horton High School student.

Value: \$500.00 x 3 = \$1,500.00

Option 2: Recognizes graduating students from all four (4) schools (Avon View High School , Horton High School, the Windsor Adult High School and The West Hants Adult High School). All (3) three \$500 bursaries would be open to all graduating students who reside within the West Hants Regional Municipality.

Value: \$500.00 x 3 = \$1,500.00

Option 3: Utilizes the three (3) existing bursaries and creates a fourth bursary (The Inspire West Hants Bursary), recognizing and celebrating our region as one. All four bursaries recognize graduating students from all four (4) schools (Avon View High School, Horton High School, the Windsor Adult High School and The West Hants Adult High School).

- The Dr. Garth Vaughan Memorial Bursary would be awarded to a graduating student attending Avon View High School
- The Jeanne Bourque Carpe Diem Memorial Bursary would be awarded to a graduating student attending Horton High School.
- The Fred Fox Memorial Bursary be awarded to a graduating student attending the Windsor Adult High School or the West Hants Adult High School.
- The Inspire West Hants Bursary would be awarded to a graduating student residing within West Hants that attends Avon View High School, Horton High School or the Windsor Adult High School or the West Hants Adult High School.

Value: \$500.00 x 4 = \$2,000.00

MOVED BY MAYOR ZEBIAN AND COUNCILLOR MURLEY THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL PROCEED WITH OPTION THREE (3) REGARDING GRADUATION BURSARIES AS NOTED IN THE REPORT TO COMMITTEE OF THE WHOLE DATED DECEMBER 6, 2022.

Discussion Points:

- If criteria was not met, the bursary would be deposited back into the Reserve fund and not utilized within that graduating year.
- There was a thought to explore Option two (2) to ensure each bursary gets used in the perspective years.
- There was a brief discussion to determine the appetite to increase the amount as noted in the CAO's comments
- There were potentially upwards of 52 graduating students from West Hants who attend Horton High School. Avon View High School identified 205 graduating students last year and between the Adult High Schools (Windsor and West Hants) there were eight (8) graduating students. This raised concern that schools with a smaller population had students who had a higher probability of receiving a bursary (Horton High School 1 out of 52 students vs Avon View High School 1 out of 205 students) resulting in a discrepancy to some students.
- Option three (3) appeared to be the best way to open up bursaries to all students within West Hants, recognizing that it was not a perfect formula and
- Currently bursaries are funded through the Operating Budget. West Hants Regional Municipality has no Reserve Policy in place. There was a desire to determine what a Reserve would look like so that it self-perpetuating (what amount would need to be invested to fund itself).

The MOVER and SECONDER agreed to withdraw the motion at 7:03 p.m. to continue discussions.

- There was support for a policy that enabled all students the ability to apply for all available bursaries. Each school could narrow down or short list their top picks and staff could pick the successful recipients from list provided.
- The criteria outlined in each bursary reflects the intent of the bursary, the intent was not to exclude anyone. Both the Jeannie Bourque and Fred Fox bursaries have criteria identified within them. They were by way of motions from the former West Hants Municipality Council. The former Town of Windsor (Dr. Garth Vaughan) was a policy vs a motion which also had criteria outlined within it as well.
- Consensus was to bring the report back in time to discuss during budget deliberations.

c) Updating the 2022-23 Tax Resolution – Director Gibson (7:06 p.m.)

Acting Director Gibson provided an updated report alerting Council that upon additional review of the resolution, it was determined that an error occurred in the entry of the West Hants area rated residential tax rate. In the current approved resolution, the 2021-2022 West Hants tax rate by area was included in this section, when it should have shown the 2022-2023 rate. The following update has occurred in the attached: Approved Resolution Residential Area Rate 0.5525, Updated Resolution Residential Area Rate 0.5553.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR B. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE UPDATED 2022-2023 TAXING RESOLUTION AS PRESENTED TO COMMITTEE OF THE WHOLE ON DDECEMBER 6TH, 2022. MOTION CARRIED

9. Reports

a) CAO's Report (7:08 p.m.)

CAO Philips provided a verbal report highlighting the events between the November Committee of the Whole meeting and tonight's meeting.

Summary Points:

- Strategy sessions for Council have concluded.
- The Electoral Boundary Review meetings have concluded. Council can expect a report to be presented at the December 13th Council meeting.
- Attended a staff preparation meeting for the upcoming Accessibility Committee meeting. The Audit Committee meets on December 9th, 2022.
- Attended the William Hall Cairn rededication ceremony on November 9, 2022.
- Attended the Remembrance Day ceremony in Bramber.
- Hobart's Beach Boat Launch - work continues. Two of the three components are nearing completion (#1 Parking area, #2 Boat Launch and #3 Turning Area). The Turning area will be the final component to be completed this fall.
- Cheverie Land Exchange - Final stages to survey work and land registration are being carried out.

- The Planning Department have been very active with meetings (MCCAP, PAC/HAC, PACE, Bog Road re: Rezoning).
- The Fences and Arbitration committee have met regularly to discuss an ongoing file on Wentworth Road. Direction from the committee was to execute a fence (up to \$8,000) on Mr. Morash's property. A vendor was lined up but due to a quote exceeding the direction from the committee and time, staff erected a portion of the fencing last week. Staff will work to complete the remaining fencing once the materials are obtained.
- Well wishes extended to Director LeMay as she will stepping down come January 31, 2023. She will be missed for her leadership, knowledge and experience and passion for historic and heritage property advocacy. A plan for the recruitment process to replace Director LeMay is being developed and will proceed in the New Year.
- A Housing Strategy / Homelessness Workshop was held on November 29th with key stakeholders present along with members of the general public. Short, medium and long-term strategies are expected as an outcome once the open survey currently posted on the WHRM website concludes mid—December. The report will be shared with Council and stakeholders for their review.
- Attended the VREN STAR Program Presentation on November 25th; some emerging Themes were the Bay of Fundy, Heritage Culture Arts, Outdoor Recreation, Culinary, Rural Landscapes Small Towns and Villages.
- Participated in the Windsor Parade of Lights on November 26th.
- Monthly Fire Chief meetings (November 23rd) continue with the support of Operations Supervisor and EMO Coordinator Thornton. Efforts continue with standardizing, apparatus, equipment, and training standards.
- Windsor Fire Department Quint Arrived on November 26th
- Brooklyn Fire Department celebrated their 60th Anniversary Dinner on November

Discussion Points:

- It would be beneficial if the CAO's report was circulated in the package in case there were questions.
- The municipality has incurred costs (related to the Moarsh file) due to the provinces lack of action on enforcing the prohibition order that they put in place. Someone was going to get injured if nothing was done. Costs (in-house labour, materials and equipment) are being tracked and will invoiced back to the property owner. To date approximately \$2,000 was spent on fencing the area. Expressions of gratitude were extended to staff for their attention and response to the matter. Consensus was that it was unfair that the province put the municipality in the current position of spending money due to the lack of action on their part. Every dollar spent on this matter takes away from other matters that were ore beneficial to multiple residents in the community.
- The tender for the Avondale Boat launch has been awarded; through the permit process there is a three (3) month delay. There are no applicable financial grants

currently available to leverage for the boat launch. The project was ineligible for ACOA and the Small Craft Harbours programs.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR FRANCIS THAT COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL DIRECT STAFF TO DRAFT A LETTER TO ALL THE PROPER INDIVIDUALS WITHIN THE PROVINCIAL JURISDICTION EXPRESSING COUNCILS' DISAPPOINTMENT IN THEIR LACK OF ACTION ON THEIR ORDER CAUSING THE MUNICIPALITY TO INCUR SUBSTANTIAL COSTS WHICH WE WOULD EXPECT TO BE REIMBURSED FOR. MOTION CARRIED

b) Financial Update – Information Report (7:28 p.m.)

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

Summary Points:

- Presently trending a small surplus of approximately \$28,000 primarily due to savings in staffing costs (salaries and benefits).
- Deed transfer tax was currently at \$1.7 million in actual funds received. The projection remains at the \$2.1 million, it is likely that this will need to increase to be more accurate for the year-end balance.

Discussion Points:

- Overages within the recreation department were thought to be a result of some expenses throughout the entire department (not a specific item) coming in over budget.

c) Municipal Climate Change Action Plan (MCCAP) Committee - Information Update (7:30 p.m.)

Planner Dunphy reviewed the report from the MCCAP Committee highlighting the need for a work plan to be submitted on an annual basis. Planner Dunphy also identified the need to secure funding to complete the one (1) year term (financial commitment) for the current MCCAP Coordinator position and requested Council consider funding a permanent full time MCCAP Coordinator position beginning July 2023.

Summary Points:

- A work plan was discussed with the MCCAP Committee on September 14, 2022 and presented to the Committee on November 8, 2022 for approval. The Committee approved the work plan at that meeting, along with a motion to honour the 1-year term Climate Action Coordinator position to the end of June 2023.
- Hiring a dedicated Climate Action Coordinator position is Action 4.3 of the greenhouse gas (GHG) emissions local action plan. This would help reduce the burden on current staff capacity, ensure the action plan items were implemented in a timely manner and provide the best opportunity for the municipality to meet the climate action goals.
- A Climate Action Coordinator was hired on a 1-year term which began on June 27, 2022 with funding partially provided through the ECO Canada Science Horizons Youth

Internship program. Following the position being filled, staff were notified that ECO Canada is only providing 80% of the funding for 8.5 months of the position, rather than the 80% for 12-months originally advertised.

MOVED BY COUNCILLORS JANNASCH AND FRANCIS THAT COMMITTEE OF THE WHOLE PLACE ON FILE THE MCCAP 2023 WORK PLAN IN A MANNER SUBSTANTIVELY THE SAME AS APPENDIX A ATTACHED TO THE PLANNING STAFF REPORT ENTITLED “MCCAP 2023 WORK PLAN” DATED NOVEMBER 9, 2022. MOTION CARRIED

MOVED BY COUNCILLORS JANNASCH AND FRANCIS THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL PREAPPROVE \$7,000 OF FUNDING IN THE 2023-24 BUDGET TO COMPLETE THE ONE-YEAR TERM FOR THE CLIMATE ACTION COORDINATOR. MOTION CARRIED

MOVED BY COUNCILLORS JANNASCH AND FRANCIS THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL APPROVE FUNDING FOR A PERMANENT FULL-TIME CLIMATE ACTION COORDINATOR POSITION BEGINNING IN JULY 2023 IN THE 2023-24 BUDGET DELIBERATIONS. MOTION CARRIED

d) Dangerous or Unsightly Premises Semi-annual Report – CAO Phillips/ By-Law Officer Parker (7:38 p.m.)

CAO Phillips reviewed the report highlighting the Dangerous or Unsightly Premises Complaints received from March 31 to August 31, 2022.

Summary Points:

- Twenty (20) complaints were received in writing, twelve (12) were remedied by the owners, seven (7) are in progress and have yet to require an order at this point.
- Three (3) orders were issued by the Administrator for property clean up. Two (2) have been remedied by the owners and one (1) owner is attempting to remedy the order.

Discussion Points:

- Senior Building Official Leslie has issued correspondence to the Textile property manager alerting them that there is a problem requiring attention.

10. Correspondence (7:39 p.m.)

a) Information

1. Avon Causeway Activity Log, current correspondence received as of December 1, 2022.

No new correspondence was received for this meeting.

2. Current Correspondence Received Log as of December 1, 2022.

- i. Correspondence received November 16, 2022 from the West Hants Historical Society Re: Old Parish Burying Ground Letter and Request for Submission.

Discussion Points:

- Discussions are ongoing related to Capital Budget asks and this matter. Council will see this item during budget deliberations.
 - ii. Correspondence received November 16, 2022 from Graham Sanford-Escalation to Council Regarding Violations/Inconsistencies at Bog Road, Hants Border.
 - iii. Correspondence received November 30, 2022 from Fidelis House re: Financial Assistance Request.
3. Fort Edward Activity Log
No new correspondence was received for this meeting.
 4. Storm Wastewater Activity Log
No new correspondence was received for this meeting.
- b) Requests
There were no requests received.
 - c) Out-going as of December 1, 2022
No new correspondence was sent as of this meeting.

11. New Business

a) CLC Meeting Summary Information Report (7:42 p.m.)

Councillor Ivey provided a verbal report (noting that the written report will be tidied up and shared at a later date) regarding the CLC Highway 101 meeting on November 30, 2022.

High Level Key Points:

- Windsor Railway Crossing to Exit 6
 - Upgrading to eastbound lanes scheduled for spring 2023
 - Some remedial work / restripe it to make it more driver friendly until next spring

- Exit 6 to Exit 7 (excluding the causeway)
 - Final stage of preload fill along the causeway completed August 18th.
 - Exit 6 Interchange / Nesbitt Connector started & expected completion fall of 2023
 - Completed new sanitary sewer for the Municipality
 - Completed pile installation for rail structure, south abutment of highway overpass
 - Completed south abutment of rail structure
 - Working on MSE wall installation, subgrade construction of Upper Water Street and WB on-ramp
- Exit 7 to Existing Twinning (Falmouth)
 - Connection and tie-in of new eastbound lanes including upgrading westbound lanes started, expect to complete eastbound lanes before end of year, upgrading to westbound lanes to be completed in spring 2023.
 - Exit 7 interchange construction underway, expected completion spring 2023
 - Installation of abutments, center pier, girders, and deck complete
 - Working on structure barrier walls, Falmouth connector subgrades and westbound ramps.
- Burying Island Update
 - Identified as possibly being in or near the construction site at the last CLC meeting in July 2022 resulting from a report generated on Fort Edward. (That report was generated by Dr Jonathan Fowler).
 - The province also had discussions with their Archeology consultants Davis MacIntyre and Associates. As the information on Burying Island was new to Province, they undertook further review. The recommendation from Dr Fowler was to review a variety of available maps, images and artwork over time to get a sense of the area over history.
 - The department undertook to do with initial artwork from a 1753, British Admiralty charts 1858 and other variety of works in detail to date as identified in the video presentation.
 - The conclusion was that with past developments in the area (250 years of ground disturbance); there was limited chance of anything being found.

Final points of note:

 - More archeological monitoring going forward
 - Exit 6 Construction is continuing including tie-in of an updated NSDA dyke system to the new road system
 - Nova Scotia Community Culture Tourism and Heritage (“NSCCTH”) has reviewed the information and asked for continued monitoring during construction
 - Davis MacIntyre and Associates will conduct work under a new NSCCTH Research Permit

- Monitoring results will be shared at future CLC meetings.
- Avon River Aboiteau and Causeway Upgrade (CBCL Consultants)
- Primary Objectives:
 - Enhanced Flood Protection
 - Improved Highway Safety

The project must also meet several regulatory requirements including:

- Fish Passage in compliance with the Fisheries Act (DFO) and Environmental Assessment conditions (NSE), including consideration of potential impacts to asserted or established Mi'kmaq Aboriginal or treaty rights
- Minimize environmental and societal impacts through obtaining applicable permits, authorization and satisfying several EA Terms and Conditions

Status Update (NSECC)

NSECC – Environmental Assessment Project Description Update:

- Highway 101 Twinning Three Mile Plains to Falmouth Project received approval (with conditions) in June 2017 (EA Approval).
 - NSECC requested additional information on the changes to the Project, specifically the Avon River Aboiteau
 - NSDPW provided an update to the Environmental Assessment in April 2022 to describe the advanced engineering design and operational abilities of the aboideau structure, their context and rationale and a directed assessment of the environmental effects related to the design changes that have evolved since the initial evaluation of the 2017 EA.
 - NSECC is still reviewing the document
 - Continuing Consultation with the Mi'kmaq (Ongoing).
- Status Update - Transport Canada

Transport Canada – CNWA Approval Update

- Original application submitted in December 2020
- NSDPW provided updated design drawing in April 2022
- Transport Canada is still reviewing the document waiting on DFO Approval and Consultation
- Continuing Consultation with the Mi'kmaq (Ongoing).

Status Update – DFO

DFO Fisheries Act Authorization (FAA) Application

- Original application submitted in November 2020 focused on Freshwater Lake operating scenario
- DFO Responded in March 2021 that the application was incomplete / inadequate and requested additional information focused on other operating scenarios that including tidal exchange
- A supplemental information package was submitted to DFO in August 2021
- Several meetings have taken place since August to review / discuss the information and subsequent analysis to address DFO's comments
- Further modelling and assessments were submitted in June 2022 to address DFO's latest comments and to provide confidence that the new aboiteau will function and accommodate fish appropriately
- DFO responded in October 2022 requesting additional information focused on other operating scenarios, sediment and fish options.

Next Steps

- Respond to DFO Comments
- Continue a Pre-Construction Monitoring Program (Spring 2023 through 2024)
- Tender Ready for Construction Start (Likely Spring 2023)
- DFO / Regulatory approvals (TBD)
- Construction (TBD – 2 to 3 years)
- Initiate Post Construction Monitoring Program (TBD – 5+years)
- Continuing Consultation with Mi'kmaq (Ongoing)
 - Engagement with Community Liaison Committee (Ongoing)

b) J Class Roads Request for Decision Report (7:53 p.m.)

Councillor M. McLean reviewed the report regarding J Class Roads. This topic was discussed previously but there was a desire to formulate a scenario that would benefit all within the region. The hope was that secondary roads would be addressed by the province, but that has yet to occur. There was an opportunity to provide the residents cost saving (\$0.50 on the dollar) through the partnership funding program with the province.

Discussion Points:

- Funding was not being approved at this meeting. Approval at this meeting was to have a report brought forward identifying what Council could expect to see within the budget, a list of roads and potential costs.
- Part of the report would look at costing and impacts to taxes for the residents who reside on those specific roads. (Area rated vs General Rated).
- The expectation would be that the report would provide an evaluation of J Class roads in the region (gives an indication of volume). If this was supported, then

- Council would determine the rate at which the roads would be addressed (yearly investment) and then determine where the funding source would come from.
- With the awareness that J Class roads were poorly distributed around the region, Council would need to exercise caution when determine funding formulas.
 - The province does not have a rating of the J Class roads. An information report was previously presented that listed all the roads. WHRM Public Works department rated each road and established the classification (poor or good). Staff will bring the report back to Council for consideration.
 - If J Class roads were general rated, concern was raised regarding what would be done for the former towns, would their roads be general rated as well?

MOVED BY COUNCILLOR M. MCLEAN AND B. MORTON THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL REFER THE J CLASS ROADS TOPIC TO BUDGET DELIBERATIONS IN SPRING 2023 WITH STAFF HIGHLIGHTING WHAT A J- CLASS FUNDING PROGRAM COULD LOOK LIKE WITHIN THE 2023 BUDGET AND SUBSEQUENT YEARS GOING FORWARD WITH THE INTENT TO ADDRESS J- CLASS ROADS FOR A LARGE NUMBER OF RESIDENTS WITHIN WEST HANTS REGIONAL MUNICIPALITY. MOTION CARRIED. Nays: P. Morton and Jannasch

- c) Letter of Support endorsing correspondence sent by Hon. Kody Blois (2022-10-07)
Request for Decision (8:01 p.m.)

Councillor Smith reviewed the report highlighting the letter that Council was copied on from MP Blois. It was interpreted that the request within the letter was to have the Highway 101 twinning project completed. Within the letter MP Blois spoke of the fish passage, the twinning of the highway and getting water back in Lake Pisiquid. Councillor Smith voiced that he felt it was not good for Council to be silent on this issue and that there was a need to endorse the letter written by MP Blois. The letter indicated a drive to get the project completed.

Discussion Points:

- There was a need for change but writing the same letters repeatedly was not the answer. Concern was raised that in writing a letter of support, Council would be going down a similar path where they had previously written a letter and then wrote another letter to retract the initial letter.
- Processes has been slowly unfolding over the last five (5) years. It was clear at the beginning that there was a need for fish passage, flood protection and safety. Other factors became apparent as community groups became involved.
- Concern was raised that different entities were looking at different scenarios resulting in the project continuing and not being resolved. Council did not want to be the cause for the continued cycle.
- A thought was that the letter from MP Blois resonated with a lot of residents. Many levels of government are involved in this process, but it was felt that for

Council needed to have a voice for the residents. Up to now, Council has been silent on the matter.

- A thought was that MP Blois was looking to have what was lost reestablished and it was not possible. Another thought was that thought that MP Blois' letter was a way to bring everyone together and move the project forward.
- Council needed to be involved in the discussion, but it was felt that the interests would not be served well to support a letter where the intention was not clear.
- Council has not established what they would like to see on the matter. Perhaps it was worthy to explore to ensure Council supports the majority of Council.
- The Department of Fisheries and Minister of Agriculture started this process and will be the ones who finishes the process.
- Consensus was to write a letter to get MP Blois and MLA to meet with Council and have a frank discussion.

MOVED BY COUNCILLORS SMITH AND B. MORTON THAT COMMITTEE OF THE WHOLE INSTRUCTS STAFF TO SEND A LETTER TO THE HONORABLE JOYCE MURRAY STATING COUNCIL FULLY SUPPORTS THE CONTENT OF THE LETTER WRITTEN TO HER BY KODY BLOIS MP ON OCT 6, 2022. FURTHER THE LETTER OF SUPPORT SHOULD ALSO BE CC TO THE ORIGINAL RECIPIENTS. MOTION DEFEATED. Nays: Jannasch, M. McLean, S. McLean, Hartt, P. Morton, Murley, Ivey and Zebian

At 8:21 p.m. consensus was to break for ten (10) minutes.

The meeting resumed at 8:35 p.m. Prior to the break Mayor Zebian was planning to make a motion related to the discussion regarding MP Blois' correspondence. The discussion would for all of Council.

MOVED BY MAYOR ZEBIAN AND COUNCILLOR MURLEY THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL REQUEST CORRESPONDENCE BE SENT TO OUR FEDERAL MEMBER OF PARLIAMENT AND OUR PROVINCIAL MLA TO MEET WITH THEM IN ORDER TO RECEIVE AN UPDATE REGARDING WHERE EACH OF THEIR RESPECTIVE GOVERNMENTS ARE ON THIS PROJECT AND FURTHER TO ASSIST IN TRYING TO BRIDGE THE GAP AND HELP OUR REGION MOVE FORWARD AS A COMMUNITY. MOTION CARRIED

d) Nova Scotia Sustainable Communities Challenge Fund Application Report (8:36 p.m.) Coordinator Ogilvie reviewed the report highlighting that the Nova Scotia Sustainable Communities Challenge Fund provides grants between \$75,000 and \$1 million for projects that support communities in mitigating and adapting to climate change.

Summary Points:

- Municipal operations in the 2018/19 fiscal year produced 3530 tonnes of greenhouse gas (GHG) emissions; Council has a goal to reduce annual corporate emissions by 45% by 2030.
- A solar panel installation could be sized to meet the Municipal goal, which would cost approximately \$440,000. Under this grant program, if WHRM were to receive the maximum amount for a project this size, the Municipal contribution would cost approximately \$130,000.
- If approved, this capital project may cost WHRM up to \$150,000. Over time, this project would generate significant electricity cost savings for the Municipality of approximately \$17,000 per year for an estimated 25 years.

Discussion Points:

- Part of the grant process would look at battery options to offset generators for buildings. Batteries were not looked at due to the time constraints of the application process. Currently staff were only looking at a small solar project. Batteries could help reduce the need for generators at some buildings, however it was outside staff's area of expertise. A fairly large battery system would be required to reduce or completely eliminate a generator system for most buildings.
- The size of the systems determines the cost saving achieved. Preliminary calculations indicated that a solar a system that would meet the municipalities 1 % goal would generate approximately \$17,000 per year in savings based on current power prices.

MOVED BY COUNCILLORS JANNASCH AND FRANCIS THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL APPROVE IN PRINCIPLE FUNDING 30% AS THE MUNICIPAL CONTRIBUTION OF THE APPLICATION TO THE SUSTAINABLE COMMUNITIES CHALLENGE FUND IN THE 2023/24 BUDGET TO SUPPORT A SOLAR PROJECT, UP TO A MAXIMUM COUNCIL CONTRIBUTION OF \$150,000. MOTION CARRIED

e) Formal Notice to amend the Meeting and Committee Procedural Policy RCOGE-003.00 (8:56 p.m.)

Clerk Snair informed Council that a report would be coming to the January Committee of the Whole meeting with proposed changes to the Meeting and Committee Procedural Policy RCOGE-003.00 for Councils consideration.

Discussion Points:

- The document will be shared with Council for review and input.

f) Property Assessed Clean Energy (PACE) Funding Recommendation Report (8:58 p.m.)
Coordinator Ogilvie reviewed the report highlighting the municipalities goals of reducing both corporate and community annual emissions by 45% by 2030. Investigating PACE programming is Action 5.6 of the GHG emissions Local Action Plan for the Region and could be used to encourage emissions reductions and enhance energy efficiency in the community sector.

Discussion Points:

- \$10,000 was previously approved from the 2022/23 Operating Budget to support the joint costs to apply to the Federation of Canadian Municipalities' (FCM) Community Efficiency Financing (CEF) Program, for funding to develop and carry out a PACE Program with the Town of Kentville.
- The WHRM PACE By-law was approved on October 25, 2022, giving the Municipality the ability to create a PACE program.
- To operate a PACE program, it must be adequately funded to provide loans to applicant homeowners. Council initially funding the program can improve the ability of the Municipality to leverage other sources of funding, while getting the program started.
- This pool of money will be used to provide loans to applicant homeowners, with Participation Agreements and a PACE Policy to specify project type and payback periods. A PACE program is intended to be revenue neutral, with participants paying back what they borrowed plus the administration fee to PACE Atlantic. This ensures the program does not cost the Municipality or residents who do not participate.
- If approved the Municipal PACE program could cost WHRM \$300,000, which will be paid back over time by participant homeowners. This funding allocation may enable the Municipality to leverage significant additional funding for the program.

Discussion Points:

- Monies allocated from the Reserve would be used to provide the loans to fund the program for approved applicants. The municipality needs to contribute funds in order to be eligible to leverage funding from other sources.
- PACE Atlantic helps administer the program and ensure the project guidelines are met (energy assessment). On the financial side the threshold was low, applicants must be in good standing (tax account) with the municipality to participate. The loan acts as a lean on the property until repaid in full.
- An education component was beneficial to ensure individuals were knowledgeable as to the impacts/affects this type of loan may have on their future plans.
- PACE manages the repayment side. The municipality provides the funding that was agreed upon, PACE pays for the service provided, the residents pay PACE, who in turn repay the municipality. Pace will issue a monthly/bi-monthly report of the number of residents who have successfully applied. Payment is done once the project is completed; only then will the municipality issue the funds for the completed projects at that time.
- The Federal Greener Homes Initiative requires residents to undergo a credit check and whole home upgrades resulting in the program being restricted as to who can access the funding. PACE does not require a credit check and permits smaller upgrades, such as heat pumps.

MOVED BY COUNCILLORS JANNASCH AND FRANCIS THAT COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL ALLOCATE UP TO \$300,000 FROM MUNICIPAL OPERATING RESERVES TO FUND A MUNICIPAL PACE PROGRAM, AND TO USE THIS FUNDING TO LEVERAGE OTHER SOURCES OF NON-MUNICIPAL FUNDING INCLUDING EITHER PRIVATE CAPITAL, THE CANADA GREENER HOMES INITIATIVE, OR THE FEDERATION OF CANADIAN MUNICIPALITIES' COMMUNITY EFFICIENCY FINANCING PROGRAM. MOTION CARRIED Nays: Ivey

Coordinator Ogilvie left the meeting at 9:17 p.m.

g) Valley Regional Enterprise Network (VREN) Information Report (9:17 p.m.)

CAO Phillips reviewed the report for Council to consider the value that the VREN has provided (are Council happy) and reviewed the request from the IMSA Working Group related to the proposed amendments within the Intermunicipal Service Agreement (IMSA). The IMSA Working Group has requested current and potential parties make their intentions known by December 31, 2022, whether they wish to remain, join or withdrawal from the Valley REN.

Summary Points:

- There was a letter on file advising the VREN that the West Hants Regional Municipality will cease to be a partner after March 31st, 2023.
- The municipalities contribution has been static at \$34,000 bi-annually. The formula has not changed.
- The IMSA states that a review of the plan will be conducted every four (4) years.
- The most significant amendment included a include a three-year term, renew year-over-year and require 36 months' notice to withdraw.

Discussion Points:

- Consensus was the Municipality saw value in remaining part of the VREN. The STAR program has been a great accomplishment but there were other items that have yet to be done, which was concerning.
- Overall consensus was to not support the proposed three-year term, renew year-over-year and require 36 months' notice to withdraw clause. There may be the ability to negotiate the clause as other municipal units have yet to weighed in. It was thought that they may have similar hesitation related to this matter.
- There was a period where little was accomplished by the VREN, Council did not want to lose sight of this which resulted in the desire to remain with the year long termination notice vs the proposed change.
- The proposed termination clause seemed to be favourable amongst the IMSA partners, it was thought that clause was added to provide consistency and predictability.
- Staff will draft a motion for Council to consider at the next meeting with the one (1) year termination notice condition included along with an accompanying letter.

12. Public Participation Period (9:36 p.m.)
Ms. Andrea Parker, resident of Etter Road, Brooklyn, West Hants voiced her opinion that it was short sighted for Council to look at requesting residents of J Class Roads within the municipality to pay an Area Rate when other residents in West Hants use these same roads to access businesses located in these areas. All areas of West Hants would benefit from any improvement made in any area. There were undeveloped building lots on Etter Road and Ms. Parker urged Council to do GIS mapping to review the amount of taxes that residents living on JC lass roads pay each year.
Ms. Parker spoke of the condition and level of deterioration on her road and the speed at which this has occurred. Etter Road desperately needs work. The expectation that some residents should have to pay more to have a passable road was inequitable.
13. In-Camera
a) MGA 22(2)(a) Personnel Matter
b) MGA 22(2)(a) Personnel Matter

MOVED BY MAYOR ZEBIAN AND COUNCILLOR M. MCLEAN TO MOVE THE MEETING IN-CAMERA AT 9:39 P.M. MOTION CARRIED

Deputy Mayor P. Morton advised the public that the meeting may not resume after the In-Camera session.

14. Next Meeting Date / Adjournment – Next regular meeting will be December 13, 2022, at 6 p.m.

Mayor Abraham Zebian

Deanna Snair, Municipal Clerk