



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
Committee of the Whole - Meeting Agenda **Amended**
June 09, 2020, 6:00 p.m.
Virtual Meeting via ZOOM

1. Call to Order
2. Roll Call
3. Declaration(s) of Conflict of Interest
4. Announcements
5. Approval of the Agenda, including additions or deletions
6. Approval of Previous Meeting Minutes
 - (a) 2020-05-12 Committee of the Whole minutes
 - (b) 2020-05-20 Special Committee of the Whole minutes (Budget)
7. Presentations
 - (a) Jennifer Tufts, Chief Executive Office and Gerard d'Entremont, Vice Chair, Board Member – Valley Regional Enterprise Network (VREN)
8. Unfinished Business/Postponed Motions
9. Reports – Other Committees - None
10. Correspondence
 - (a) 2020-06-02 Avon River Heritage Society Museum Letter on Flood Risk
11. New Business
 - (a) Asset Management Software Solution – Recommendation Report
 - (b) Cost Share Agreement Exit 7 Hwy 101, Water Sewer Mains Crossing – Recommendation Report
 - (c) Health and Safety Policy – Recommendation Report
 - (d) COVID-19 Property Tax Financing Program - Discussion
12. Public Participation Period
13. In-Camera
 - (a) Land Matter (MGA Section 22(2)(a))
 - (b) **Legal Matter (MGA Section 22(2)(g))**
14. Next Meeting Date / Adjournment

A stylized map of the Valley region, primarily in shades of blue, with a specific area highlighted in green. The map is positioned behind the main title text.

Valley Regional Enterprise Network

Update

Jennifer Tufts

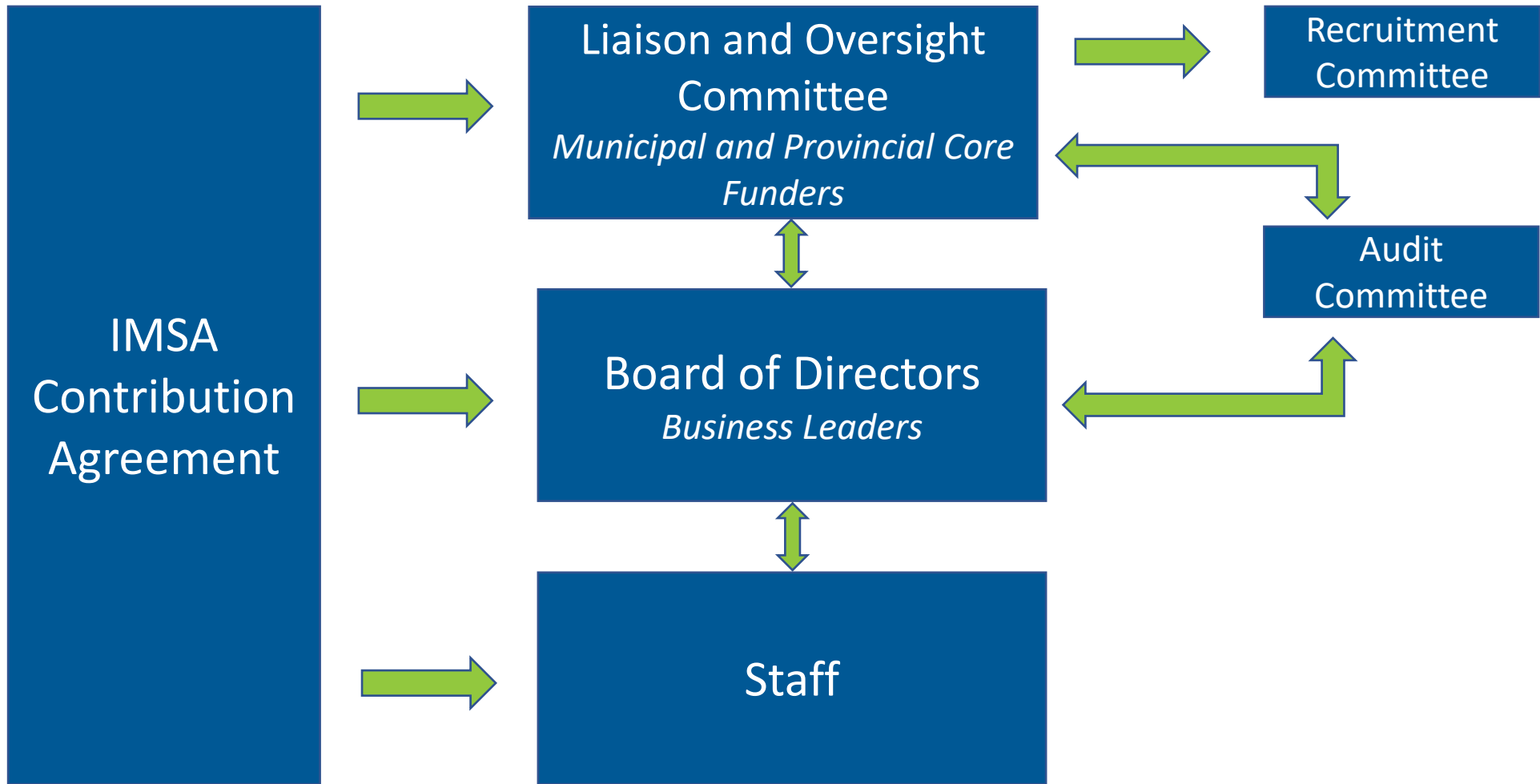
Valley REN CEO



Plan
Inform
Connect

Our Partners





Programs and Services

1. BusinessNOW Program
2. Connector Program
3. Valley Manufacturing Taskforce
4. Regional Marketing
5. Opportunities Ahead

BusinessNOW Program

- Providing one-on-one customized supports to businesses of all sizes across industries
- Helping businesses connect to opportunities
- Meeting businesses at their point of need
- Relationship management



BusinessNOW

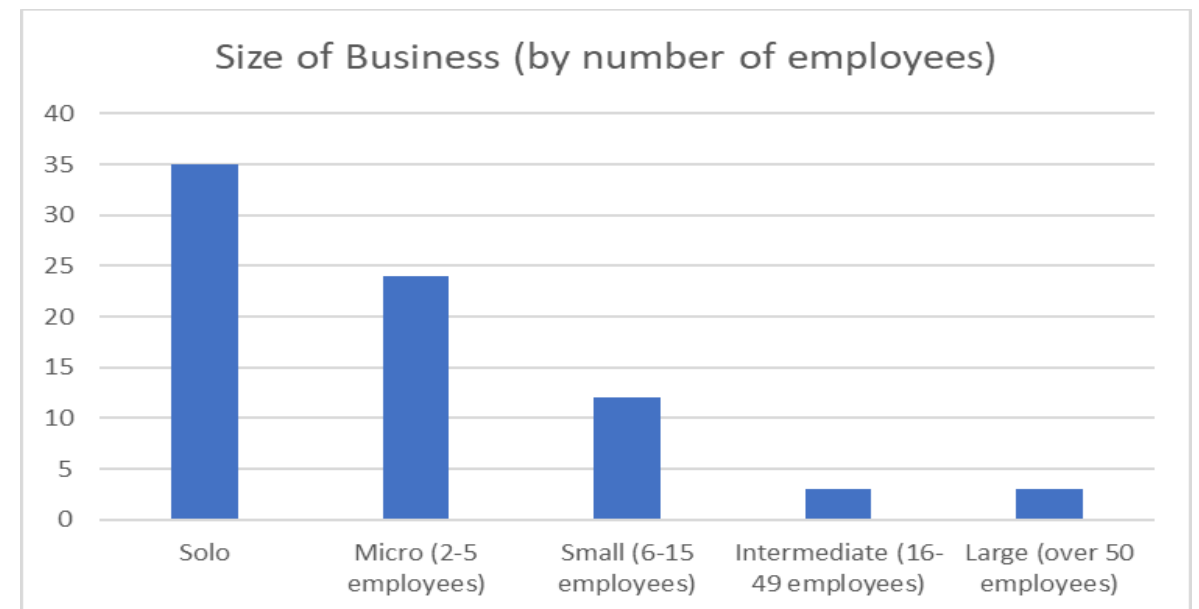
REGIONAL ENTERPRISE NETWORK

Supports Provided

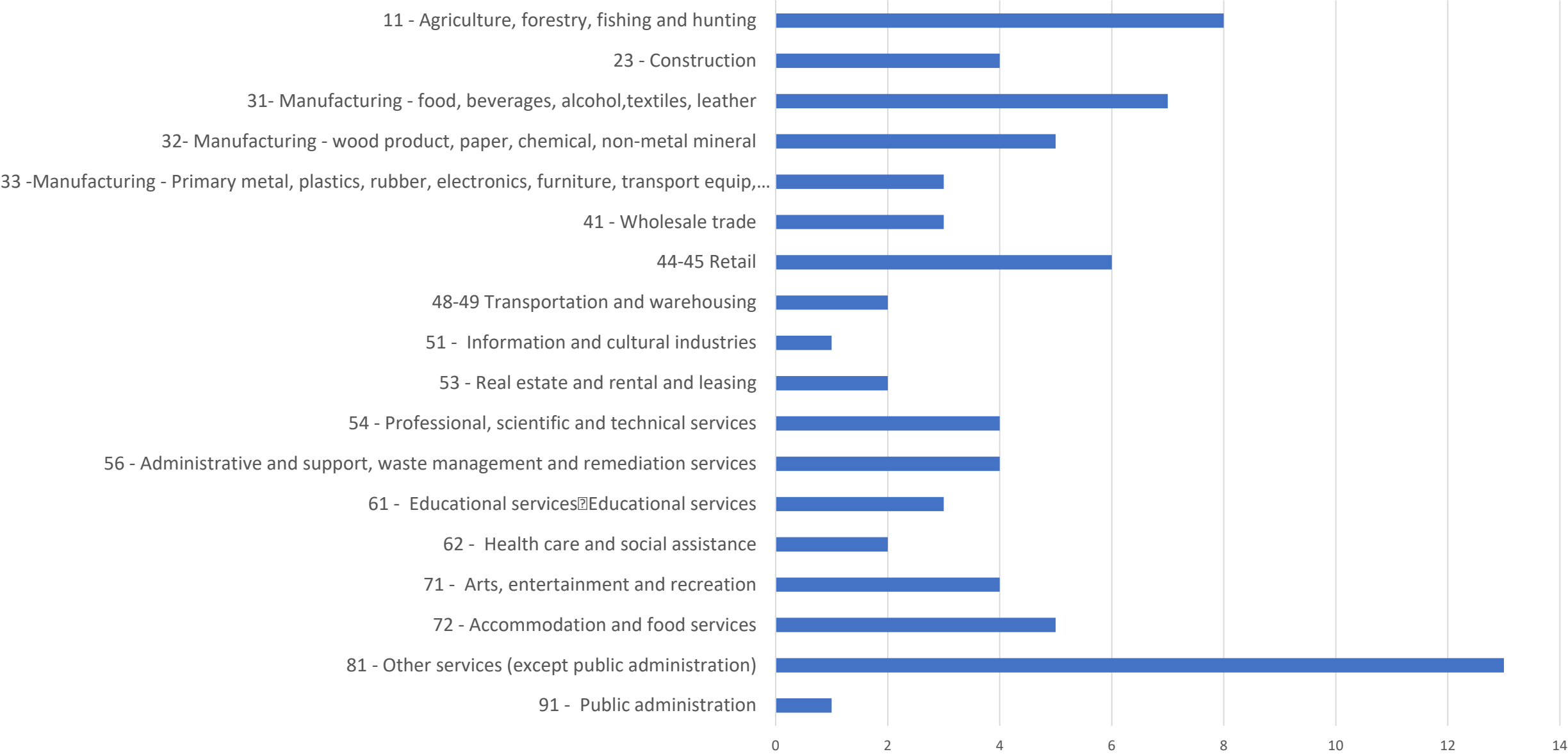
- Program navigation
- Business to Business connecting
- Business growth/expansion support
- Location assistance
- Coaching
- Start-up support
- Patent and innovation information
- Business purchase and sale linking
- Staffing resources
- Market research
- Access to training.

BusinessNOW Program

- ✓ 77 businesses served in 2019-2020: 36 start ups, 33 existing businesses, 8 community enterprises
- ✓ CRM and Toolkit Development
- ✓ Social Shift at the Valley Drive in/pop up market – Sept. 18th
- ✓ Business Expo – Sept. 27th
- ✓ Business Connections Forum – November 14th
- ✓ Business Expo – January 31st



Business Type by NAICS (North American Industry Classification System, Canada 2017 Version 3.0)



Connectors

- Business and Community leaders
- Know large numbers of people through social, cultural, professional and economic circles
- Have a special gift for bringing people together

Connectees

- Must be eligible to work in Canada
- Sufficient English (or French) language skills
- Recent graduate or graduating within 6 months
- Unemployed or Underemployed



3 Easy Steps



MATCH



CONNECT



REFER



Connector Program

- ✓ 57 Connectees (73 total), 17 Connectors (40 total) in 2019-2020
- ✓ 23 jobs secured
- ✓ Greenwood REXPO – Sept. 14th
- ✓ Social Shift at the Valley Drive in/pop up market – Sept. 18th
- ✓ Part Time Job Fair – Sept. 20th
- ✓ How to Network Workshop – October 23rd
- ✓ Resume building workshops – January/February 2020
- ✓ Try a Job For a Day Fair with NS Works – February 20th
- ✓ Graduate to Opportunity Presentations with LAE – February/March 2020

Valley Manufacturing Taskforce

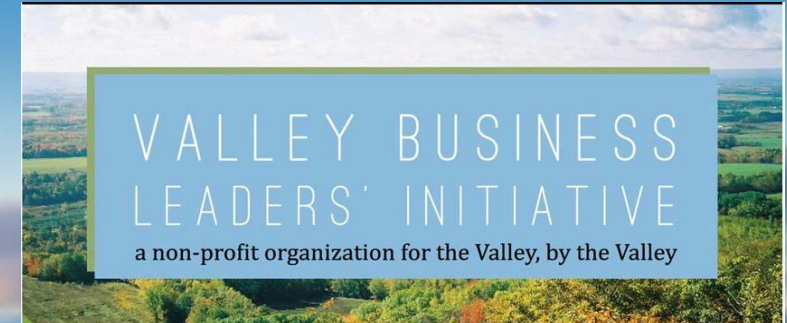
- Launched in Summer 2018
- Identify and gain consensus on top three challenges
- Collaborate on strategies and solutions
- Kick-Off – August 2018
- Quantitative and Qualitative Data – September and October 2018
- Summit – January 2019
- Action Teams formed and plans developed – February – April 2019
- Implementation 2019-2020



Valley Manufacturing Taskforce

- ✓ Action Plans completed
- ✓ Design Thinking Workshops
- ✓ Manufacturing Your Future – Showcase
- ✓ Manufacturing video -
<https://www.youtube.com/watch?v=DNP6kohAS0w>
- ✓ EMC's National Conference – October 8th to 10th
- ✓ Continuous Improvement Workshop – January 30th
- ✓ Michelin Leadership Training Redesign (NSCC)
- ✓ Continuous Improvement Leadership Sharing
- ✓ Rapid Response Team
- ✓ Project: supply chain, labour mobility and training

Regional Marketing



Regional Marketing

- ✓ Strategy Sessions held
- ✓ 3 Community Workshops held
- ✓ Municipal Feedback Meeting – November 29th
- ✓ Creative and brand guidelines completed
- ✓ Product development in progress
- ✓ Soft, medium and full launch events planned
- ✓ www.haveitallav.ca

Communications

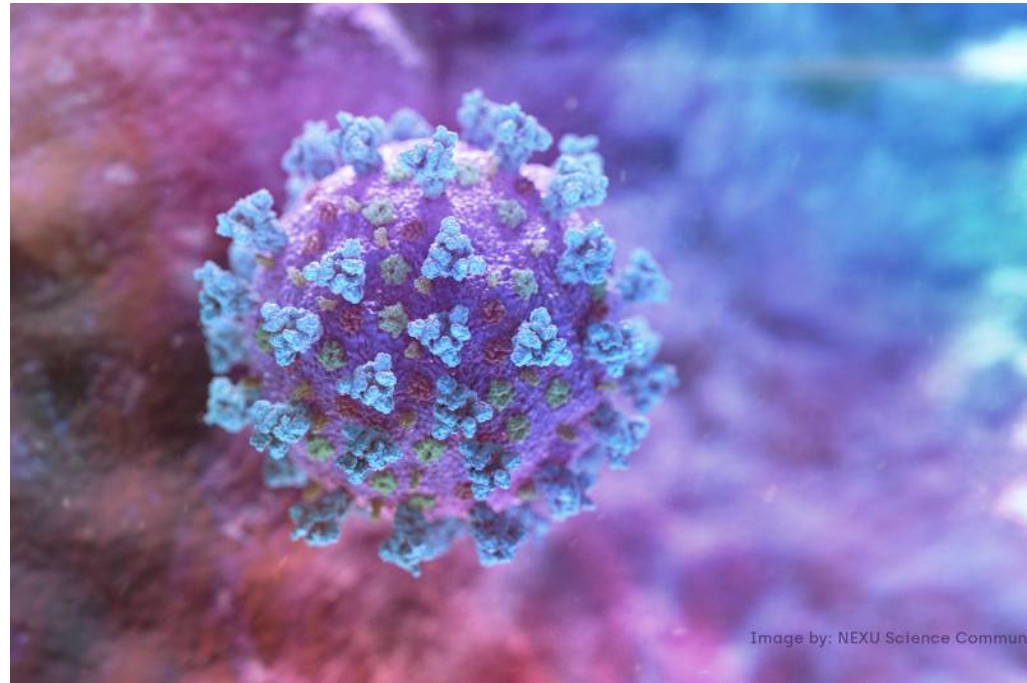
- ✓ Communications Plan Development
- ✓ Held 3 Municipal EDO Meetings
- ✓ Council Presentations and CAO Meetings
- ✓ NSBI Quarterly Meetings
- ✓ 14 Wing Greenwood Executive Meetings and Tour
- ✓ NS REN Partners for Progress
- ✓ Regional Economic Recovery Taskforce

Opportunities Ahead

1. Regional Workforce Strategy
 - ✓ Strategy session – January 17th
 - ✓ Create working group and development of RFP
 - ✓ Repurpose for current situation
2. Investment Readiness Tools
 - ✓ Draft RFP developed
 - ✓ Feedback from partners
3. STAR Program
 - ✓ Pre-screening for region
 - ✓ Submit application and proposal
 - ✓ Assessing timing of program
4. NS REAP – MIT Program
 - ✓ Facilitator for Valley Region
 - ✓ Delayed due to COVID-19

Pivoting for the Pandemic

- ✓ Phase 1: Information Distribution
- ✓ Phase 2: Program Navigation
- ✓ Phase 3: Recovery



Regional Recovery Structure

Regional Economic Recovery Taskforce

Local Leadership: Municipal, Provincial and Federal Stakeholders



Business Support Services Team

*Business Supports
Chambers
Business Associations
Post Secondary
Municipal EDOs*



Workforce Support Services Team

*Provincial Supports
Local Workforce Supports
Immigration Supports
Post Secondary*



Sector and Employer Development Team

*Agriculture Sector Supports
Tourism Sector Supports
ICT Sector Supports
Manufacturing Sector Supports
Major Impact Employers*

Where Are We Headed?

- ✓ Focus on response and recovery
- ✓ Repurposing projects for recovery solutions
- ✓ Set goals in place
- ✓ Strategic plan development in Fall 2020

Thank you!





Avon River Heritage Society Museum
17 Belmont Road, Avondale B0N 2A0
902 757-1718 infoavonriver@gmail.com

June 2nd, 2020

Dear Windsor - West Hants Council:

We, the Board of Directors of the Avon River Heritage Society, are awaiting word from the Municipality of Windsor-West Hants as to what we do next regarding the safe operation of our facility and surrounding recreational area in light of current flooding.

We have sent letters asking for direction; we have met with CAO Mark Phillips; we were in constant contact with the former CAO, Martin Laycock. You all are aware of our situation and we hope versed in the recent Flood Risk study that we participated in. CAO Mark Phillips, Mayor Abraham Zebian and Councillor Scott McLean visited the site while local volunteers helped with the sandbagging earlier this year when flooding during the spring tides was a serious risk. We appreciate the Municipality's quick action and support with this effort. With tides increasing and winds becoming stronger, the sandbags are not a viable solution to deal with increased water levels.

You can see from the attached photos, taken this year, that the water level is even with the museum front door. Given the study, dialogue, and importance of this site to the cultural well-being of the area, continued delays at this point are untenable.

We are becoming an ever-popular destination for visitors thanks to our facility's innovative programming and the natural beauty of our location. Harvey Sawlor, a very experienced tourism consultant hired by the Municipality, concluded in a March 12, 2020, presentation that West Hants has the potential to capture every single customer who is otherwise intent on visiting other parts of the Funday and Annapolis Valley experience. We possess the powerful natural sense of place and the powerful cultural sense of place. Our museum site and adjacent municipal park could not be more aligned with the vision Mr. Sawlor recommends the Municipality pursues. Clearly a site worth protecting.

Recently, the Association of Nova Scotia Museums (ANSM) awarded the Avon River Heritage Society accreditation for the work and accomplishments achieved over the years. Only four museums in the province were granted this recognition. Accreditation is the public face of the ANSM's evaluation process and offers important public recognition of an organization's public trust, accountability, and community service. Museums that excel in the evaluation process and meet the other necessary requirements receive the designation of Accredited Museum. We did it!

While we cannot open to the public this year, we do intend to provide employment for two students. They will work under the supervision of our archival curator digitally documenting our database/collection for the Association of Nova Scotia Museums (ANSM) NovaMuse site. We hope to use the closed season to work on upgrades to the facility as well as the boathouse.

Our staff and community volunteers have worked hard over the years to engage our community and promote local interests. We intend to continue providing the community and visitors to the area with an enriched knowledge of the region in the most welcoming way we can. We recognize the Municipality has committed funding to our organization over the years, and for that we are grateful.

At this point, we are appealing to every level of government to urgently address the flooding issue. We have reviewed the recent flood risk study and believe various solutions exist to address the problem. We understand \$100,00.00 is proposed and we are anxious to be engaged in a process to create a long-term solution. Our Board believes rerouting the creek along the north side of the museum and extending the berm is a possible solution; however, we require Municipal leadership to decide the best approach and implement the project. Our Board and community members are ready to engage in a solution.

Please take the time in this COVID-19 environment to help us prepare for the future. As they say, "Together we can do this".

Should you require further information, reach out to us. We are listening.
On behalf of the Avon River Heritage Society and community members and volunteers, thank you.

Sincerely,

Daryl Sheehy
President
Avon River Heritage Society



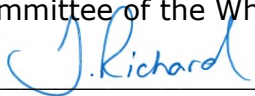








**WEST HANTS REGIONAL MUNICIPALITY
RECOMMENDATION REPORT**

To: Committee of the Whole
Submitted by: 
Todd Richard, Director of Public Works
Date: June 9th, 2020
Subject: Tender Award – Asset Management Software Solution

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION

It is recommended for Committee of the Whole to recommend to Council that:

Council approve the award of tender WWHPW20-01 to Applied GeoLogics Inc. (AGL) for their Cartegraph Asset Management Solution, for the tendered price:

- \$ 111,200 for development, onboarding and implementation,
- \$ 35,896 for annual subscription and license costs,
- \$ 2,500 for annual third-party hosting fee,
- \$ 15,000 project implementation contingency of 10%, and
- Applicable taxes.

BACKGROUND

The region of Windsor and West Hants has identified the need for a robust GIS-based asset management software solution to effectively manage assets, particularly within the serviced communities of Windsor, Hantsport, Falmouth and Three Mile Plains. The municipality has previously committed funds and time to develop an Asset Management Plan in conjunction with HATCH Consulting, this software management solution will take the plan to the next step and capitalize on the work done so far. Without the necessary tools to keep the document live the implementation of the software is critical to prevent the plan being shelved.

Public Works staff identified the needs for a software solution to meet the following scope of services:

Asset Management Planning

- Inventory of linear assets (e.g. water, sanitary sewer and stormwater networks, roads and sidewalks, etc.)
- Inventory of non-linear assets (e.g. buildings, facilities and fixed-point assets, etc.)
- Inventory of fleet-based assets
- Esri-based GIS integrated asset planning
- Condition assessment planning
- Risk assessment planning
- Capital planning and projections

Workflow Management

- Management of internal/external service requests
- Asset inspection processes
- Preventive maintenance planning
- Demand maintenance management
- Esri-based GIS integrated workflow process
- Parts inventory and materials management
- Web-based mobile application for paperless work orders (use with iPad®)

Financial Management

- Resource tracking and job costing; including labour, equipment, parts/materials and sub-contractors
- Asset value assessment, including tangible capital assets
- Remaining life assessment

DISCUSSION

Public Works staff and Asset Management consultants originally performed a review of potential software providers to consider the needs of the Regional Municipality. Based on this review and by recommendation by LandInfo Technologies as part of Hatch Consulting's Asset Management study project; Public Works released a solicited Request for Proposal for Work Flow and Asset Management Solution to two potential software providers, with the closing date of March 5, 2020.

Bids were received from both proponents with the pricing for development, onboarding and implementation, and annual subscription and software licensing costs quoted separately. The following table summarizes the proposal costs by each of the proponents, which was utilized as the basis for recommendation to Council.

Proponent Name	Onboarding Cost	Annual License Cost	Annual Hosting
Applied GeoLogics Ltd. (AGL)	\$ 111,200.00	\$ 35,895.48	\$ 2,500.00
ESRI Canada	\$ 69,485.00	\$ 47,940.00	Not Specified

Municipal staff in conjunction with third-party LandInfo Technologies; has conducted an extensive review of both proposal submissions. This review was completed as part of the Asset Management study project that was performed by Hatch Consulting. Both software solutions were verified to meet the needs of the Municipality and the specifications within the solicited Request for Proposal.

- Although the initial set-up costs (development, onboarding, implementation and training) for AGL’s Cartegraph solution are higher, it was determined that AGL provides a much greater allocation of time and individual attention developing the software solution to meet our Municipality’s specific business processes. Time allocated for development by AGL will be 12-months for complete implementation and staff training versus only 6-months by ESRI.
- The higher set-up cost by AGL will be offset by the \$12,000 annual subscription and licensing cost difference for the software. This savings shows an overall cost lower than the other proponent in less than 5 years.
- Both solutions include a 3-year contract commitment. The annual increase for the AGL solution is 3.0% per year over the contract period. The annual increase for the ESRI solution is 1.8% per year over the contract period.
- It was determined that the most user-friendly solution was certainly the AGL Cartegraph software. As this product will be utilized by up to 45 non-technical users, including staff technicians and process operators, the graphical user interface of Cartegraph is certainly a benefit to the Municipality.
- Municipal IT staff has reviewed the need for additional resources, including server hardware upgrades, licensing requirements, and internal staff allocation for system configuration and ongoing maintenance. As a result, it is being recommended that the Asset Management software solution be third-party hosted by AGL on Canadian-based servers for the annual cost of \$2500. This will eliminate the need for additional server configuration and future upgrades for this product.
- The importance of selecting the right solution cannot be overstated, we need to get this right the first time. Staff searched for a solution that has a user interface that is simple, easy to use & learn, consistent and uncomplicated, along with a nice look and appearance. If this is not achieved in the selection, staff in the field will not utilize the system effectively and or to its full potential.

NEXT STEPS

If approved by Committee of the Whole and subsequently ratified by Council, along with approval of the proposed Capital Budgets; Public Works staff will award the contract to the proposed successful bidder and schedule an online project kick-off meeting to coordinate details for onboarding to begin.

FINANCIAL IMPLICATIONS

The proposed 2020/21 Capital Budget for this Asset Management project is split among: general roads/sidewalks capital, sewer utility capital, water utility capital, and parks/recreation capital for a combined total of \$130,000. Funding sources identified in the capital budget is from consolidation funding.

The annual subscription costs are split as per above and funding in the operating budget.

ALTERNATIVES

1. Council may choose not to fund or award this contract,
2. Council may choose to award this contract to an alternative proponent.

Neither of these alternatives are being recommended to Committee of the Whole.

ATTACHMENTS

Asset Management Software Cost Comparison

Report Prepared by:



Brad Carrigan, P.Eng., Manager, Capital Projects

Report Reviewed by:



Todd Richard, Director of Public Works


Report Approved by:



Mark Phillips, Chief Administrative Officer



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
RECOMMENDATION REPORT**

To: Members of Council
Submitted by: 
Todd Richard, Director of Public Works
Date: June 9, 2020
Subject: Cost Share Agreement 2020-027 – Exit 7 Hwy 101

LEGISLATIVE AUTHORITY

The Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION

It is recommended that Council authorize staff to execute a Cost Share Agreement with the Province of Nova Scotia for work required for relocation and extension of a water main and sewer force-main near Exit 7, Falmouth crossing under the 101 highway.

BACKGROUND

The watermain relocation and extension work crossing under the 101 highway is necessary due to the province's twinning project. Due to the severe loading on the current municipal owner infrastructure and related construction activities, the watermain and sewer mains will need to be replaced with proper design specifications to handle proposed conditions and allow for future maintenance / replacement activities without disrupting the 101-highway operation. The provinces had advised this work is the responsibility of the Utility owner. Previous discussions with the province indicated the Utility would be responsible for the full costs for the watermain replacement, extension and design. However, after much information/fact gathering, many meetings, discussions with many parties involved a 50/50 cost share agreement was negotiated between the two parties.

DISCUSSION

This work will be completed and tendered as part of the 101 highway twinning project and is proposed to start this construction season.

FINANCIAL IMPLICATIONS

The funding for this project will be split between West Hants Water Utility and the West Hants Sewer Utility as follows:

- Sewer Force Main - \$40,000 including contingencies and HST to be funded from Gas Tax
- Water Main - \$40,000 including contingencies and HST to be funded from Capital Reserve.

ALTERNATIVES

1. Council may choose not to support this resolution.

This alternative is not being recommended to Council.

ATTACHMENTS

Cost Share Agreement

Report Prepared by: 
Todd Richard, Director of Public Works

Report Approved by: 
Mark Phillips, Chief Administrative Officer



Transportation and Infrastructure Renewal

Cost Share Agreement 2020-027

THIS AGREEMENT made this ____ day of _____, 2020.

BETWEEN:

HER MAJESTY THE QUEEN in Right of the Province of Nova Scotia, represented in this behalf by the Minister of Transportation and Infrastructure Renewal for the Province of Nova Scotia, hereinafter called the “**Province**”,

OF THE ONE PART

- and -

REGION OF WINDSOR AND WEST HANTS MUNICIPALITY, a body corporate under the laws of the Province of Nova Scotia, hereinafter called the “**Municipality**”,

OF THE OTHER PART

WHEREAS the Province is the owner of the highway infrastructure known as Highway 101;

AND WHEREAS the Province is twinning a portion of Highway 101 from Three Mile Plains to Falmouth which intersects with the Municipality’s sanitary forcemain and watermain near Exit 7. The forcemain and watermain need to be relocated and extended because of the twinning;

AND WHEREAS the Municipality is the owner of the forcemain and watermain and associated casing pipe;

AND WHEREAS the Province, for the benefit of the Municipality, has agreed to the relocation and extension of the forcemain and watermain under Highway 101.

NOW THIS AGREEMENT WITNESSETH that in consideration of the covenants, promises and agreements hereinafter contained to be by them observed, performed and paid, the parties mutually agree as follows:

1. The Province, on behalf of the Municipality, shall remove the existing 200mm diameter forcemain and existing 75mm diameter watermain under Highway 101, and replace it with an approximate 25 metre extension of existing 450mm diameter casing and replacement of the 200mm diameter forcemain and 75mm diameter watermain with all associated incidentals (the "**Work**").
2. The Municipality has agreed to pay 50% of all costs, plus applicable taxes related to the Work.
3. The "Estimated Project Cost" is One Hundred and Twenty-Five Thousand Dollars (\$125,000.00) plus applicable taxes as shown on Schedule "A" attached hereto (the "**Project Estimate Report**"). The Municipality acknowledges and agrees that the Estimated Project Cost is an estimate only and is therefore subject to change depending on the approved tender prices (the "**Tendered Project Cost**").
4. The Province and the Municipality agree to pay for any cost overruns associated with the Work and these overruns will be split 50/50 between both the Province and the Municipality.
5. The Province and the Municipality agree that the Province shall abide by its Procurement Policy and conduct a competitive tendering process for the selection of a contractor(s) capable of completing the Work contemplated by this Agreement. The Work will be a separate project within the overall Twinning project on Highway 101.
6. Once the tender for the Work closes, if the Tendered Project Cost exceeds the Estimated Project Costs by 10% or more, the Province shall provide the Municipality with the details of the successful bid, including all costs, prior to awarding the contract for the Work. The Municipality shall, within ten (10) business days of receipt of the bid details, provide the Province with written acknowledgement of its consent to award the tender as proposed by the Province, which consent shall not be unreasonably withheld. If the Municipality does not consent to the award of the tender, then this Agreement shall terminate automatically.
7. The Province and the Municipality are completing the design and detailed scope of work and shown on Schedule "B" attached hereto (the "**Project Design Plan**"). The Municipality will have the final approval of the design which must comply with the Province's current version of the Standard Specification - Highway Construction and Maintenance, and the Standard Specifications for Municipal Services, Municipal Services and Specifications and potentially other utility specifications as required.
8. The Province shall submit an account to the Municipality upon the completion of the Work. The Municipality shall pay to the Minister within (sixty) 60 days of submission of the account.

9. The Municipality agrees to make its duly authorized servants, agents, contractors and workmen available, as and when required by the Province, for any required inspection and/or approval of the Work so as not to delay the Provinces construction of the Highway 101 Three Mile Plains twinning project .

10. During construction of the Work, the Province shall grant the Municipality and its duly authorized servants, agents, contractors and workmen the right to enter upon the property on foot or with machinery, materials, vehicles and equipment for the purposes of inspection and/or approval of the Work. The Municipality will advise the Province in writing of any concerns with the Work within five (5) business days of the completion of the Work.

11. The Province shall have the right, at its sole discretion and cost, to have a supervisor and/or inspector of its choice on site for all phases of construction of the Work.

12. Upon completion of the Work, the Province shall be the owner and be responsible for the on-going maintenance and upkeep of Highway 101.

13. Upon completion of the Work, the Municipality shall be the owner and be responsible for the on-going maintenance and upkeep of the forcemain and watermain and associated casing pipe.

14. The Municipality agrees to indemnify and save harmless the Province, its Ministers, officers, employees and agents from and against all liabilities, fines, suits, losses, claims, demands and actions, of any kind and nature whatsoever for which the Province, its Ministers, officers, employees or agents shall or may become liable or suffer by reasons of any breach, violation or non-performance by the Municipality of any covenant, term or provision hereof or by any reason of any death or injury of any person or any damage or destruction of any property resulting from any act, neglect or default on the part of the Municipality or any of its servants, employees, agents, invitees or licensees whatsoever. The Municipality hereby releases the Province from any claim that may arise from construction delays or cost overruns in relation to the Work.

15. Words in this Agreement in the singular include the plural and words in the plural include the singular, and words importing the masculine gender include the feminine and neutral genders, where the content so requires.

16. The Municipality shall not assign, either in whole or in part, any of its rights or obligations under this Agreement without the prior written consent of the Province.

17. The Agreement is for the benefit of and is binding upon the Province and the Municipality, and each of their respective successors and permitted assigns.

18. This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.

19. The Work is conditional on the appropriation of funds. The Work will only proceed if funding is available for the above noted construction.

20. This Agreement constitutes the entire Agreement between the Province and the Municipality with regard to the subject matter hereof and supersedes all prior agreements, understandings, representations or warranties, negotiations and discussions, whether oral or written.

21. All notices, demands or other communications to be given in connection with this Agreement shall be in writing and shall be given by personal delivery, registered mail or by electronic means of communication addressed to the recipients as follows:

(a) to the Municipality at:

Mr. Todd Richard
Director of Public Works
Region of Windsor and West Hants Municipality
PO Box 3000, 100 King Street
Windsor, NS
B0N 2T0
Tel (902) 798-8391 Ext. 208
Fax (902) 798-5679
todd.richard@town.windsor.ns.ca

(b) to the Province at:

Ms. Laura Cunningham
Capital Program Administration Officer
Johnston Building, 1672 Granville Street
P.O. Box 186
Halifax, NS
B3J 2N2
Tel (902) 424-0897
Fax (902) 424-0571
laura.cunningham@novascotia.ca

or to such other address, individual or electronic communication number as may be designated by written notice given by either party to the other in accordance herewith. Any demand, notice or other communication given by personal delivery shall be conclusively deemed to be given on the day of actual delivery thereof and, if given by registered mail, on the fifth business day following the deposit thereof in the mail and if given by electronic communication, on the day of transmittal thereof if given during normal business hours of the recipient and on the business day during which such normal business hours next occur if not given during such hours on any day. If the party giving any demand, notice or other communication knows or ought reasonable to know of any difficulties with the postal system which might affect the delivery of mail, any such demand, notice or communication shall not be mailed but shall be given by personal delivery or by electronic communication.

IN WITNESS WHEREOF the Province has hereunto subscribed its hand and affixed its seal and the Municipality has set and affixed its corporate seal authenticated by the signatures of the Mayor and the Chief Administrative Officer.

SIGNED, SEALED and DELIVERED in
The presence of:

Her Majesty the Queen, in Right of the
Province of Nova Scotia as represented
by the Minister of Transportation and
Infrastructure Renewal

Witness

Lloyd P. Hines, Minister of
Transportation and Infrastructure
Renewal

Region of Windsor and West Hants
Municipality



Witness



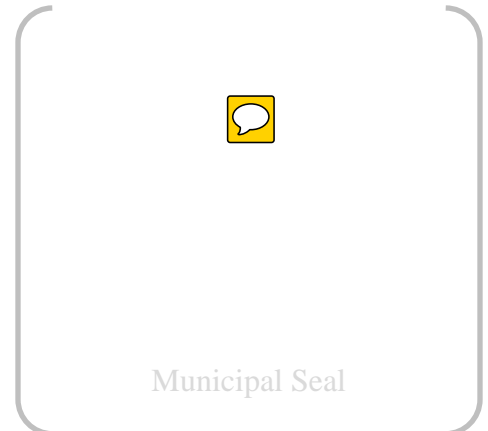
Abraham Zebian, Mayor



Witness



Mark Phillips, Chief Administrative
Officer





**WEST HANTS REGIONAL MUNICIPALITY
RECOMMENDATION REPORT**

To: Mayor Zebian and Members of Committee of the Whole

Submitted By: 

Rhonda Brown, Municipal Clerk

Date: June 9, 2020

Subject: Health and Safety Policy

LEGISLATIVE AUTHORITY

Occupational Health and Safety Act, Section 27

Municipal Government Act, Section 30

Region of Windsor and West Hants Municipality Act, Section 17(3)

RECOMMENDATION

Committee of the Whole recommends...

... that Council approve the Health and Safety Policy, RCOOH-001.00 as presented to Committee of the Whole on June 9, 2020.

BACKGROUND

The Occupational Health and Safety Act (OH&S Act), Section 27 states that where there are five or more regular employees, the employer is required to have a written occupational health and safety policy. This section details the contents of the policy and that it must be reviewed at least annually. In addition to a policy the OH&S Act, outlines other occupational health and safety requirements.

Both the former Municipality of the District of West Hants and Town of Windsor had similar Health and Safety Policies which remain in effect until changed by the Regional Municipality.

DISCUSSION

The proposed Health and Safety Policy, RCOOH-001.00, confirms the commitment of the Regional Municipality to the health and safety of its employees. The Policy outlines the responsibilities of Council, the Chief Administrative Officer, managers, and

employees to create a safe work environment. The Policy also repeals the policies of the former Town and Municipality.

NEXT STEPS

Should Committee of the Whole recommend, and Council approve, the Health and Safety Policy, it will become the foundation of the larger Occupational Health and Safety Program to be created under Administration.

FINANCIAL IMPLICATIONS

There is no financial implication to approving this Policy. Financial consideration for health and safety are included in the annual budget approved by Council.


ALTERNATIVES

- Committee of the Whole could choose not to recommend the Policy, which would leave the policies of both former units in place.

ATTACHMENTS

- Proposed Health and Safety Policy, RCOOH-001.00

Report Prepared by: 
Rhonda Brown, Municipal Clerk

Report Reviewed by: 
Shelleena Thornton, Administrative Supervisor

Report Approved by: 
Mark Phillips, Chief Administrative Officer

HEALTH AND SAFETY POLICY

1. PURPOSE

The adoption of this Policy is a requirement of the Nova Scotia Occupational Health and Safety Act. It is required to be reviewed on a yearly basis. This Policy is a commitment by the Municipality to co-operate with its employees to provide a workplace where the personal health and safety of all employees is of primary concern and importance. The objective of this commitment is to minimize the number of workplace injuries and illnesses through effective safety programs and procedures. The enduring goal will be zero accidents in the Municipal workplace.

2. POLICY

- 2.1.** The Municipality is committed to providing a healthy and safe work environment for its employees and will take every precaution reasonable in the circumstances to ensure the health and safety of its employees while at work. This will include the provision of appropriate training, equipment and facilities to conduct work safely and the identification of hazards in the workplace.
- 2.2.** The Municipality, through all levels of management, will co-operate with the Joint Occupational Health and Safety Committee and employees to create a healthy and safe work environment.
- 2.3.** The Municipality and its employees will ensure that safety is not compromised or placed in competition with issues of operating convenience.

3. DEFINITIONS

Note: Words that are italicized in this Policy are defined in the Nova Scotia Occupational Health and Safety Act and will carry the same meaning in this Policy.

"Act" means Occupational Health and Safety Act of the Province of Nova Scotia.

"Workplace" means any place where an employee is or is likely to be engaged in any *occupation*, and includes any vehicle or mobile equipment used, or likely to be used, by an employee in an occupation.

4. RESPONSIBILITIES

The Chief Administrative Officer will:

- ensure that the Municipality has in place an effective occupational health and safety management system;

HEALTH AND SAFETY POLICY

- appoint a Safety Coordinator(s) who will be responsible for promoting, fostering and enforcing safety at all Municipal workplaces. This may be in conjunction with other responsibilities of a Municipal employee;
- Ensure all relevant training is scheduled (as necessary), documented, tracked, kept up-to-date and stored in the personnel file as per the Personnel File Policy.

Directors, managers, and supervisory personnel will:

- ensure that employees, under their supervision, follow this Policy;
- ensure that employees use safe work practices and receive training to protect their health and ensure the safety of equipment and facilities.

Employees of the Municipality are responsible for safety in the workplace and are required to:

- take every reasonable precaution in the circumstances to protect their own health and safety and that of others at or near the workplace;
- cooperate with the Municipality, other employees and the Joint Occupational Health and Safety Committee;
- Follow all applicable health and safety regulations;
- Report any observed workplace hazards.

5. REPEAL

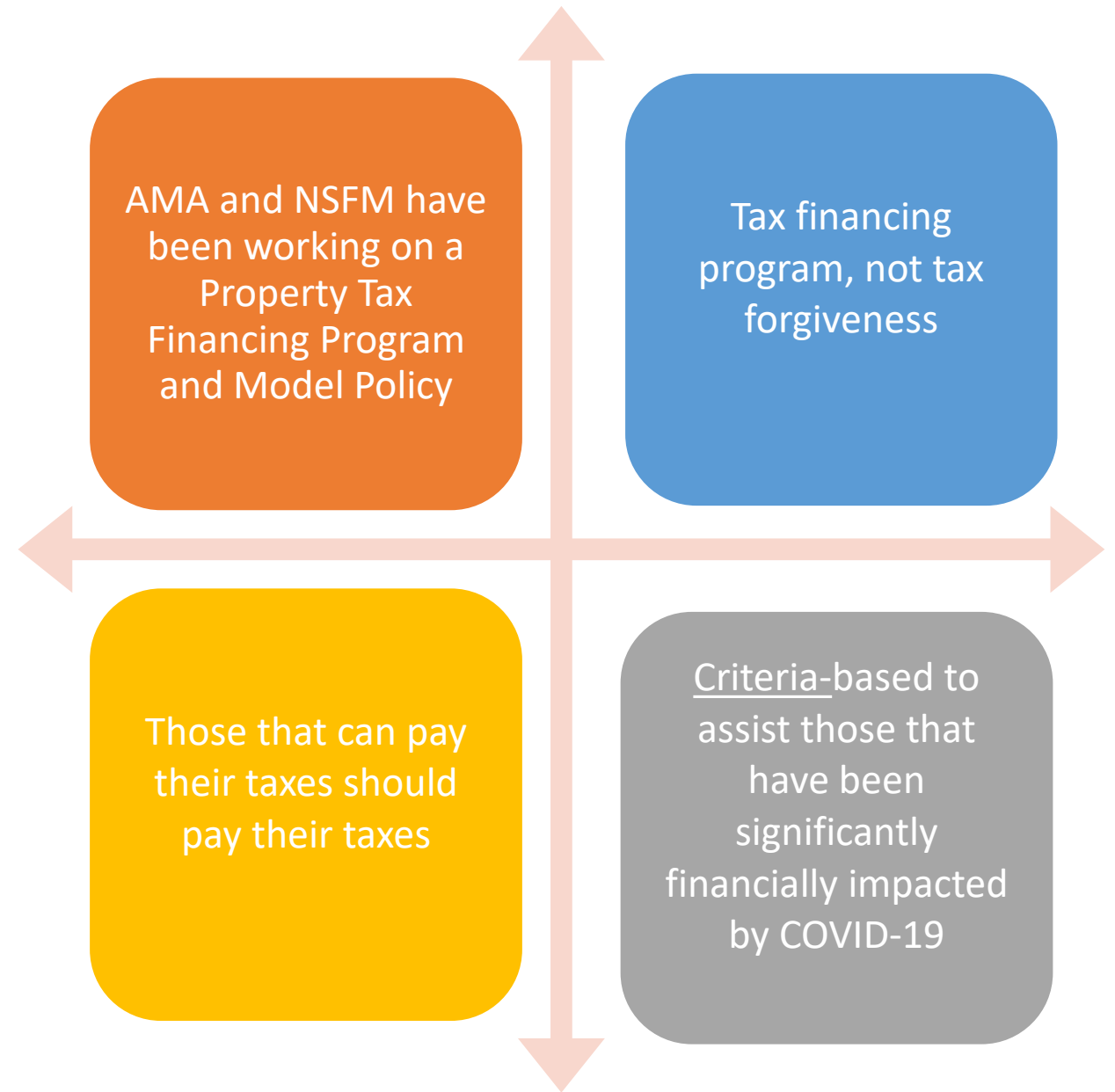
The Health and Safety Policy, COOH-001.00, dated February 14, 2017 of the former Municipality of the District of West Hants and the Occupational Health and Safety Policy dated February 12, 2019 of the former Town of Windsor are hereby repealed.

I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the ____ day of _____(month), _____(year).

R.N. Brown
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	<i>Date</i>
<i>Approval:</i>	<i>Date</i>
<i>Description:</i>	

COVID-19 Property Tax Financing Model Policy



Program Terms

A model policy for all municipalities in Nova Scotia

It is not mandatory to participate – but the more consistency across the province the better

Taxpayers can start amortized installments six months after tax bill due date

Taxpayers have 24 months to make payments - no option for early repayment

Interest charged on financed payments would be the cost of capital and potential admin fee

Solution available with authority under Municipal Government Act-Sections 111-113



Model Policy Criteria

Financial
hardship
through loss
of revenue
related to the
State of
Emergency

- Individuals through proof of access to provincial or federal program
- Commercial through documentary proof of hardship

Account must
be in good
standing
before and
during the
period

- This includes accounts where tax payment arrangements exist and are current

Suggested Residential Criteria

Includes

- Residents of Nova Scotia
- Registered property owners who are ordinary residents and have lost their jobs due to service reductions from the State of Emergency (documentation required)
- Property owned and registered as a Tourism Operator with *Tourism Nova Scotia* for the 2019 tourist season

Excludes

- Vacant land
- Properties owned by non-residents of Nova Scotia

Suggested Commercial Criteria

Includes

- A taxable commercial property used as commercial, shopping, office, industrial, farm (cumulative assessment) and has a total taxable 2020 property assessment value equal to or under \$\$\$
- Without limitation on assessed value, owner occupied:
 - Land owned by a tourism operator registered with the *Tourist Accommodations Registration Act*
 - Automotive and recreational/leisure dealership
 - Private and non-profit recreation facilities
 - Hospitality industry – restaurants, bars, cafes, coffee shops
 - Service industry – hairdressers, nail salons, gyms, tattoo studios
 - Health care providers required to reduce hours – dentists, naturopaths, doctors, chiropractors, physiotherapists

Suggested Commercial Criteria

Excludes

- Property owners who have not experienced financial hardship through loss of revenue related to the State of Emergency
- Property owners who have received compensation from *Business Interruption Insurance* towards the payment of property taxes
- Provincially-subsidized day care centres
- Properties used for landfill, pipeline, managed forest, parking and commercial vacant land
- Properties with an active tax agreement with the Municipality through legislation or bylaw
- Municipally-funded non-profit organizations with property taxes already partially exempted by the municipality
- All properties managed under Payment-In-Lieu (PILT) programs



Processes

- Policy would have to go through normal council process to approve a policy
- AMA is hoping to develop a common online intake process to help reduce administrative burden for those municipalities who choose to adopt the model policy.



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