



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
Regular Meeting of Council Agenda
April 1, 2020, 6:00 p.m.
Virtual Meeting

1. Call to Order
2. Proclamation
3. Roll Call
4. Declaration of Conflict of Interest
5. Announcements
6. Swearing in of First Regional Council
7. Approval of the Agenda, including additions or deletions
8. Approval of Previous Meeting Minutes
9. Public Hearings - None
10. Unfinished Business/Postponed Motions - None
11. Mayor's Report
12. Committees of Council Recommendations
 - a. Committee of the Whole
 - b. Planning Advisory Committee
 - i. February 19, 2020 Windsor Planning Advisory Excerpts
 - c. Municipal Climate Change Action Plan Committee
 - d. Accessibility Advisory Committee
 - e. Audit Committee
 - f. Davidson Lake Watershed Advisory Committee
 - g. French Mill Brook Watershed Advisory Committee
 - h. Mill Lakes Watershed Advisory Committee
 - i. Fences Arbitration Committee

- j. Police Advisory Committee
 - k. Annapolis Valley Regional Library
 - l. Hants County Residence for Senior Citizens Board
 - m. Landfill Liaison Committee
 - n. Region 6 Solid Waste Management Board
 - o. Valley Communication Fibre Network
 - p. Valley Regional Enterprise Network
13. Councillor Municipal Business Reports
14. Reconsiderations or Rescissions of Resolutions of Which Notice has Been Given on a Previous Day - None
15. New Business
- a. Appointment of Chief Administrative Officer (Recommendation Report)
 - b. Election of Deputy Mayor
 - c. Council Member Election to Committees
 - d. Resident Member Committee Appointments (Recommendation Report)
 - e. Appointment of Town Crier (Recommendation Report)
 - f. Public Participation Program and Public Hearing Requirements Due to COVID-19 (Recommendation Report)
16. Correspondence
17. In-Camera
18. Next Meeting Date / Adjournment



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY

Special Council Minutes
April 1, 2020 6:00 p.m.
Virtual Meeting

1. **Call to Order**

Mayor Zebian called the meeting to order at 6:00 p.m.

He noted this was the first meeting of the new Regional Municipality and held virtually due to COVID-19. The meeting is also being Facebook live-streamed for the public. He reviewed the meeting etiquette noting for participant members to mute their microphones if not speaking, how to leave the meeting if declaring conflict of interest, and how discussion and voting will be handled.

2. **Proclamation**

Town Crier Lloyd Smith made the following proclamation:

Be it known by all persons that this is a Day of History
in the Ancient and Ceded Lands of the Mi'kmaq.

Citizens of this community,

Be informed that I deliver a Message of great importance to all who dwell within
these Jurisdictions...

Whereas Municipalities across Nova Scotia
are exploring new and innovative avenues of cooperation,
In the month of July, two thousand and eighteen,
the Town of Windsor and the Municipality of the District of West Hants, jointly
decided to merge into a new unified regional government, to create opportunities
for residents, in agreement that together, we are stronger.

In October of that same year, legislation was passed by The Province of Nova
Scotia to consolidate these historic neighbouring governments with solid vision that
together, we are stronger.

Henceforth, on this historic day, April One, in the Year Two Thousand and Twenty,
the Town of Windsor and the Municipality of West Hants do hereby relinquish their
respective Charters of Incorporation, and will consolidate into a new single
Municipal Body which, together, will create an environment for growth and

prosperity, and stronger, will seize greater opportunities as a United Regional Government.

By permission and authority of Abraham Zebian, the Mayor, and the Council, I, Lloyd Smith, the Town Crier,
Proclaim the formation of a new Community Family, in a new era of the new Government of Windsor and West Hants Municipality,
resolute in the commitment, that together, we are stronger.

God bless a Free, United and Healthy Canada, And God Save the Queen.

3. Call of Roll

Council Present:

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

Bob Morton, Councillor, District 6
Ed Sherman, Councillor, District 7
Paul Morton, Councillor, District 8
Richard Murphy, Councillor, District 9
Laurie Murley, Councillor, District 10
Jim Ivey, Councillor, District 11

Staff and Guests Present:

Mark Phillips, Chief Administrative Officer
Todd Richard, Dir. Public Works

Rhonda Brown, Municipal Clerk
Shelleena Thornton, Administrative Supervisor
Madelyn LeMay, Dir. Planning & Development
Nick Barr, Municipal Affairs and Housing
Kevin Latimer, Co-ordinator for Region of Windsor and West Hants Municipality

Carlee Rochon, Dir. Finance
Kathy Kehoe, Dir. Community Development
Sara Poirier, Planner
Chuck Porter, Minister of Municipal Affairs and Housing, and MLA
Jason Haughn, Municipal Affairs and Housing
Lloyd Smith, Town Crier
Donna Jones, Project Administrator for Region of Windsor and West Hants Municipality

Regrets:

Mark Peck, Municipal Affairs and Housing

Shannon Bennett, Municipal Affairs and Housing

Emily Pond, Municipal Affairs and Housing

Ron Dauphinee, Municipal Affairs and Housing

Members of the public watched the meeting using Facebook Live.

4. Declarations of Conflict of Interest – There were no declarations.

5. Announcements

Mayor Zebian called upon invited guests who were involved with the consolidation to speak.

Minister Porter indicated this has been an exciting year and a half during the consolidation process and historic to come together for the first meeting during the current times. He thanked everyone involved in the consolidation process including those on the Co-ordinating Committee and staff at Department of Municipal Affairs and Housing. He went on to thank the out-going councillors who have served previous Councils over the years, as well as the new council members. He also thanked all candidates for running in the election noting it is challenging.

K. Latimer stated the position of Co-ordinator for the Consolidation has been the most rewarding in his career and it has been an honour to serve. He thanked the team including previous CAOs Martin Laycock and Louis Coutinho, the staff at the Department of Municipal Affairs and Housing, and the Project Administrator Donna Jones. He congratulated the new Council. Mayor Zebian thanked Mr. Latimer for all his hard work on behalf of all residents.

N. Barr from the Department of Municipal Affairs and Housing (DMAH) thanked everyone involved in the project over the last 2 years on behalf of all those from DMAH. He stated they were all honoured to be part of this project and hopeful this will be a successful union.

J. Haughn, current Municipal Advisor from DMAH, noted this a historic event and doesn't come together without hard work; it sets a very high bar for others in the future across the Province.

D. Jones, Project Administrator for the Co-ordinating Committee, congratulated Mayor Zebian and wished the new Regional Municipality all the best. She was thankful to be a part of it, learned a lot and met a bunch of amazing people.

Mayor Zebian also thanked other members of DMAH who were an interictal to the process including Ron Dauphinee, Shannon Bennett, Emily Pond and Mark Peck.

6. Swearing in of First Regional Council

The Mayor and Councillors solemnly affirmed the following Oath of Allegiance and of Office as administered by the Municipal Clerk:

I (Mayor or Councillor) solemnly affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her heirs and successors according to law;

And, that I am duly qualified as required by law for the office of Mayor/Councillor of the Region of Windsor and West Hants Municipality;

And, that I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And, that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

The Mayor and Councillors declared their commitment to the Code of Conduct for Elected Municipal Officials as administered by the Municipal Clerk:

I (Mayor/ Councillor) declare that as a (Mayor/Councillor member) of the Region of Windsor and West Hants Municipality, I acknowledge and support the Code of Conduct for Elected Municipal Officials.

7. Approval of Agenda, including additions or deletions

**MOVED by Councillors Murley and Murphy that the agenda be approved.
Motion Carried.**

8. Approval of Previous Meeting Minutes – There were no previous minutes.

9. Public Hearings - There were no Public Hearings.

10. Unfinished Business/Postponed Motions – There was no unfinished business.

11. Mayor's Report

Mayor Zebian spoke about the COVID-19 situation, stating the number of cases is increasing and to follow Provincial recommendations. He added that parks and beaches remain closed, but people could still walk around the block and to not gather in groups. The Mayor referred everyone to the Provincial and Municipal websites, social media sites, and to call the Municipal office or Councillors for information. The Mayor stressed there were scams going around and to get information from the proper places.

Mayor Zebian thanked everyone involved in the consolidation process including former CAOs Coutinho and Laycock and the out-going Council members noting their commitment and achievements.

12. Committees of Council Recommendations

a. Committee of the Whole – There were no reports.

N. Barr left the meeting at 6:42 pm.

b. Planning Advisory Committee

i. February 19, 2020 Windsor Planning Advisory Excerpts

Planner Poirier reviewed the Planning Excerpt report. She went on to state the history of the property at 411 King St., Windsor, and the intent to re-zone the property from Institutional to General Commercial to allow for the owner to reside on the property and run audio, lighting and production business.

MOVED by Councillors Murley and Ivey that that Regional Council give First Reading and hold a Public Hearing to consider amending the Zoning Map of the Windsor Land Use By-law by re-zoning the lot located at 411 King Street, Windsor, PID 45059755 from the Institutional (I) Zone to the General Commercial (GC) Zone, as shown on the map attached as Figure 3 to the Windsor Planning Advisory Committee report #19-13 dated February 13, 2020.

Motion Carried.

(vote held after the "Questions/Comments" portion)

Councillor Francis had technical issues and was not present for the vote.

Questions/Comments

- Were there provisions to preserve the façade of the building? Planner Poirier informed the property is not registered as a historic building and is not in an architectural control district, so there is no way to preserve the building.
- Question was asked about the environments concerns that were previously noted. Planner Poirier - the issues were regarding water drainage with adjacent properties and Public Works advised they were civil issues but were fixed.
- Comment was given about having a non-profit qualify as Institutional, however the work was well done and supported the motion.

c. Municipal Climate Change Action Plan Committee – There was no report.

d. Accessibility Advisory Committee – There was no report.

- e. **Davidson Lake Watershed Advisory Committee** - There was no report.
 - f. **French Mill Brook Watershed Advisory Committee** - There was no report.
 - g. **Mill Lakes Watershed Advisory Committee** - There was no report.
 - h. **Fences Arbitration Committee** - There was no report.
 - i. **Police Advisory Committee** - There was no report.
 - j. **Annapolis Valley Regional Library** - There was no report.
 - k. **Hants County Residence for Senior Citizens Board** - There was no report.
 - l. **Landfill Liaison Committee** - There was no report.
 - m. **Region 6 Solid Waste Management Board** - There was no report.
 - n. **Valley Communications Fibre Network** - There was no report.
 - o. **Valley Regional Enterprise Network** - There was no report.
13. **Councillor Municipal Business Reports** - There were no reports.
14. **Reconsiderations or Rescissions of Resolutions of Which Notice Has Been Given on a Previous Day** – There were no reconsideration or rescissions.
15. **New Business**
- a. **Appointment of the Chief Administrative Officer** (Recommendation Report)
S. Thornton reviewed the Appointment of the Chief Administrative Officer report noting the Co-ordinating Committee hired Mark Phillips as CAO after an extensive recruitment search by Organizational Consulting Limited. CAO Phillips has been actively working since September 16, 2019.

**MOVED Councillors Ivey and Sherman that Council appoints Mark Phillips as Chief Administrative Officer for the Region of Windsor and West Hants Municipality commencing April 01, 2020.
Motion Carried.**

Minister Porter left the meeting at 7:05 pm.

b. Election of Deputy Mayor

Mayor Zebian reviewed the election process indicating secret ballot voting would be done by texting, and that S. Thornton and CAO Phillips would act as the scrutineers. He called three time for nominations for the position of Deputy Mayor.

Councillor Sherman nominated Councillor P. Morton, Councillor M. McLean nominated Councillor B. Morton and Councillor Ivey nominated Councillor Jannasch.

After three calls for nominations, Warden Zebian declared nominations cease. Councillors P. Morton, B. Morton and Jannasch all accepted the nomination. The nominees were each give opportunity to state why they should be Deputy Mayor.

A vote took place resulting in no majority vote and Councillor Jannasch being dropped from the ballot, then a second vote. Councillor P. Morton was elected as Deputy Mayor.

c. Council Member Election to Committees

Mayor Zebian called for nominations three times for each committee position then declared nomination cease.

Accessibility Committee

Mayor Zebian nominated Councillor Francis; she accepted and was appointed to the Accessibility Committee.

Audit Committee

Councillor B. Morton nominated Councillor M. McLean and Councillor Murphy nominated Councillor Sherman; both accepted and were appointed to the Audit Committee along with Mayor Zebian.

Davidson Lake Watershed Advisory Committee

Councillor B. Morton nominated Councillor Hartt; he accepted and was appointed to the Davidson Lake Watershed Advisory Committee.

Councillor Ivey nominated Councillor Murphy as alternate on the Committee; he accepted and was appointed as the Alternate for the Davidson Lake Watershed Advisory Committee.

Mill Lakes Watershed Advisory Committee

Councillor Hartt nominated Councillor Murley; she accepted and was appointed to the Mill Lakes Watershed Advisory Committee.

Councillor Murphy nominated Councillor Francis as alternate on the Committee; she accepted and was appointed as the Alternate for the Mill Lakes Watershed Advisory Committee.

French Mill Brook Watershed Advisory Committee

Councillor B. Morton nominated Councillor Murphy; he accepted and was appointed to the French Mill Brook Watershed Advisory Committee.

Councillor Ivey nominated Councillor Sherman as alternate on the Committee; he accepted and was appointed as the Alternate for the French Mill Brook Watershed Advisory Committee.

Fences Arbitration Committee

Councillor Murley nominated Councillor Jannasch; he accepted and was appointed to the Fences Arbitration Committee.

Hantsport Area Advisory Committee

Councillor Sherman nominated Deputy Mayor Morton; he accepted and was appointed to the Hantsport Area Advisory Committee.

Windsor Area Advisory Committee

Councillor Ivey nominated Councillor Murley; she accepted and was appointed to the Windsor Area Advisory Committee.

Planning Advisory Committee

Councillor Sherman nominated Councillor Murphy, Councillor Murphy nominated Councillor Sherman, Councillor Murphy nominated Councillor Hartt, Mayor Zebian nominated Councillor Ivey.

Councillors Murphy, Sherman and Ivey accepted the nomination; Councillor Hartt declined. Councillors Murphy, Sherman and Ivey were appointed to the Planning Advisory Committee along with Mayor Zebian.

Municipal Climate Change Action Plan Committee

Councillor Murphy nominated Councillor Francis, Councillor M. McLean nominated Councillor Hartt and Councillor Francis nominated Councillor Jannasch.

Councillors Francis, Hartt and Jannasch accepted the nomination and was appointed to the Municipal Climate Change Action Plan Committee.

Police Advisory Board

Councillor Francis nominated Deputy Mayor Morton and Councillor Murphy nominated Councillor M. McLean; both accepted and were appointed to the Police Advisory Board.

Annapolis Valley Regional Library Board

Councillor Murphy nominated Councillor B. Morton; he accepted and was appointed to the Annapolis Valley Regional Library Board.

Mayor Zebian nominated Councillor Ivey as alternate on the Board; he accepted and was appointed as the Alternate for the Annapolis Valley Regional Library Board.

Hants County Residence for Senior Citizens Board (Dykeland Lodge)

Councillor Sherman nominated Councillor B. Morton; he accepted and was appointed to the Hants County Residence for Senior Citizens Board.

Councillor Hartt nominated Councillor Sherman and Mayor Zebian nominated Councillor Francis as alternate on the Board.

Councillor Sherman declined the nomination as he would be in conflict as he is employed at Dykeland Lodge. Councillor Francis accepted the nomination and was appointed as the Alternate for the Hants County Residence for Senior Citizens Board.

Landfill Liaison Committee

Councillor Murphy nominated Councillor S. McLean; he accepted and was appointed to the Landfill Liaison Committee.

Councillor Francis nominated Councillor Jannasch as alternate on the Committee; he accepted and was appointed as the Alternate for the Landfill Liaison Committee.

Region 6 Board

Councillor Murphy nominated Councillor S. McLean; he accepted and was appointed to the Region 6 Board.

Councillor Francis nominated Councillor Jannasch as alternate on the Board; he accepted and was appointed as the Alternate for the Region 6 Board.

Valley Community Fibre Network

Councillor Hart nominated Councillor M. McLean and Councillor Murphy nominated Councillor Ivey; both accepted the nominations and a vote held and Councillor Ivey was elected to the Valley Community Fibre Network.

Councillor Hartt nominated Councillor M. McLean and Councillor Ivey nominated Mayor Zebian as alternate on the Committee. Mayor Zebian declined the nomination. Councillor M. McLean accepted the nomination and was appointed as the Alternate for the Valley Community Fibre Network.

Valley Regional Economic Network

Councillor M. McLean nominated Councillor Hartt and Councillor Murphy nominated Mayor Zebian.

Councillor Hartt declined the nomination stating he would prefer to be the alternate. Mayor Zebian accepted the nomination and was appointed to the Valley Regional Economic Network.

With the consent of Council, Councillor Hartt was appointed as the alternate for the Valley Regional Economic Network.

d. Resident Member Committee Appointments (Recommendation Report)

S. Thornton reviewed the Resident Member Committee Appointment report highlighting the process for applications. She informed there had been other applications after this report was prepared and so a supplemental report would be going to Committee of the Whole for consideration.

MOVED by Councillor Francis and Deputy Mayor Morton that Council approves the following resident members be appointed to the Hantsport Area Advisory Committee (HAAC) for the term April 01, 2020 to October 31, 2022: Donald Hussey, Greg Pace, Bill Preston, Phil Zamora, and Jane Davis.

Motion Carried.

MOVED by Councillors Francis and Murley that Council approves the following resident members be appointed to the Windsor Area Advisory Committee (WAAC) for the term April 01, 2020 to October 31, 2022: Jamie O’Hanlon and Shelley Bibby.

Motion Carried.

MOVED by Councillor Francis and Deputy Mayor Morton that Council approves the following resident members be appointed to the Municipal Climate Change Action Plan Committee (MCCAP) for the term April 01, 2020 to October 31, 2022: Greg Pace and Melissa Richard.

Motion Carried.

MOVED by Councillors Francis and Sherman that Council approves the following resident members be appointed to the Planning Advisory Committee (PAC) for the term April 01, 2020 to October 31, 2022: Bill Preston (as HAAC representative); Shelley Bibby (as WAAC representative); and Trevor McEachern (resident member).

Motion Carried.

MOVED by Councillor Francis and Deputy Mayor Morton that Council approves the following landowner representatives be appointed to the Mill Lakes Watershed Advisory Committee for the term April 01, 2020 – October 31, 2022: Blaine Daniels, Elliott Daniels, Paul Taylor, and Bruce Atwell.

Motion Carried.

MOVED by Councillor Francis and Deputy Mayor Morton that Council approves the following landowner representative be appointed to the French Mill Brook Watershed Advisory Committee for the term April 01, 2020 – October 31, 2022: David Porter.

Motion Carried.

MOVED by Councillors Francis and B. Morton that Council approves the following landowner representative be appointed to the Davidson Lake Watershed Advisory Committee for the term April 01, 2020 – October 31, 2022: Timberland Holdings (Stephen Masters will represent Timberland Holdings).

Motion Carried.

MOVED by Councillors Francis and Ivey that Council approves the following resident member be appointed to the Accessibility Committee for a three-year term April 01, 2020 – October 31, 2023: Jennifer Davison.

Motion Carried.

**MOVED Councillor Francis and Deputy Mayor Morton that Council enable staff to further advertise for membership on Committees of Council that require more resident member representation.
Motion Carried.**

e. Appointment of Town Crier (Recommendation Report)

CAO Phillips reviewed the Appointment of the Town Crier report and advised Lloyd Smith has been a Town Crier for over 40 year and has served West Hants since 1988 and the Town of Windsor since 1978.

**MOVED by Councillors Murley and Francis that Council appoints Lloyd Smith as the Town Crier for the Region of Windsor and West Hants Municipality.
Motion Carried.**

Town Crier Lloyd Smith left the meeting at 7:26 pm.

f. Public Participation Program and Public Hearing Requirements Due to COVID-19 (Recommendation Report)

Director LeMay reviewed the Public Participation Program and Public Hearing Requirements Due to COVID-19 report. She informed the Public Participation Program policy of Windsor and West Hants are aligned and normally they could have been left in place but due to COVID-19 some criteria can not currently be met. She stated due to requirements for advertising and public engagement notice of a revised policy and a process to allow full public engagement is being given. She clarified this was just giving notice as required for a policy and the motions would come back at the next Council meeting.

16. Correspondence – There was no correspondence.

17. In-Camera – There was no in-camera session.

18. Next Meeting Date / Adjournment – Apr. 28, 2020 at 6:00 pm

**MOVED by Councillors Ivey and Murley that the meeting adjourn.
Motion Carried.**

The meeting ended at 7:34 p.m.

Abraham Zebian, Mayor

Rhonda Brown, Municipal Clerk