



WEST HANTS REGIONAL MUNICIPALITY
Regular Meeting of Council Agenda **AMENDED**
May 26, 2020 - 6:00 p.m.
Virtual Meeting

1. Call to Order
2. Roll Call
3. Declaration of Conflict of Interest
4. Announcements
5. Approval of the Agenda, including additions or deletions
6. Approval of Previous Meeting Minutes – April 28, 2020 Public Hearing (PID # 45059755, 411 King Street, Windsor, Land-Use By-law Amendments) and Council minutes
7. Unfinished Business/Postponed Motions - None
8. Public Hearings
 - (a) PID # 45059755, 411 King Street, Windsor – Land-Use By-law Amendments – Following Public Hearing; Second Reading - UPDATED
 - (b) PID # 45372224, 741 McKay Road, McKay Section – Amendment to Development Agreement
9. Mayor’s Report
10. Committee of Council Recommendations
 - (a) Committee of the Whole Excerpts – May 12, 2020
 - i. Branding for the Region
 - ii. Asset Management Policy
 - iii. Financial Services Policies (Area Rate Policy, Expense Policy, and Hospitality Policy)
 - iv. Dangerous or Unsightly Premises Policy
 - v. Deed Transfer Tax By-law First Reading
 - vi. Highland Ave. & Churchill Street Rehabilitation Project Tender Award
 - vii. Sidewalk Café Fees Exemptions
11. Councillor Municipal Business Reports - None
12. Correspondence – None
13. New Business
 - (a) Hantsport Area Advisory Committee – Resident Member Appointment Recommendation Report
 - (b) 2020 Asphalt Paving Standing Offer - Recommendation Report
 - (c) FCM Municipal Asset Management Funding Program – Recommendation Report
14. In-Camera – None
15. Next Meeting Date / Adjournment



WEST HANTS REGIONAL MUNICIPALITY

Regular Council Minutes
May 26, 2020 6:00 pm
Virtual Meeting – via Zoom

1. Call to Order

Mayor Zebian called the meeting to order at 6:13 p.m. and welcomed everyone to the meeting, noting the meeting was delayed due to technical issues.

2. 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

Paul Morton, Deputy Mayor, District 8
Bob Morton, Councillor, District 6
Ed Sherman, Councillor, District 7
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
Shelleena Thornton, Administrative
Supervisor
Sara Poirier, Planner

Carlee Rochon, Dir. Financial Services
Rhonda Brown, Municipal Clerk
Madelyn LeMay, Dir. Planning &
Development

Members of the public watched the meeting using Facebook Live.

3. Declarations of Conflict of Interest – There were no conflict of interest declarations.

4. Announcements

Residents were reminded to maintain the social distancing while enjoying the trails. Everyone was encouraged to be patient while adjusting to the new normal

The Hants County Exhibition will be doing a virtual exhibition this year, more details in the future.

Councillor Murphy joined the meeting at 6:15 pm.

5. Approval of Agenda, including additions or deletions

MOVED by Councillors Murphy and Murley that the agenda be approved as circulated.

Motion Carried.

6. Approval of Previous Meeting Minutes – April 28, 2020 Public Hearing (PID# 45059755, 411 King Street, Windsor, Land-Use By-law Amendments) and Council Minutes

MOVED by Councillors Ivey and Francis to approve the April 28, 2020 Public Hearing (PID# 45059755, 411 King Street, Windsor, Land-Use By-law Amendments) and Council Minutes.

Motion Carried.

7. Unfinished Business/Postponed Motions – There was none.

Deputy Mayor Morton joined the meeting at 6:16 pm.

8. Public Hearing

a. PID# 45059755, 411 King Street, Windsor – Land-Use By-law Amendments – Following Public Hearing Second Reading.

MOVED by Councillors Francis and Jannasch to go into Public Hearing.

Motion Carried.

The meeting moved into Public Hearing at 6:17 pm. Further information on the Public Hearing is available in the 2020-05-26 Public Hearing Minutes - PID#45059755, 411 King, Windsor – Land-Use By-law Amendments.

Mayor Zebian declared the Public Hearing closed.

Meeting reconvened at 6:26 pm.

MOVED by Councillors Murphy and Sherman that Regional Council give Second Reading to and approves the proposed amendment to 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.

b. PID# 45732224, 741 McKay Road, McKay Section – Amendment to Development Agreement

MOVED by Councillors Francis and Ivey to go into Public Hearing.

Motion Carried.

The meeting moved into Public Hearing at 6:29 pm. Further information on the Public Hearing is available in the 2020-05-26 Public Hearing Minutes - PID# 45732224, 741 McKay Road, McKay Section – Amendment to Development Agreement.

Mayor Zebian declared the Public Hearing adjourned until June 23, 2020 at 6:00 pm.

Meeting reconvened at 6:40 pm.

Planner Poirier left the meeting at 6:42 pm.

9. Mayor's Report

Mayor Zebian read his report. He added his thanks to staff for the hard work put in to the budgets being discussed. The Mayor informed people who go above and beyond for their community could be recognized in the new Hants County Shoutouts by emailing shoutouts@westhants.ca.

10. Committees of Council Recommendations

a. Committee of the Whole Excerpts – May 12, 2020

i. Branding for the Region

**MOVED by Councillors Ivey and Murley that Council adopts and approves the process as outlined in the "Municipal Seal and Process for Community Branding" report, including the principles listed for Phase 1 of the West Hants Regional Municipality's Community Branding Project.
Motion Carried.**

Councillor Morton left the meeting at 6:50 pm due to technical issues.

ii. Asset Management Policy

**MOVED by Councillors Ivey and Sherman that Council adopt the proposed Asset Management Policy for the Regional Municipality.
Motion Carried.**

iii. Financial Services Policies (Area Rate Policy, Expense Policy, and Hospitality Policy)

**MOVED by Councillors Ivey and Murphy that Council approves the Area Rate Policy RCOFN-008.00 for the West Hants Regional Municipality.
Motion Carried.**

**MOVED by Councillors Ivey and Murphy that Council approves the Expense Policy RCOFN-006.00 for the West Hants Regional Municipality.
Motion Carried.**

**MOVED by Councillors Ivey and Murphy that Council approves the Hospitality Policy RCOFN-001.00 for the West Hants Regional Municipality.
Motion Carried.**

iv. Dangerous or Unsightly Premises Policy

**MOVED by Councillors Ivey and Murphy that Council approves the Dangerous or Unsightly Premises Policy, RCOGE-005.00, which includes rescinding of the Dangerous or Unsightly Premises Policy COGE-009.00 of the former Municipality of the District of West Hants dated July 10, 2018.
Motion Carried.**

v. Deed Transfer Tax By-law First Reading

**MOVED by Councillors Ivey and Francis that Council gives First Reading and holds a Public Hearing to consider approving the Deed Transfer Tax By-law, RD-001, as presented to Committee of the Whole on May 12, 2020.
Motion Carried.**

Councillor B. Morton rejoined the meeting at 6:53 pm.

vi. Highland Ave. & Churchill Street Rehabilitation Project Tender Award

**MOVED by Councillors Ivey and Murphy that Council approve proceeding with the Highland Avenue and Churchill Street rehabilitation project identified in the 2020/21 capital budget at a cost of \$1,615,092, plus applicable taxes, including a 10% project contingency; and that Council approve the award of tender TOW2020-0306 for construction work to the low compliant bidder, Gary Parker Excavating, for the tendered price of \$1,407,783.99.
Motion Carried.**

vii. Sidewalk Cafe Fee Exemptions

**MOVED by Councillors Ivey and Murley that Council waive all permit fees and sidewalk rental fees associated with sidewalk cafés for the year 2020 due to the economic situation created by the COVID-19 pandemic; for clarification the permits are still required only permit fees are waived.
Motion Carried.**

11. Councillor Municipal Business Reports – There were none.

12. Correspondence – There was none.

13. New Business

a. Hantsport Area Advisory Committee – Resident Member Appointment Recommendation Report

Director LeMay reviewed the report.

MOVED by Councillor Francis and Deputy Mayor Morton that Council approves the appointment of Angela Carver to the Hantsport Area Advisory Committee

(HAAC) for the term April 01, 2020 to October 31, 2022.

Motion Carried.

b. 2020 Asphalt Paving Standing Offer – Recommendation Report

Director Richard reviewed the report clarifying the pricing was a unit price to be used for operational paving throughout the year on Municipal streets, not just one project.

MOVED by Councillors Francis and Sherman that Council award the 2020 paving / patching standing offer to Dexter Construction for the unit rates specified in the bid submission. Funding is from the 2020/21 operating accounts.

Motion Carried.

(Discussion was held before the vote)

Discussion Points

- The estimated amount of work was based on the previous year requirements for all streets. Actual cost could be more or less due to need.
- As some of the paving work could be due to water or sewer breaks, not all cost will be from the general rate.

c. FCM Municipal Asset Management Funding Program - Recommendation Report

Director Richard reviewed the report.

MOVED by Councillors Francis and Murley

Be it resolved that West Hants Regional Municipality directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management System Implementation.

Be it therefore resolved that the West Hants Regional Municipality commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- **Conduct a Business Process Review**
- **Review and selection of an Asset Management Solution, and**
- **Training of staff to utilize the Asset Management Solution.**

Be it further resolved that this commits up to \$130,000 less the program funding received from its budget toward the costs of this initiative.

Motion Carried.

(Discussion was held before the vote)

Discussion Points

- The Co-ordinating Committee was in favour of an asset management program and it could help with objective decision making.
- The asset management software will be a one-time cost of \$130,000 with an annual cost of \$35,000 split between multiple municipal departments.
- The software will manage and track capital assets including cost of the asset, so could track costs associated with road repairs.
- An asset management program will be needed for future grant opportunities.
- The software could be used to engage residents by reporting issues.

14. In-Camera - There was no in-camera.

15. Next Meeting Date / Adjournment - June 23, 2020 at 6:00 pm.

There will be a Special Committee of the Whole on May 27, 2020 at 5:30 p.m.

**MOVED by Councillors Murphy and Sherman that the meeting adjourn.
Motion Carried.**

The meeting ended at 7:08 pm.

Abraham Zebian, Mayor

Rhonda Brown, Municipal Clerk