



WEST HANTS REGIONAL MUNICIPALITY
Regular Meeting of Council Agenda **AMENDED**

October 27, 2020 - 6:00 p.m.

In-Person at Sanford Council Chambers, 76 Morison Drive, Windsor, NS
Also held Via Zoom and Facebook Livestreamed

1. Call to Order
2. Roll Call
3. Announcements
 - a) Carnegie Medal Presentation to Mr. Mike Barkhouse
4. Approval of the Agenda, including additions or deletions
 - a) Dashboard – Action Items
5. Declaration of Conflict of Interest
6. Approval of Previous Meeting Minutes
 - a) 2020-09-22 Council Meeting minutes
 - b) 2020-09-22 Public Hearing minutes – Building Code By-law RB-001
 - c) 2020-09-22 Public Hearing minutes – Repeal of Minimum Standards By-law REPEAL-001
 - d) 2020-09-22 Public Hearing minutes – Ski Martock Land Use By-law Amendment PID 45038510
 - e) 2020-10-13 Special Council Meeting minutes
7. Presentations - None
8. Unfinished Business/Postponed Motions - None
9. Public Hearings
 - a) 2020-10-27 File 20-02C Cannabis in Hantsport Second Reading Report – Public Hearing and Second Reading
 - b) **File # 20-08 Civic Addressing By-law - REMOVED**
10. Mayor's Report
11. Committees of Council Recommendations
 - a) Committee of the Whole Excerpts – October 13, 2020
 - i. Debt Refinancing
 - ii. Easement Lease with Rogers Wireless
 - iii. Fire Rescue Truck (SWH) Tender Award
 - iv. Meeting and Committee Procedural Policy Amendments
 - v. MFC Fall Debenture

- vi. Rezoning Application, 20 Main Street, Hantsport
 - vii. Temporary Borrowing Resolutions (Hantsport Fire Dept. Station and West Hants Sports Complex)
 - viii. Waste Collection Contract
- b) Planning Advisory Committee
 - i. 2020-10-27 File 20-20B Development Agreement - 426 Ashdale Rd First Reading - Recommendation Report
 - ii. 2020-10-27 File 20-03B Development Agreement - 583 Hwy 236 First Reading - Recommendation Report
 - iii. 2020-10-27 File 20-17C – Land Use By-law Amendment - 543 O'Brien St First Reading – Recommendation Report
 - c) Audit Committee Excerpts – October 22, 2020
 - i. District of West Hants Consolidated Financial Statements on March 31, 2020
 - ii. Town of Windsor Consolidated Financial Statements on March 31, 2020
 - iii. Region of Windsor and West Hants Municipality Consolidated Financial Statements on March 31, 2020
12. Councillor Municipal Activity Reports – Verbal Updates
13. Correspondence
- a) Avon River Aboiteau/Hwy 101 Twinning Correspondence Log
 - b) Dept Mun Affairs & Housing (Oct. 21, 2020) - Change of Name of Mun Approval
 - c) Carol Bradley (Oct. 22, 2020) - Glyphosohate Spraying
14. New Business
- a) 2020 Cardlock Fuel Dispenser - Recommendation Report
 - b) W.B Stephens Building Design Project Management - Recommendation Report
 - c) Western Regional Housing Authority Appointment - Recommendation Report
 - d) J-Class Roads Update
15. In-Camera
- a) MGA 22 (2)(c) – Personnel Matters
 - b) MGA 22 (2)(e) – Contract Negotiations
16. Next Meeting Date / Adjournment



WEST HANTS REGIONAL MUNICIPALITY

Regular Council Minutes

October 27, 2020 6:00 pm

In-Person at Sanford Council Chambers, 76 Morison Drive, Windsor, NS

Also held via Zoom and Facebook Livestreamed

1) Call to Order

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

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
Sara Poirier, Planner

Saira Shah, Planner

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

There was 1 member of the public in the Council Chambers, other members of the public watched the meeting using Facebook Live.

3) Announcements

a) Carnegie Medal Presentation to Mr. Mike Barkhouse

Mayor Zebian presented Mr. Michael Barkhouse with the Carnegie Medal awarded to him in 2019 for his act of heroism for rescuing a young lady in a cage with a dog who was attacking her while he was working in Northern Canada. The Mayor informed the Carnegie Medal was started in 1904 to recognize outstanding heroic acts that save lives of other. Mr. Barkhouse was one of 3 Canadians awarded the medal in 2019. Mayor Zebian state the Municipality and residents were proud to have Mr. Barkhouse in our community.

Michael Barkhouse left the meeting at 6:07 pm

b) Other Announcements

- i) There will not be a Christmas Angels Telethon this year, however donation of \$50 value gift card is being requested which can be dropped of at various businesses in the red Christmas Angels Stocking.
- ii) There various free Safe Halloween events happening in the area including a scavenger hunt and pumpkin carving & lighting, some events needed to be pre-booked.
- iii) There is a free Play Program being offered for children to develop basic and fine motor skills, registration is though the Community Development Department.
- iv) The in-door walking is starting at the Windsor Community Center on November 2, 2020.
- v) Birthdays of some residents were announced.
- vi) MLA Chuck Porter was thanked for helping to get work done on Collier Rd and Dawson Rd in District 4.
- vii) Pat Post who work with feral cats is looking for heating pads used to keep them warm, any donations can be dropped off at the office to Chrystal Remme or given to Councillor Francis.

4) Approval of Agenda, including additions or deletions

a) Dashboard – Action Items

MOVED by Councillor Murley and Deputy Mayor Morton that the agenda be approved as amended with the following changes:

- **Delete 7(b) File#20-08 Civic Addressing By-law – Public Hearing and Second Reading**
- **Add 14(d) – J-Class Road Update**
- **Add 15(a) – In-Camera MGA 22(2)(c) – Personnel Matter**
- **Add 15(b) – In-Camera MGA 22(2)(e) – Contract Negotiations**

Motion Carried.

5) Declarations of Conflict of Interest – There were no declarations

6) Approval of Previous Meeting Minutes

MOVED by Councillor Deputy Mayor Morton and Councillor Sherman to approve the

- a. 2020-09-22 Council minutes**
- b. 2020-09-22 Public Hearing minutes – Building Code Act By-law, RB-001**
- c. 2020-09-22 Public Hearing minutes – Repeal of Minimum Standards By-law, REPEAL-001**
- d. 2020-09-22 Public Hearing minutes – Ski Martock Land Use By-law Amendment, PID 45038510**
- e. 2020-10-13 Special Council minutes**

Motion Carried.

7) Presentations – There were no presentations

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

9) Public Hearing

a) 2020-10-27 File 20-02C Cannabis in Hantsport - Public Hearing and Second Reading

MOVED by Deputy Mayor Morton and Councillor Sherman to go into Public Hearing.

Motion Carried.

The meeting moved into Public Hearing at 6:14 pm. Further information on the Public Hearing is available in the 2020-10-27 Public Hearing Minutes – Cannabis in Hantsport.

Mayor Zebian declared the Public Hearing closed.

Council Meeting reconvened at 6:21 pm.

10) Mayor's Report

Mayor Zebian read his report. He thanked Director Rochon and her team for the additional work put forth to complete the three financial audits. The Mayor added that roadside garbage is being seen more and everyone in the Municipality needed to do better to help keep our communities clean.

Discussion Points:

- The West Hants Sports Complex will have a soft opening in early November with some videos and a grand opening sometime in the future when more people can be accommodated which will include Provincial partners.
- The first Valley Maple Leaf game is scheduled for November 6th in the Sports Complex pending COVID protocols. Due to COVID tickets may be presold for the 200 seats allowed during games. Minor hockey is not playing games and viewing is not allowed for practices, except for 1 parent. Communication is being arranged.
- Residents using the walking track will need to make appointments.
- Although the front doors will be locked for COVID protocols, there are panic buttons on the inside of the doors to let people out.

11) Committees of Council Recommendations

a) Committee of the Whole Excerpts – October 13, 2020

i) Debt Refinancing

MOVED by Deputy Mayor Morton and Councillor Francis that Council approves a temporary borrowing resolution in the amount of \$1,335,000 to refinance the loan for the Brooklyn Fire Department and Civic Centre.

Motion Carried.

MOVED by Deputy Mayor Morton and Councillor Murley that Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 5.5%, to enable the West Hants Regional Municipality to issue a 15-year debenture of \$1,335,000.

Motion Carried.

ii) Easement Lease with Rogers Wireless

MOVED by Deputy Mayor Morton and Councillor M. McLean that Council approve the Roger's Wireless Telecommunication Site Lease Agreement Extension, for three 5-year terms starting April 1, 2021 as presented in their letter dated September 9, 2020.

Motion Carried.

iii) Fire Rescue Truck (SWH) Tender Award

MOVED by Deputy Mayor Morton and Councillor Sherman that Council the award of Tender WHRMAD20-04 for a Fire Rescue Truck to Rocky Mountain Phoenix at a cost of \$252,299.68 plus applicable taxes.

Motion Carried.

MOVED by Deputy Mayor Morton and Councillor Sherman that Council approves a temporary borrowing resolution in the amount of \$263,123, for Fire Rescue Truck for the Southwest Hants Fire Department.

Motion Carried.

iv) Meeting and Committee Procedural Policy Amendments

MOVED by Deputy Mayor Morton and Councillor Murphy that Council approve the First Amendment to the Meeting and Committee Procedural Policy, RCOGE-003.00 as presented to Committee of the Whole on October 13, 2020.

Motion Carried.

v) MFC Debenture

MOVED by Deputy Mayor Morton and Councillor M. McLean that Council approves a temporary borrowing resolution 20/21-01 in the amount of \$24,455, for radios for the Brooklyn Fire Department Stations 1 and 2.

Motion Carried.

MOVED by Deputy Mayor Morton and Councillor Murphy that Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 5.5%,

to enable the West Hants Regional Municipality to issue a 10-year debenture of \$24,455.

Motion Carried.

vi) Rezoning Application, 20 Main Street, Hantsport

MOVED by Deputy Mayor Morton and Councillor Jannasch that the Chief Administrative Officer be directed to submit an application to the Planning and Development Department for the rezoning of the property formerly known as the Hantsport Town Hall, 20 Main Street, Hantsport NS (PIDS # 45043312 and 45043304), from the current zoning of Institutional (I) to Mixed Commercial /Residential (C-2).

Motion Carried.

vii) Temporary Borrowing Resolutions (Hantsport Fire Dept. Station and West Hants Sports Complex

MOVED by Deputy Mayor Morton and Councillor Sherman that Council approves the renewal of temporary borrowing resolution 19/20-02 in the amount of \$2,625,000, for the Hantsport Fire Department Station.

Motion Carried.

Councillors Hartt and S. McLean voted nay.

(Discussion was held before voting.)

Discussion Points:

- Costs should be known before borrowing money for the project.
- The temporary borrowing resolution is a renewal of one previously made which allows for working capital over time until the actual loan is secured after final costs are known, which could be lower.
- Work to be done at the Hantsport Public Works Compound can be done using staff. Some materials maybe reused and structural integrity will not be affected.

MOVED by Deputy Mayor Morton and Councillor Ivey that Council approves the renewal of temporary borrowing resolution 19/20-03 in the amount of \$5,135,000, for the West Hants Sports Complex.

Motion Carried.

Councillors Hartt and S. McLean voted nay.

(Discussion was held before voting.)

Discussion Points:

- The Sports Complex has not run over budget, the budget has increased due to changes approved by Council.
- Only the Municipal cost of the project is being financed, the remainder of the cost is covered by grants.

viii) Waste Collection Contract

MOVED by Deputy Mayor Morton and Councillor Francis that Council direct staff to pursue a request for proposal for the waste collection services provided to the former Town of Windsor until 2023.

Motion Carried.

b) Planning Advisory Committee

**i) 2020-10-27 File 20-20B Development Agreement – 426 Ashdale Rd
First Reading – Recommendation Report**

Planner Shah reviewed the report through a short presentation.

MOVED by Councillors Ivey and M. McLean that Council gives First Reading and hold a Public Hearing to consider entering into a development agreement to allow an automotive repair shop at 426 Ashdale Rd., Ashdale which is substantively the same as the draft set out in Appendix C of the report to the Planning Advisory Committee dated October 8, 2020.

Motion Carried.

**ii) 2020-10-27 File 20-30B Development Agreement – 583 –
Recommendation Report**

Planner Shah reviewed the report through a short presentation.

MOVED by Councillor Ivey and Deputy Mayor Morton that Council gives First Reading and hold a Public Hearing to consider entering into a development agreement to allow a licensed day care at 583 Hwy#236, Scotch Village, which is substantively the same as the draft set out in Appendix C of the report to the Planning Advisory Committee dated October 8, 2020.

Motion Carried.

**iii) 2020-10-27 File 20-17C Land Use By-law Amendment – 543
O'Brien St First Reading- Recommendation Report**

Planner Poirier reviewed the report through a short presentation.

MOVED by Councillors Ivey and Murley that Council give First Reading and hold a Public Hearing to consider amending the zoning map of the Windsor Land Use By-law to enable the lot located at 543 O'Brien Street, Windsor, PID 45055928 to be rezoned from the General Commercial (GC) Zone to the Highway Commercial (HC) Zone, as shown on Figure 2 and amending the text of the Windsor Land Use By-law to ensure adequate separation and buffering is provided for residential uses abutting commercial uses in commercial zones, in a manner substantively the same as Attachment A, all as attached to the Windsor Area Advisory Committee report #20-17

dated October 1, 2020.
Motion Carried.

Planner Shah, Planner Poirier and Director LeMay left the meeting at 7:20 pm.

c) Audit Committee Excerpts – October 22, 2020

i) District of West Hants Consolidated Financial Statements on March 31, 2020

Mayor Zebian provided highlights of the former West Hants audit and explained the Provincial Financial Condition Indicators (FCIs) used to compare similar municipalities, noting the former West Hants had two yellow FCIs. The financial software used is very good and detailed for tracking the financial processes. The Audit Committee Members were thanked for their commitment to the needed training and review of the audit statements.

MOVED by Mayor Zebian and Deputy Mayor Morton that Council approve the audited Municipality of the District of West Hants Consolidated Financial Statement on March 31, 2020, as presented to the Audit Committee.
Motion Carried.

(Discussion was held before voting.)

Discussion Points:

- Under 10% for uncollectable taxes would provide a green FCI, the 13.8% currently seen as a yellow FCI is lower than previous years and is anticipated to get better due to procedures put in place.
- The uncollectable taxes also create revenue through interest, \$300,000 was generated from interest. Due to processes in place the Municipality will always get paid.

ii) Town of Windsor Consolidated Financial Statements on March 31, 2020

Mayor Zebian provided highlights of the former Town of Windsor audit and informing the Town had three yellow and one red FCIs.

MOVED by Mayor Zebian and Deputy Mayor Morton that Council approve the audited Town of Windsor Consolidated Financial Statement on March 31, 2020, as presented to the Audit Committee.
Motion Carried.

iii) Region of Windsor and West Hants Municipality Consolidated Financial Statements on March 31, 2020

Mayor Zebian provided highlights of the Coordinating Committee audit noting this was a small budget of \$2.5 Million.

MOVED by Mayor Zebian and Councillor Murley that Council approve the audited Region of Windsor and West Hants Municipality Consolidated Financial

**Statement on March 31, 2020, as presented to the Audit Committee.
Motion Carried.**

General Discussion:

- During the Audit Committee meeting, the Auditors noted the gold standards being set by the Municipality.
- There will be one more FCI Report for each of the former municipalities before being merged into one report for the Regional Municipal that will be compared to other regional municipalities.

12) Councillor Municipal Business Reports - Verbal Updates

Councillors informed of the Volunteer Awards that were hand delivered to 39 residents. Congratulations were given to all volunteers for all the hard work they do in our Communities regardless if they received an award or not.

Councillor Murphy informed the French Mill Brook Watershed Advisory Committee has had their first meeting. At the meeting concerns were raised about ditching within the watershed.

Deputy Mayor Morton informed he was checking on the ability to have the Hantsport Winter Carnival and reminded residents to check with the Legion regarding Remembrance Day Services which will be done differently this year.

13) Correspondence

- a) Avon River Aboiteau/Hwy 101 Twinning Correspondence Log**
- b) Dept Municipal Affairs & Housing (Oct. 21, 2020) – Change of Name of Municipal Approval**
- c) Carol Bradley (Oct. 22, 2020) – Glyphosohate Spraying**

14) New Business

a) 2020 Cardlock Fuel Dispenser – Recommendation Report

Director Richard reviewed the report.

MOVED by Councillors Francis and Sherman that Council approve the award of tender WWHPW20-17 for the supply, installation, and commissioning of a new twin-product (gasoline & diesel) pump c/w Cardlock Fuel Dispensing hardware to Redden Petroleum Enterprises Ltd., at a cost of \$94,592.00 plus applicable taxes and a 15% contingency.

Motion Carried .

(Discussion was held before voting.)

Discussion Points:

- Better pricing for fuel is received from bulk purchases.
- This is the same project previously in the Windsor 5-year capital budget that when previously tendered was over budget. This purchase includes electronic hardware and work needed to bring the fuel system to standards.
- The gas and diesel fibreglass tanks built in 1989 are below ground, some leak detection measures will be added. The pumps will be installed beside the tanks.

b) W. B Stephens Building Design Project Management – Recommendation Report

Director Richard review the report.

MOVED by Councillors Murphy and Murley that Council approve the award of tender WWHPW20-15 for the W.B. Stephens Building Design & Project Management contract to Harvey ARCHITECTURE Limited, for the tendered price of \$198,500 plus 10% design contingency, plus applicable taxes.

MOVED by Councillors Ivey and Sherman that the motion be deferred until November Committee of the Whole to allow for additional operational costing information of the other municipal buildings.

Deferment Motion Carried.

(Discussion was held before voting.)

Discussion Points:

- An engineering report was completed by Hatch Engineering for both Municipal Offices during consolidation. There were no structural concerns regarding the Windsor Fire Department section of the building, the loads and apparatus house there have decreased over the years.
- The building would be an open office concept with some individual offices, design would have input from staff and Council as well as be COVID compliant to accommodate approximately 50 staff. Some staff may be able to work from home.
- Capacity for parking could be accommodated near Fort Edward, the Windsor Armoury, and the Windsor Fire Department (WFD); agreements may be needed.
- A capital budget of \$2.8 Million was approved for the project, this award is only for just the design, other costs will be incurred in phases.
- Consolidating into one building allows for the other municipal office buildings to be surplus and sold, this would also generate future revenue of those sites as Municipally owned properties are not taxed. There are also capital and operational cost savings.
- The bulk water station at 76 Morison Dr. will be moved to Station Lane in Falmouth, this should not significantly increase water hauler costs. Moving the station has been a goal for a few years as there are safety concerns at the current location. Other potential relocation sites should be considered that would be closer to the districts requiring water hauling services.

- WFD is a co-tenant of the W.B. Stephen building, should the building not be renovated for use then space would be wasted or a new WFD building built so the current building could be deemed surplus and sold.
- Renovations can have cost overruns of 20-30%, but delaying may also cause increase costs.

c) Western Regional Housing Authority Appointment – Recommendation Report

Mayor Zebian informed that Cindy Shupe has been the representative for the last three years and excited at the chance to serve another term.

MOVED by Councillor Francis and Deputy Mayor Morton that Council recommend to the Minister of Municipal Affairs and Housing that Cindy Shupe’s appointment as the West Hants Regional Municipality representative on the Western Regional Housing Authority be extended for a second term ending in 2023.

Motion Carried.

d) J-Class Roads Update

Mayor Zebian informed that work has begun on Underwood Road, Aylward Road and Dill Road.

15) In-Camera

MOVED by Deputy Mayor Morton and Councillor Murphy to move in-camera. Motion Carried.

The meeting moved in-camera at 8:33 pm.

MOVED by Councillors Sherman and Murphy that the meeting move out of in-camera. Motion Carried.

The meeting reconvened at 9:29 pm.

16) Next Meeting Date / Adjournment

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

The meeting ended at 9:31 pm.

Abraham Zebian, Mayor

Rhonda Brown, Municipal Clerk