



**WEST HANTS REGIONAL MUNICIPALITY**  
**Special Council Meeting - Agenda**  
**May 20, 2021 – 6:00 p.m.**  
**Virtual via Zoom**  
**(also FB Livestream)**

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1. Call to Order
2. Attendance
3. Approval of the Agenda
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Presentations
  - a) Jason Haughn, Municipal Advisor, Dept. of Municipal Affairs – Conflict of Interest (including previous Orientation information)
7. Meeting with Dept. of Fisheries, Oceans, and the Canadian Coast Guard Representative re. Avon River Causeway Gate – Information Report
8. Hantsport Fire Station – Information Report, Maps, Table, and Hantsport Fire Station Combined Drawing Set Issue For RFP\_2021.04.20
9. Next Meeting Date / Adjournment



**WEST HANTS REGIONAL MUNICIPALITY**  
**Special Council Meeting - Minutes**  
**May 20, 2021 – 6:00 p.m.**  
**Virtual via Zoom (also FB Livestream)**

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**1. Call to Order** – Mayor Zebian called the meeting to order at 6:04pm.

**2. Attendance**

Council:

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

Paul Morton, Deputy Mayor, Dist. 8  
Bob Morton, Councillor, Dist. 6  
Ed Sherman, Councillor, Dist. 7  
Laurie Murley, Councillor, Dist. 10  
Jim Ivey, Councillor, Dist. 11

Staff & Guests:

Mark Phillips, CAO  
Shelleena Thornton, Admin. Supervisor  
Madelyn LeMay, Dir. Planning & Dev.  
Jason Haughn, Municipal Advisor, Dept.  
of Municipal Affairs  
Nick Barr, Dir. of Governance and  
Advisory Services, Dept. Municipal Affairs

Todd Richard, Dir. Public Works  
Carlee Rochon, Dir. Financial Services  
Kathy Kehoe, Dir. Community Dev.  
Ross MacDonald, Municipal Advisor, Dept.  
of Municipal Affairs  
Glenn Woodford, DesignPoint

**3. Approval of the Agenda**

**MOVED BY COUNCILLORS IVEY AND FRANCIS THAT THE  
AGENDA BE APPROVED AS CIRCULATED. MOTION CARRIED**

**4. Declaration(s) of Conflict of Interest** – Councillors Hartt & S. Mclean said they may declare conflict with #7 regarding the Avon Causeway; however, will not know for certain until after the Conflict-of-Interest presentation by Advisor Haughn.

**5. Announcements** – The COVID vaccination is now available for those aged 25+.

**6. Presentations**

**a) Jason Haughn, Municipal Advisor, Dept. of Municipal Affairs (DMA) – Conflict of Interest** – Advisor Haughn reviewed the presentation pertaining to Municipal Conflict of Interest.

Discussion Points:

- The presentation only pertained to the Municipal Conflict of Interest Act. Municipal policies may reflect conflict in other areas.
- If one belongs to an organization (e.g. Lion's Club, Fire Depts, etc), that is being considered for a grant or before council for other reasons, it is best to sit out of those discussions ("when in doubt; sit it out").

- When grants are before council, they should be reviewed independently so that members with a conflict of interest with organization(s) can declare it for that specific discussion versus all.
- Conflict of interest is self-declared and the general interest declared. If you think a fellow council member is in conflict, you may talk to them one-on-one about it. Many times, it is innocent and oversight.
- Board enquiry – may not be able to impose penalties.
- Individual councillors cannot go to the Municipal Solicitor for advice (have to use personal solicitor). Only Council as a whole may refer to the Municipal Solicitor.
- Check WHRM Municipal insurance to see if Council members are covered in the event of someone starting a claim against you and you are not found in the wrong.
- The Municipal Government Act requires that all council members vote on a matter. Declaring conflict of interest cannot be used to avoid difficult discussions / decisions. If abused, constituents see this, and it is never good.
- If one declares conflict of interest and then realizes they weren't, they can re-join the discussions. It will be corrected on the record.
- If a councillor received legal advice, be careful to not share what is deemed Solicitor-Client privilege.

The presentation concluded and DMA members left the meeting at 6:55 p.m.

Councillor Hartt noted that with this information, he does not believe he is in conflict of interest related to the Avon Causeway matter.

**7. Meeting with Dept. of Fisheries, Oceans, and the Canadian Coast Guard (DFO) Representatives re. Avon River Causeway Gate – Information Report**

Councillor S. McLean declared conflict of interest on Item #7 due to owning land and left the meeting at 6:55 p.m.

CAO Phillips indicated the report was circulated and asked for direction. Council members supported the Mayor and CAO to meet with DFO representatives. Council members were encouraged to submit questions and comments to all of Council and the CAO prior to the May 25<sup>th</sup> meeting at 11:00 a.m. so that they can be raised with the DFO representatives.

Councillor S. McLean returned to the meeting at meeting at 6:59 p.m.

**8. Hantsport Fire Station – Information Report – CAO Phillips and Director Richard reviewed the report in detail noting the recommendation will come to the June 8<sup>th</sup> Committee of the Whole meeting.**

Discussion points:

- Tender - two prices came in below budget, so timing is important.
- The design is for Oak Street and takes into consideration the shape and grades.
- Oak Street property is assessed at \$536,000 (no appraisal has been done). Discussion was held on the possibility of selling it and how that equates to taxes. It wasn't for certain at this time if the assessment included the food bank.
- If built at the Chittick Street location, would not need to displace the fire dept.
- Tender includes all costing including demolition and abatement. In some cases, WHRM asks for unit-pricing; however, lump sum pricing is provided for this tender.

The \$66,000 cost mentioned in previous meetings for demolition came from a Class 'D' estimate.

- Mr. Woodford said that the Oak Street location is suitable without a lot of re-work. Chittick Street geotechnical showed a lot of other debris that would have to be removed from a wet site, and then built up higher (remove un-suitables and bring in structural fill) for a estimated total imported structural fill of 8 feet.
- When considering the industry in the area and safety measures, should there be a gas leak or evacuation, there would be an evacuation plan.
- Director Richard noted that experts are relied on, and the contractor is well-known and reputable for completing projects on budget and on time. He is confident that with what is proposed, this project would be done the same.
- To change site locations, substantial changes would result in having to re-start the tendering process with revised drawings. It could result in an eight month to 1.5-year delay.
- School proximity was discussed and the impact it would have on response time depending on whether responders turned right or left.
- All issues and concerns have been looked at and addressed related to moving the Fire Department apparatus to the Public Works Depot. Hantsport Fire Department representatives have been involved throughout the process.
- Everything has been reviewed and researched by the experts and Oak Street is the preferred location. The recommendation will be coming forward to the June 8<sup>th</sup> Committee of the Whole meeting.
- The draft 2021/22 budget figure over five years is higher because it includes other items besides the proposed fire station. It includes apparatus as well. Concern was raised as to how it is presented as it doesn't show the breakdowns. Council asked for the breakdowns.
- Members of council expressed they no longer want to see this project delayed.

Councillor S. McLean asked Director Richard to go on record with respect to the project being on time, on budget, and firefighters being in the new station by Christmas 2021. Councillor Francis called point-of-order and both she and Mayor Zebian noted that staff have presented all the information requested by Council.

- The Municipality is incurring a lot of debt and needs to spend money wisely. It was asked that any projects that come forward to Council, the full scope be presented to be analyzed in full (e.g., cost to fill at one site, selling another, etc). When asked if the CAO could re-address flooding, CAO Phillips said WHRM has a stormwater management plan.
- Many factors helped determine Oak Street as the preferred location over other locations, not just flood risk.

Mayor Zebian noted that for all members of the public watching, Councillors express a lot of opinions for discussion and all reports are available online, including budgets, at [www.westhants.ca](http://www.westhants.ca) . Reach out to the Clerk, CAO, or Mayor for information.

**9. Next Meeting Date / Adjournment** – Regular council meeting at 6pm on May 25<sup>th</sup>.

**MOVED BY COUNCILLORS IVEY AND FRANCIS THAT THE MEETING ADJOURN AT 8:10PM. MOTION CARRIED.**

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Mayor Abraham Zebian

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Shelleena Thornton, Admin.  
Supervisor and Acting Clerk