



WEST HANTS REGIONAL MUNICIPALITY
Regular Meeting of Council Agenda **AMENDED**
November 24, 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. Attendance
3. Announcements
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) 2020-10-27 Council Meeting minutes
 - b) 2020-10-27 Public Hearing Minutes – Cannabis in Hantsport
7. Presentations
 - a) **Intensive Livestock Operation in Falmouth – Daniel Oulton**
8. Unfinished Business/Postponed Motions – None
 - a) **W.B. Stephens Building Design Project Management**
9. Public Hearings
 - a) Cannabis in Hantsport Public Hearing (conclusion) and Second Reading
 - b) Civic Addressing By-law Public Hearing (conclusion) and Second Reading
 - c) 426 Ashdale Road Public Hearing (opening) and Presentation
 - d) 543 O'Brien Street Public Hearing (opening) and Presentation
 - e) 583 Highway 236 Public Hearing (opening) and Presentation
10. Mayor's Report
11. Committees of Council Recommendations
 - a) Committee of the Whole Excerpts – November 10, 2020
 - i. Grants and Contributions Policy
 - ii. Hantsport Food Bank
 - iii. Hantsport Municipal Complex (Office) Surplus
 - iv. Repeal of Police Advisory Board By-laws
 - b) Planning Advisory Committee
 - i. **Criteria for Inclusion in Heritage Registry pkg - Recommendation Report**
 - ii. **Heritage Conservation Work Grant Policy – Recommendation Report**

- iii. Heritage Permits and Alterations pkg - Recommendation Report
- iv. Heritage Property By-law First Reading – Recommendation Report
- v. Intensive Livestock in Falmouth – Recommendation Report
- vi. Notices of Heritage Properties in the Land Registry Office - Recommendation Report
- vii. Standards and Guidelines for the Conservation of Historic Places in Canada - Recommendation Report

12. Councillor Municipal Activity Reports - None

13. Correspondence

- a) Avon River Aboiteau/Hwy 101 Twinning Correspondence Log
- b) Carol Bradley Correspondence (Nov. 16, 2020) - Municipal Complex Location
- c) Windsor Township (Nov. 18, 2020) – Municipal Complex Location
- d) Mun Affairs & Housing (Nov 03, 2020) - Reallocation of Hantsport Post Transitional Funds
- e) GFL Newport & District Rink (Nov. 17, 2020)

14. New Business

- a) Tender Award - 100' Single Axle Quint Fire Apparatus, WFD - Recommendation Report
- b) Tender Award - Pumper Tanker Fire Apparatus, BFD - Recommendation Report
- c) CSAP (Conseil scolaire acadien provincial) Election Update – Information Report
- d) Resident-member Appointments to Police Advisory Board and Accessibility Advisory Committee – Recommendation Report
- e) Resident-member Appointment to Hantsport Area Advisory Committee – Recommendation Report
- f) Forest Lakes – Winter Road Maintenance

15. In-Camera – None

16. Next Meeting Date / Adjournment



WEST HANTS REGIONAL MUNICIPALITY

Regular Council Minutes

November 24, 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) Attendance

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
Diana Gibson, Manager, Accounting and
Financial Reporting
Saira Shah, Planner
Jamie Juteau, Chief Windsor Fire Dept.
Paul McCulley, Brooklyn Fire Dept.

Shelleena Thornton, Administrative
Supervisor
Rhonda Brown, Municipal Clerk
Madelyn LeMay, Dir. Planning &
Development
Sara Poirier, Planner
Jason Cochrane, Chief Brooklyn Fire Dept.
Daniel Oulton, Presenter

There were 3 members of the public in the Council Chambers, other members of the public watched the meeting using Facebook Live.

3) Announcements

Mayor Zebian gave the fire evacuation procedures and stated the meeting was being streamed live on Facebook.

Currently there are 87 active cases of COVID-19 and Halifax Regional Municipality parts of Hants County is under travel restrictions. Residents were reminded to adhere to the health directives and to reach out to their Councillor if they had questions.

Christmas Angels is happening December 6th online; residents were encouraged to donate to help the kids and families at Christmas.

4) Approval of Agenda, including additions or deletions

a) Dashboard – Action Items

An update on the water and sewer billing may be provided in January as Council does not meet in December.

The purchase of lands in Cogmagun is waiting for Provincial Cabinet approval when they meet next.

MOVED by Councillors Sherman and Murley that the agenda be approved with the following amendments:

- **Add 7.a) Intensive Livestock Operation in Falmouth - Daniel Oulton**
- **Add 13. e) GFL Newport & District Rink Letter (Nov. 17, 2020)**

Motion Carried.

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

6) Approval of Previous Meeting Minutes

MOVED by Deputy Mayor Morton and Councillor Sherman to approve the 2020-10-27 Council minutes.

Motion Carried.

MOVED by Councillors Sherman and Murphy to approve the 2020-10-27 Public Hearing minutes – Cannabis in Hantsport.

Motion Carried.

The meeting was suspended for 10 minutes while technical issues for the presentation were corrected.

7) Presentations

a) Intensive Livestock Operations in Falmouth – Daniel Oulton

Daniel Oulton gave a presentation on the intensive livestock operation being proposed for Gabriel Rd. He noted that the land was not currently residential and is zoned Resource-Industrial (M-1). The property would allow for the required set-back. A change to the Municipal Planning strategy (MPS) to allow for an intensive livestock operation within the Falmouth Growth Centre would be required.

Mr. Oulton stated if unable to have the intensive livestock operation on Gabriel Rd., an alternative site would be on existing farm land on Sandy Lane in Falmouth. This location is next to Mountain View Subdivision and only has a small set back requirement as it is outside the designated Falmouth Growth Centre.

Discussion Points:

- The intent would be a boiler barn not a hen barn operation. The anticipated number of boilers at Gabriel Rd would be 20,000 – 25,000 but would be subject to the MPS amendment.
- Has been looking for six (6) year for another parcel of land suitable for the intended operation.
- Approval of an operation at Sandy Lane would be under the Department of Agriculture and the land is zoned Agriculture.
- There is always potential for conflict with residents.
- The operation would be part of the succession plan of the family farm and may employ one additional person. The boilers would be dedicated to a processing plant in Berwick helping to maintain jobs.

8) Unfinished Business/Postponed Motions

a) W.B Stephens Building Design Project Management

Mayor Zebian explained this item was back before Council for a final decision. The Mayor read letters in support of the W. B Stephens Building as the permanent administrative office for the Municipality. Letter were from Jason Trider – Windsor Pharmasave, Jennifer Daniels – Daniels Flower Shop, and Mary Raffell – Tatum’s Fashions and Bridal. There was other correspondence favouring the King Street location listed under Correspondence as Agenda Item #13. He stated that Council is trying to make the best and most efficient decision for the entire Municipality.

Discussion Points:

- Staffing levels and detailed parameters of the project need to be determined for building capacity before going to design.
- The salability of each location needs to be considered; an appraisal of King St. and Morison Dr. should be obtained.
- Council will have final determination of the overall budget.
- The impact on the tax rates and debt, as well as the status of Post Consolidation Funding should be determined.
- Concerns were reiterated about parking, cost, age of the building, impacts of COVID, and possible need to relocate the Windsor Fire Department.
- Costs could increase if the project is delayed.
- There is time to obtain additional information before making a final decision.
- Other options such as a joint building with Department of Justice could be considered.

9) Public Hearing

a) Cannabis in Hantsport Public Hearing (conclusion) and Second Reading

**MOVED by Deputy Mayor Morton and Councillor Ivey to go into Public Hearing.
Motion Carried.**

The meeting moved into Public Hearing at 7:18 pm. Further information on the Public Hearing is available in the 2020-11-24 Public Hearing Minutes – Cannabis in Hantsport (conclusion).

Mayor Zebian declared the Public Hearing closed.

Council Meeting reconvened at 7:21 pm.

MOVED by Councillors Murphy and Sherman that Council gives Second Reading to and approves the amendments to the Hantsport Municipal Planning Strategy and Land Use By-law to enable a variety of cannabis licenses in Hantsport, in a manner substantially the same as attached to the staff report to HAAC dated September 1, 2020 as Appendix A.

Motion Carried.

b) Civic Addressing By-law Public Hearing (conclusion) and Second Reading

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

Motion Carried.

The meeting moved into Public Hearing at 7:22 pm. Further information on the Public Hearing is available in the 2020-11-24 Public Hearing Minutes – Civic Addressing By-law(conclusion).

Mayor Zebian declared the Public Hearing closed.

Council Meeting reconvened at 7:27 pm.

MOVED by Councillors Ivey and Murley that Council gives Second Reading to and approves the Civic Addressing By-law, RC-001, which is substantively the same as that included as Attachment A to the report entitled Civic Addressing By-law dated September 10, 2020.

Motion Carried.

c) 426 Ashdale Road Public Hearing (opening) and Presentation

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

Motion Carried.

The meeting moved into Public Hearing at 7:28 pm. Further information on the Public Hearing is available in the 2020-11-24 Public Hearing Minutes – 426 Ashdale Road (opening).

Mayor Zebian declared the Public Hearing adjourned until January 26, 2021.

Council Meeting reconvened at 7:35 pm.

d) 543 O'Brien Street Public Hearing (opening) and Presentation

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

Motion Carried.

The meeting moved into Public Hearing at 7:36 pm. Further information on the Public Hearing is available in the 2020-11-24 Public Hearing Minutes – 543 O’Brien Street (opening).

Mayor Zebian declared the Public Hearing adjourned until January 26, 2021.

Council Meeting reconvened at 7:44 pm.

e) 583 Highway 236 Public Hearing (opening) and Presentation

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

Motion Carried.

The meeting moved into Public Hearing at 7:45 pm. Further information on the Public Hearing is available in the 2020-11-24 Public Hearing Minutes – 583 Highway 236 (opening).

Mayor Zebian declared the Public Hearing adjourned until January 26, 2021.

Council Meeting reconvened at 7:51 pm.

Planner Poirier left the meeting at 7:55 pm.

10) Mayor’s Report

Mayor Zebian provided a verbal report as follows:

- Continuing to meet with the Valley REN and with potential developers.
- Dropped the first puck at the newly opened Sports Complex on November 6th and has received positive comments about the building and staff.
- Councillors Murphy, B. Morton, Jannasch, S. McLean and Hartt attended the Bowl for Kids Sake fundraiser in support of Big Brothers/Big Sisters.
- Represented the Municipality at the Remembrance Day Ceremony at the Windsor Legion, which was limited to 50 people, it was great to hear the stories of the veterans.
- Attended the Flood Assessment presentation in Newport Landing by CBCL along with the CAO, Councillor S. McLean and staff. A working group to discuss flood concerns will be established
- Met with Department of Transportation and Infrastructure Renewal representative on various topics including the aboiteau, Highway 101 Twinning and resident concerns.
- Residents have been engaged regarding internet and Develop Nova Scotia has announced an expansion of current projects for rural internet, still need to identify unserved areas.

- COVID is still a concern, residents are reminded to stay staff and abide by Public Health directives, they are also encouraged to shop and stay local.

11) Committees of Council Recommendations

a) Committee of the Whole Excerpts – November 10, 2020

i) Grants and Contribution Policy

MOVED by Deputy Morton and Councillor Francis that Council adopt the West Hants Regional Municipality Grants and Contributions Policy for implementation for the fiscal year 2021/2022.

Motion Carried.

ii) Hantsport Food Bank

MOVED by Deputy Morton and Councillor Sherman that Council support Hantsport Food Bank for the entire amount up to \$47,000 to make the Food Bank Operational by April 1, 2020 with funds to come from the Hantsport Infrastructure Capital Reserve.

Motion Carried.

iii) Hantsport Municipal Complex (Office) Surplus

MOVED by Deputy Morton and Councillor Ivey that the property formerly known as the Hantsport Town Hall, 20 and 22 Main Street, Hantsport NS (PIDS # 45043312 and 45043304), be deemed as surplus property and that the property be listed for sale at market value.

Motion Carried.

iv) Repeal of Police Advisory Board By-laws

MOVED by Deputy Mayor Morton and Councillor Murley that Council give First Reading and proceed to a Public Hearing for the Repeal of Police Advisory Board By-laws, REPEAL-002 as recommended in the report entitled Repeal of Police Advisory Board By-laws to the Committee of the Whole dated November 10, 2020.

Motion Carried.

b) Planning Advisory Committee

i) Criteria for Inclusion in Heritage Registry pkg - Recommendation Report

Director LeMay gave a presentation on the Criteria for Inclusion in the Municipal Heritage Registry.

MOVED by Councillor Murphy and Deputy Mayor Morton that Council approve the Criteria for Inclusion in the Municipal Registry of Heritage Properties in a

manner substantively the same shown in Attachment C to the report to WAAC entitled Criteria for Inclusion in the Municipal Registry of Heritage Properties dated November 5, 2020.

Motion Carried.

ii) Heritage Conservation Work Grant Policy– Recommendation Report

Director LeMay gave a presentation on the Heritage Conservation Work Grant Policy.

MOVED by Councillors Murley and M. McLean that Council approve the Municipal Heritage Property Conservation Work Grant Policy, in a manner substantively the same as that included as Attachment B to the report to WAAC entitled Heritage Conservation Work Grant Policy and dated November 5, 2020.

Motion Carried.

iii) Heritage Permits and Alterations to Heritage Properties - Recommendation Report

Director LeMay gave a presentation outlining the report and differentiating between substantial and non-substantial alterations.

MOVED by Councillor Ivey and Deputy Mayor Morton that Council approve the List of Alterations to Heritage Properties which are to be Considered Non-Substantial, included as Attachment D to the report to WAAC entitled Heritage Permits and Alterations to Registered Heritage Properties dated November 5 2020.

Motion Carried.

iv) Heritage Property By-law First Reading – Recommendation Report

Director LeMay gave a presentation outlining the proposed Heritage Property By-law.

MOVED by Councillor Murphy and Deputy Mayor Morton that Council hold a public hearing to consider replacing the existing Heritage Property By-laws for the former Town of Windsor and Municipality of West Hants with the Heritage Property By-law (RH-001) contained in Appendix C of the November 5, 2020 report to the Windsor Area Advisory Committee.

Motion Carried.

Discussion Points:

- It is difficult for a property to lose its heritage value other than if destroyed or damaged as neglect is not a reason for registration; however, if there was a change in a factor which determined the heritage value, such as its surroundings, then there is a potential for loss.

v) Intensive Livestock in Falmouth – Recommendation Report

Planner Shah reviewed the report through a short presentation. Also refer to the presentation by Mr. Oulton under Agenda #7(a).

MOVED by Councillor Ivey and Deputy Mayor Morton that Council not proceed with the application to have intensive livestock at 285 Town Rd.

Motion Carried.

Councillors S. McLean, Hartt and M. McLean voted nay.
(Discussion was held before voting.)

Discussion Points:

- The separation distance between Mountain View Drive and the existing livestock operation was not required in the Planning documents at the time of development.
- The existing livestock operation on Sandy Lane can continue but can not infringe on existing separation distances required. However, details of the application would be needed to confirm if application could be approved or not.

vi) Notices of Heritage Properties in the Land Registry Office – Recommendation Report

MOVED by Councillor Murphy and Deputy Mayor Morton that Council approve the replacement of the present Notice of Registration in the Land Registry Office with a Notice bearing the corrected time frames for each of the five (5) Windsor Municipally Registered Heritage Properties.

Motion Carried.

vii) Standards and Guidelines for the Conservation of Historic Places in Canada – Recommendation Report

Director LeMay reviewed the report through a presentation.

MOVED by Councillors Murley and Sherman that Council consider the Standards and Guidelines for the Conservation of Historic Places in Canada when reviewing applications for substantial exterior alterations to municipally registered heritage properties.

Motion Carried.

12) Councillor Municipal Business Reports

The following verbal Councillor reports were given:

- Deputy Morton attended the outdoors Remembrance Day Ceremony in Hantsport which was also broadcasted live.
- Councillor M. McLean attended the Remembrance Day Ceremony in Brooklyn, which was limited to 50 people.

- Councillor Francis commended staff for their response to various resident issues over the last few weeks.
- Mayor Zebian congratulated Troy Burgess, Traffic Authority, on the solutions for traffic, as well as the RCMP who have been enforcing speed limits.

Planner Shah left the meeting at 9:03 pm.

13) Correspondence

- a) **Avon River Aboiteau/Hwy 101 Twinning Correspondence Log**
- b) **Carol Bradley Correspondence (Nov. 16, 2020 – Municipal Complex Location**
- c) **Windsor Township (Nov. 18, 2020) – Municipal Complex Location**
- d) **Mun Affairs & Housing (Nov. 03, 2020) – Reallocation of Hantsport Post Transitional Funds**
- e) **GFL Newport & District Rink (Nov. 17, 2020)**

Councillor M. McLean read the thank-you letter from GFL Newport & District Rink which was added to the agenda.

14) New Business

- a) **Tender Award – 100’ Single Axle Quint Fire Apparatus, WFD – Recommendation Report**

Administrative Supervisor Thornton reviewed the report noting the fire truck replaces four trucks that were liquidated to right-size the Windsor Fire Department fleet.

MOVED by Councillors Murley and Murphy that Council the award Tender WHRMAD20-03 for a 100’ Single Axle Quint Fire Apparatus to Techno Feu Inc, 105 Route Marie-Victorin, Saint-Francois-du-Lac, Quebec, for the tender price of \$1,391,544.04 plus H.S.T. of \$208,731.61 for a total price of \$1,600,275.65.

And,

That Council approves a temporary borrowing resolution in the amount of \$1,451,241, for the 100’ Single Axle Quint Fire Apparatus for the Windsor Fire Department.

Motion Carried.

(Discussion was held before voting.)

Discussion Points:

- The Request for Proposals (RFP) for both fire apparatus were separate as requirements for the Quint was more specialized than for the Pumper Tanker; but proponents were aware they could be put together when responding to the RFP.
- Although costs were included in the capital budget, similar tenders should go to COTW for more consideration in the future.

- If not awarded now the apparatus will still need to be replaced in the future and may cost more.
- All funding will be through a Municipal Finance Corporation loan.
- The 1984 Snorkel truck being used now may not pass inspection next year.

b) Tender Award – Pumper Tanker Fire Apparatus, BFD – Recommendation Report

Administrative Supervisor Thornton reviewed the report. Chief Cochrane added that the longer vehicles go without replacement, there are other vehicles that need to be replaced. The pumper tanker is at least two years behind in the replacement schedule.

MOVED by Councillors Francis and Deputy Mayor Morton that Council award Tender WHRMAD20-02 for supply of one 2000 Imp Gallon Custom Pumper-Tanker fire apparatus to Carl Thibault INC. for the tender price of \$941,297.00 plus H.S.T. of \$141,194.55, for a total price of \$ 1,082,491.55.

And,

That Council approves a temporary borrowing resolution in the amount of \$981,679, for the 2000 Imp Gallon Custom Pumper-Tanker Fire Apparatus for the Brooklyn Fire Department.

Motion Carried.

(Discussion was held before voting.)

Discussion Points:

- Fire services assets have a separate evaluation but a look at how the overall fleet could be incorporated into the asset management system being used would be beneficial (if possible).
- The Fire Chiefs and Ms. Thornton was commended on the work and cooperation on their work to right-size the fleet as such work is very detailed.

Jamie Juteau, Jason Cochrane and Paul McCulley left the meeting at 9:35 pm.

c) CSAP (Conseil Scolaire acadien provincial) Election Update – Information Report

Clerk Brown reviewed the report.

d) Resident-member Appointments to Police Advisory Board and Accessibility Advisory Committee – Recommendation Report

Administrative Supervisor Thornton reviewed the report.

MOVED by Councillor Francis and Deputy Mayor Morton that Council approves the following resident members be appointed to the Accessibility Advisory Committee for the term April 01, 2020 to October 31, 2022: Michel Bourgeois, Roseanna Boyd, and Jordan Stephens. And that Mike Colter be appointed for

the term April 01, 2020 to October 31, 2023.

Motion Carried.

MOVED by Councillor Francis and Deputy Mayor Morton that Council approves the following resident member be appointed to the Police Advisory Board for the term April 01, 2020 to October 31, 2022, Belinda Bezanson.

Motion Carried.

e) Resident-member Appointment to Hantsport Area Advisory Committee – Recommendation Report

MOVED by Deputy Mayor Morton and Councillor Francis that Council approve the appointment of Jason Tucker to the Hantsport Area Advisory Committee (HAAC) for the term December 1, 2020 to October 31, 2022.

Motion Carried.

f) Forest Lakes – Winter Road Maintenance

CAO Phillips stated a request has been made for financial or maintenance assistance during the winter for the private roads in the Forest Lake Development as the owner of the development has been unresponsive leaving current occupants to maintain the private roads themselves. Cost for such maintenance could be up to \$32,000 for up to 7.2 Km of road. Currently there are 10 known active households but other lot owners are unknown as transactions have not been completed. The Municipality has attempted to contact the developers or others with interest in the development. The Municipality and the Province have no jurisdiction or responsibility for the roads. Residents are being encouraged to form a road association and utilize the Private Roads By-law.

Discussion Points:

- Should treat all private roads the same.
- The Forest Lakes development has potential for a large tax base.
- The development does not currently have a condominium association set up to collect fees.
- If the Municipality plows the road without an agreement, costs may not be recovered.
- Transportation and Infrastructure Renewal may have plowed the road starting in January 2020 due to safety concerns.

15) In-Camera – There was no in-camera

16) Next Meeting Date / Adjournment

The next regular meetings will be January 2021. Mayor Zebian wish everyone a Merry Christmas.

MOVED by Deputy Mayor Morton and Councillor Sherman that the meeting adjourn.

Motion Carried.

The meeting ended at 9:57 pm.

Abraham Zebian, Mayor

Rhonda Brown, Municipal Clerk