



**Minutes
Town of Westville
Regular Council Meeting
Council Chambers
March 28, 2022 – 6:00 pm**

1. Call To Order

Mayor White called the meeting to order at 5:59 pm.

2. Territorial and African Nova Scotian Acknowledgement

Along with the Territorial and African Nova Scotian Acknowledgement Mayor White also acknowledged that our Thoughts and prayers are with the Ukraine as we did at the flag raising at the Cenotaph today.

3. Roll Call

Mayor Lennie White, Deputy Mayor Clarrie MacKinnon, Councillor Meghan Bragg, Councillor Mitchell MacGregor, Councillor Bernie Murphy, Interim Chief Administrative Officer Sam Graham, Recording Secretary Kristen Reed, 1 member of Press and 3 members of the public.

4. Declaration of Conflict of Interest

None

5. Additions, Deletions and/or Approval of the Tentative Agenda

2022.03.28.499 Moved by Councillor MacGregor, **seconded by** Deputy Mayor MacKinnon to approve the agenda with the addition of an In camera session.

Motion Unanimously Carried

6. Approval of the Minutes

a. Regular Council Meeting February 28, 2022

2022.03.28.500 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor Murphy to approve the minutes for the Regular Council Meeting as circulated.

Motion Unanimously Carried

b. Committee of the Whole Meeting February 22, 2022

2022.03.28.501 Moved by Councillor Murphy, **seconded by** Councillor Bragg to approve the minutes for the Committee of the whole as circulated.

Motion Unanimously Carried

7. Business Arising from the Minutes

None

8. Presentation

D. Oliver Browning, PMP, FEC, P.Eng.

Mr. Browning thanked the Mayor and Council for their time. This report on Sidewalks and curbs is the second of three Infrastructure reports. The objectives of it is to assess current level of service and condition of the sidewalks and curbs, as well as the probability of failure and the prioritization for repairs.

The existing Infrastructure is 20km of concrete and asphalt sidewalks with a \$4,792,600 replacement value and 26km of concrete curbs and gutters with a \$5,073,731 replacement value.

Our service delivery goals are to comply with all legislative requirements, strive to provide capacity, quality, and reliability expected by Council and residents, and strive to ensure safety of services and infrastructure. It is also to consider sustainability and long-term benefits to future generations.

At present, the Town's municipal sidewalk network possesses limited accessibility in numerous areas for servicing the Town's pedestrian needs due to its current physical condition. The level of service is below current levels of service of most other towns throughout the province. Similarly, the Town's curb network also appears to be below current levels of service of most other towns throughout the province, but not to the same extent as the Town's sidewalk network.

Specific physical condition assessment criteria were used to evaluate the sidewalks and curbs and gutters. These were then used to rate the area on a scale of 1-5 with 1 being very good and 5 being very poor. Each level was assigned a colour reflective on the maps.

For the sidewalks, very poor areas include South Main, opposite to what we just repaired, Church St, Cowan, Union and Office Street. Concrete sidewalks are the better areas as they remain in good condition longer. For the Curbs and gutters Church St is the lower rating.

The sidewalks have a weighted average of 4.1 which is poor, and the curbs and gutters are 3 which is fair. The Consequence of Failure ratings were determined based on an assessment of risk associated with failure of sections of sidewalks and curbs within the Town. This is primarily economic with the cost to replace. Sidewalks and curbs on arterial roads would be catastrophic, on collector roads would be major and on local roads would be significant. This was similar to the roads.

The priority ranking of each section of sidewalk and curb within the Town was determined with use of a weighted scoring system based on physical condition assessment, road classification, and population density, where information was available. The weighted scores of each of these three factors are as follows Physical condition 20 points, road classification 10 points and population density 5 points. The total scores of each section of sidewalk and curb evaluated out of a total score of 35 points were then factored to a total score out of 25 points. This is consistent with the other asset evaluations. Rankings of 1-7 require no action, 8-10 are long term, 11- 14 are medium term, 15 – 19 are action will be required in the short term and 20 – 25 are high priority. The sidewalks which need immediate action are a cost of \$2,260,675 and action within 5 years are estimated at

\$1,259,763 and medium term cost of \$813,750. The curbs with immediate action required are \$388,856 and short term \$2,624,150. The medium term work is \$1,767,775.

The Conclusions are that the Town's municipal sidewalk network possesses limited accessibility in numerous areas within the Town for servicing the Town's pedestrian needs due to its current Physical condition. The Level of Service appears to be below the current levels of most other towns throughout the province. Similarly, the Town's curb network also appears to be below current levels of most other towns throughout the Province but not to the same extent as the Town's sidewalk network. The Physical condition weighted average of all sections of sidewalk overall within the Town's municipal sidewalk and curb network is 4.1 (Poor). The Physical condition weighted average of all sections of curbs and gutters overall within the Town's network is 3.0 (fair). The majority of the sidewalk sections within the Town's municipal sidewalk and curb network's Priority ranking based on the evaluation criteria and methodology for this study was found to be "Immediate" to "Short Term". The majority of the curb and gutter sections within the Town's municipal sidewalk and curb network's priority ranking based on the evaluation criteria and methodology for this study was found to be "Short Term" to "Medium Term".

The Recommendations are to continue to develop and implement Asset Management Best Practices to ensure that the Town's municipal sidewalk and curb networks are maintained adequately and that annual reserves for future maintenance/replacement are planned to be budgeted for at levels that are at least that of the opinion of possible costs presented herein so that the municipal Levels of Service are sustainable for its residence. Continue to investigate, and subsequently implement strategies for new revenue streams to assist with accelerating capital reserve replenishment. Continue to investigate funding programs at the provincial and federal levels to assist in the capital expense of required replacement work. As part of the sidewalk and curb replacement planning, and to promote fairness and transparency in the planning process, should budgets restrict the number of sections of sidewalk and curb to replace, refer to the "Sidewalk Replacement Priority Rating" and "Curb replacement priority rating" values within the 2021 Sidewalks & Curbs Prioritizations calculations found in Appendix F in conjunction with the risk/priority heat maps in Appendix G herein as part of the decision making- process. As part of the selection process for curb and gutter replacement, consideration should be given to the state of underlying infrastructure due to the ongoing inflow/infiltration issues experience with the existing sanitary sewer system as well as frequency of water service repairs experienced in recent years. Associated sections of sanitary sewer and storm sewer underlying sections of curb and gutter considered for replacement should be video inspected to confirm condition and, if any, storm water separation and/or repair that may be necessary so as to avoid having to prematurely remove and reinstate new asphalt surfaces. State of Infrastructure Reports completed on all other linear infrastructure should also be reviewed. Develop a two year sidewalk replacement plan for "Immediate" Priority Ranking sections of sidewalk within the Town. A cost-benefit analysis comparing replacement of existing asphalt surfaced sidewalk with concrete or asphalt surfaced sidewalk should be incorporated into the sidewalk replacement planning process. The existing section of gravel trail sidewalk along Spring Garden Road should be replaced with either asphalt or concrete surfaced sidewalk. Existing curb and gutter along the south side of each Church St and South Main St

should be replaced within 1 year. Existing curb and gutter along Cowan St, Drummond Rd, and Union St identified as “Short term” Priority ranking should be replaced in conjunction with asphaltic street resurfacing of each within five years. Existing curb and gutter located along streets within the Town identified as “Medium Term” Priority Ranking street resurfacing within the State of Infrastructure Report- Municipal Street Network (Feb 18, 2022) should be replaced in conjunction with asphaltic street resurfacing of each. The contents of this report are to be revisited and updated no less than every five years to incorporate sidewalk and curb replacements and adjust prioritizations.

9. Committee Reports

a. General Government

i. Mayor Lennie White –

The Mayor’s report was circulated. March was highlighted by our Special Election and selection of our new CAO. Bernie Murphy was sworn in as our new Councillor after winning the election held on March 12th. Condolences still to the family of the late Betty Jean Sutherland. Following a country wide search our new CAO Scot Weeres was selected. He has a lengthy list of experience and accomplishments at both the provincial and municipal levels in Ontario. He will begin his duties on May 1.

We are all horrified by the events taking place in Ukraine. Thanks to Deputy Mayor Clarrie MacKinnon for locating the Ukrainian flag we were able to have a flag raising ceremony at the Cenotaph to offer support for Ukraine and it’s people in their struggle with the Russian invasion. There was a good attendance.

ii. Councillors Reports –

1. Deputy Mayor Clarrie MacKinnon

Deputy Mayor MacKinnon circulated his report at the meeting. As well as attending numerous meetings and conversations with citizens He attended the Riverview Home Corporation monthly meeting as the Westville representative on the board. Still no response on the 23% raise to Nova Department of Health and Wellness CCAs (Continuing Care Assistants)being granted to CCAs working at entities like Riverview. Hope there will be some action soon. Attended the Ukrainian flag raising which was very touching. Welcome to Bernie being back on Council, and good job on the search for new CAO Scot Weeres.

2. Councillor Meghan Bragg

Councillor Bragg attended the Rules of Order training with Mayor White as well as the International Womens Event at Ignite which was a great networking event. The library has the same page program starting in April. It will unite all 8 boards and can use the same library card if in other areas.

3. Councillor Mitchell MacGregor

It has been a busy month. 144 haven't met yet but are scheduled for this week. There was a conflict so unable to attend the last MAP meeting. Have attended the Asset Management meeting, Committee of the Whole and Police Commission, NSFMM meeting, and the Recreation committee. Also attended the Sports Hall of Fame meeting. Their lease is up and they are actively seeking a home if anyone knows of a suitable location.

4. Councillor Bernie Murphy

Attended the Committee of the Whole meeting. It's an honour to be back on Council and Betty Jean continues to be missed. Councillor Murphy will be on the PCREN, and Social Committees as well as Glen Haven Manor Board. He acknowledged the work done by Sam Graham and is very excited to meet Scot.

Interim CAO Samuel Graham – as submitted. Thanks for the kind words. The Town has amazing staff in all departments.

b. Protective Services

i. Chief of Police Report

2022.03.28.502 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor MacGregor to approve the Chief of Police Report as presented.

Motion Unanimously Carried

ii. Fire Department Report

2022.03.28.503 Moved by Councillor Bragg, **seconded by** Deputy Mayor MacKinnon to accept the Fire Department Report as presented

Motion Unanimously Carried

iii. Animal Control Report

2022.03.28.504 Moved by Councillor Bragg, **seconded by** Deputy Mayor MacKinnon to approve the Animal Control Report as presented.

Motion Unanimously Carried

c. Recreation, Culture & Leisure Services

i. RCLS Coordinator Report

2022.03.28.505 Moved by Councillor MacGregor, **seconded by** Councillor Murphy to accept the Recreation, Culture & Leisure Services Report as presented.

Motion Unanimously Carried

d. Transportation & Environmental Health Services

i. Public Works Report

2022.03.28.506 Moved by Councillor Bragg, **seconded by** Councillor Murphy to accept the Public Works Report as presented.

Motion Unanimously Carried

Thanks to Allan for stepping into Sam's seat.

ii. Solid Waste Report

2022.03.28.507 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor MacGregor to accept the Solid Waste Report as circulated.

Motion Unanimously Carried

e. Environmental Development

i. Fire Inspection

2022.03.28.508 Moved by Councillor Murphy, **seconded by** Councillor Bragg to accept the Fire Inspection Report as circulated.

Motion Unanimously Carried

10. New/Unfinished Business

a. Council Appointments

2022.03.28.509 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor MacGregor to approve the updated committee list as submitted.

Motion Unanimously Carried

b. Tax Sale Tenders

2022.03.328.510 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor Murphy to award the tender of 2591 Picken Street Tax Sale to Scott Weaver for a total amount of \$9344.91.

Motion Unanimously Carried

c. PCREN

The other 5 units are staying and funding will remain the same. After a brief discussion it was unanimously agreed to stay in the PCREN.

11. Public Engagement

Geraldine Gresswell- Lyons Lane

Representative of Eastern Mainland Housing. Can't enforce issues such as fires and swimming pools because Westville doesn't have bylaws. They would like the Town to create Bylaws.

Councillor MacGregor directed her to the Swimming pool bylaw located on the Town website under Planning and Development.

Council will consider a fire bylaw in the future.

Florence Craig- Whitman Drive

Who do citizens bring complaints to? Her sewer backed up months ago and she is still not happy with the results.

Mayor White explained protocol depends on the nature of the issue. Each Department has a director that it can go to and Town office will direct complaint to CAO who will direct it to the proper department. Mayor White also has a weekly open door policy where things can be discussed. We work under the Municipal Act. Council has the CAO that reports to them and all other employees report to the CAO.

Other Concern is at Whitman and Cowan. Coming off Whitman it's hard to see traffic coming along Cowan St. Mayor White acknowledged the stop sign was moved closer to the corner to help the issue.

2022.03.28.509 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor Murphy to move into in camera session at 7:14.

Motion Unanimously Carried

12. Next Meetings

a. Committee of the Whole Meeting

Westville Council Chambers
April 19, 2022 – 6:30 pm

a. Board of Police Commissioners

Westville Council Chambers
April 19, 2022 – 6:00 pm.

b. Regular Council Meeting

Westville Council Chambers
April 25, 2022 – 6:00 pm

13. Adjournment

Meeting was adjourned.

Mayor: _____ Chief Administrative Officer: _____

Date Approved: _____