



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS**  
**Committee of the Whole**  
**June 23, 2015 7:00p.m.**  
**Sanford Council Chambers**

Present:	G. Cochrane	Chair
	R. Dauphinee	Warden
	S. Pineo	Councillor
	R. Matheson	Councillor
	T. Brown	Councillor
	J. Daniels	Councillor
	V. Swinamer	Councillor
	R. Allen	Councillor
	C. Osborne	CAO
	M. Laycock	Director of Finance
	K. Dempsey	Director of Planning
	R. Sherrard	Director of Public Works
	R. Brown	Municipal Clerk
	C. McClare	Waste Reduction Co-ordinator
	J. Woodman	Administrative Assistant

Regrets: K. Kehoe

Guests: K. Symonds                      Region 6 Waste Management

There were 6 members of the public in attendance.

1. Call to Order
2. Announcements

Chair Cochrane reviewed the fire regulation procedures for the Council Chambers.

3. Approval of Agenda, including additions or deletions

CAO Osborne indicated that she would like to add a verbal update on Kings Transit, under the CAO report.

**MOVED and SECONDED that the agenda be approved as circulated.**

**Motion Carried.**

4. Approval of Minutes

**MOVED and SECONDED that the minutes of May 26, 2015 be approved as circulated, noting any errors or omissions.**

**Motion Carried.**

5. Presentation (s)

K. Symonds and Christine McClare gave a PowerPoint presentation. R. Sherrard, Director of Public Works reported that this presentation is a follow up from discussions at the May Committee of the Whole meeting regarding litter and the state of affairs along the roads and streets.

Councillor Pineo felt that by educating the children in the schools on these matters it helps educate the adults. She suggested higher fines from the province may deter people from littering.

CAO Osborne indicated that she is working with the Active Living Coordinator to profile the people who are littering and look at other communities to see what is working. She suggested that they might be able to work with Region 6 education programs to enhance what they have been doing and improve on it.

6. Hearing (s) – Dangerous & Unsightly – None

There were no hearings.

7. Business Arising from the Minutes

There was no business arising from the Minutes.

8. Reports of the CAO

Tender – 2 Trucks – By-law Enforcement, Building Inspection

CAO Osborne reported an RFP was put out for two vehicles that were approved in the budget.

Karen Dempsey, Director of Planning reported this is for the supply of one new ½ Ton 4X4 Crew Cab Truck for By-Law Enforcement and one new AWD, SUV for Building Inspection.

**MOVED and SECONDED that the correspondence regarding the Award of Tender for the supply of one new ½ Ton 4X4 Crew Cab Truck for By-Law Enforcement and one new AWD, SUV for Building Inspection be received.**

**Motion Carried.**

**MOVED and SECONDED that a recommendation be made to Council to award the RFP to the lowest bidder and accept the proposal from Valley Ford Ltd; in the total amount of \$61,857 including net HST.**

**Motion Carried.**

Verbal update on Transition Dissolution Process

CAO Osborne provided a verbal update on where staff is in this process, and reminded Council that July 1<sup>st</sup> is fast approaching. She indicated that staff have been meeting frequently with Hantsport staff and are focusing on what has to be done as of July 1<sup>st</sup>. She confirmed that West Hants will be taking over the payroll of the Hantsport staff. She noted staff is focusing on items such as re-registering vehicles; ensuring assets are accounted for and insured. She confirmed that senior staff will meet tomorrow to review a preliminary organizational chart; which will be circulated to Council. She reported in early July an RFP will be out for an organizational review for job descriptions and benefit plans and recommendations will be sent to Council on any necessary actions required.

She explained that Hantsport employees were notified that they will continue to have employment with West Hants if they choose based on what they currently have but that it is under review until the two units are merged. She felt that staff was comfortable saying July 1<sup>st</sup> should be a smooth transition.

She reported that Hantsport recently passed a three month budget which was required in the order and have a recommendation on a twelve month budget which she and the Director of Finance hoped to bring to Council on July 14<sup>th</sup> for consideration and approval. She added the budget they proposed is a net zero budget and indicated that a special meeting will be held on July 2<sup>nd</sup> to swear in Mayor Zwicker as representative of Hantsport on this Council.

Warden Dauphinee reminded that there is a Pancake Breakfast on July 1 in Hantsport and they are looking for volunteers and encouraged all councillors to attend.

Councillor Matheson asked the Director of Finance if the books for both units will be combined as of July 1<sup>st</sup>. Martin Laycock, Director of Finance confirmed the operating budget will be combined however there will be an internal name called Hantsport Department in order to isolate costs for Hantsport. Councillor Pineo asked whether Hantsport citizens will receive one tax bill next year. Martin Laycock, Director of Finance suggested this is an ongoing discussion for consideration. CAO Osborne agreed that senior staff needs more discussion to determine whether to have two tax bills or one, but suggested they need to get all the information prior and access the tax roll before making a final decision. She cautioned that staff is trying not to rush any decisions to ensure that they are doing what is best.

There was a brief discussion on providing electronic mail services to distribute bills. Martin Laycock, Director of Finance noted there is a concern with the MGA that emailed statements may not be permitted because of privacy concerns. He suggested that he hoped to have the opportunity to discuss with Council in the future the possibility of moving to an e-post solution. He cautioned that there would be an upfront initial cost if Council chose to move in this direction. He suggested if the Municipality were to offer an electronic option, e-post is considered official mail and noted this is being investigated and is definitely a consideration.

Councillor Swinamer asked when committee appointments will be complete. CAO Osborne report that staff is working to provide this information at the July 14<sup>th</sup> Council meeting.

#### Changes in afterhours By-law Response

CAO Osborne reported recently staff and herself reviewed the current by-law after hour responses in other units. She cautioned that the Municipality have had By-law Enforcement officers out in the dark chasing dogs and she expressed there may be safety issues relating to this as well it costs the Municipality additional funds. She indicated that they have instituted a practice that if the dog is not under effective control the officer is not picking it up. She noted by reviewing other units' practices they have determined that none of them respond afterhours unless they have been asked by the police to accompany them to attend a complaint.

Councillor Daniels asked about illegal burning cases afterhours. CAO Osborne responded that technically these issues should be dealt with by the Department of Environment. She suggested that residents should be advised if there is burning occurring the fire department should be contacted as they have the authority to instruct people to extinguish a fire, the Municipality does not. She explained the By-Law Enforcement officer only has the authority to issue an SOT if they find illegal materials are being burnt. Councillor Daniels expressed concern that if it is an illegal burning cases the evidence may be gone in the morning when the By-Law officer responded. CAO Osborne cautioned about asking employees to respond to a situation alone that may not be safe for them to respond to a case that is not their

responsibility. She suggested that she would work with the By-law Enforcement Officer on educating the public to explain the changes before implemented.

Correspondence from Town of Windsor

**MOVED and SECONDED that the correspondence from Town of Windsor and the Information Report from West Hants CAO be received and placed on file.**

**Motion Carried.**

CAO Osborne reported that she only provided background information not recommendations for consideration at this time. She noted from her perspective she found the correspondence confusing as to what Council is being asked to consider. Warden Dauphinee indicated that he had a meeting with the Mayor and MLA Chuck Porter this morning where he explained his experience with dissolution. Councillor Pineo cautioned that Council has gone on record that they are not in favor of discussing amalgamation or annexation. Councillor Matheson agreed that Council should respond that this has already been discussed and is on record opposing it.

**MOVED and SECONDED that a recommendation be made to direct the CAO to write a letter to the Town of Windsor stating that the Municipality is not in support of amalgamation, annexation or regionalization. To be copied to Honourable Mark Furey, Deputy Minister Dan McDougall, and MLA Chuck Porter.**

**Motion Carried.**

E-Voting Opportunity – 2016 Election

CAO Osborne advised there is a deadline to consider for participating in an e-voting opportunity through the UNSM and Halifax Regional Municipality who have sent out an RFP to seek e-voting solutions for the 2016 elections. Rhonda Brown, Municipal Clerk explained in order to proceed with e-voting Council would need to first pass a by-law where there would be a public hearing component. It was agreed no action would be taken.

Kings Transit

CAO Osborne noted since the Town of Windsor notified they would be withdrawing service there have been meetings with Stephen Foster, Kings Transit, and CAO's from Hantsport, Kings County and Windsor. They have been investigating a way to provide some bus service at a reasonable cost for all parties. She added at this point there is an option they are proposing, a modified bus route, however if it is not supported by Kings or the Town of Windsor then West Hants will have a bus service that it is paying 100% for. She noted they have investigated a smaller heavy duty vehicle for transit use, but it would need to be

purchased. She stated that they are looking at what type of grant funding the Municipality could provide to have on demand service. Councillor Pineo stated that she would like to see this service offered to those who really needed it. CAO Osborne cautioned there is another deadline as an application must be made to the URAB in early July.

### **Director of Finance Report**

a) Actual Budget Variance Report

**MOVED and SECONDED that the Actual Budget Variance Report be received and placed on file.**

### **Motion Carried.**

Martin Laycock, Director of Finance reported the Valley Regional Housing Authority had a significant increase over what was budgeted. He confirmed he did speak with the Director of the Western Regional Housing Authority as to why the Municipality was not informed and the response was that they submit a number of projects at the beginning of the year, some are approved and most are not and of those approved some may or may not fall within the West Hants area. He added within the 2014/2015 year projects did fall into our area and the Municipality pays between 10.4 & 12.5% of the work which ended up being \$127,000. The Municipality was responsible for paying \$13,200 with additional costs for snow removal, maintenance and utilities. He has been informed that next year the Municipality can expect an additional \$10/13,000 over and above operation costs and will need to budget approximately \$60,000.

### 9. Reports of Other Committees

There were no reports from other committees.

### 10. Correspondence

There was no correspondence.

### 11. Miscellaneous/New Business

There was no miscellaneous or new business.

### 12. In Camera Session

There were no in camera sessions.

13. Date of Next Meeting – July, 2015

14. Adjournment

**MOVED and SECONDED that the meeting adjourn.**

**Motion Carried.**

The meeting adjourned at 9:30 p.m.

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Gary Cochrane, Chair

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Rhonda Brown, Municipal Clerk