



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS**  
**Committee of the Whole Minutes**  
**November 22, 2016, 6:00 p.m.**  
**Sanford Council Chambers**

Present:	P. Morton	Chair
	A. Zebian	Warden
	T. Leopold	Councillor
	D. Keith	Councillor
	K. Monroe	Councillor
	J. Daniels	Councillor
	R. Zwicker	Councillor
	R. Jannasch	Councillor
	R. Hussey	Councillor
	D. Francis	Councillor
	C. Osborne	CAO
	M. Laycock	Director of Finance
	R. Sherrard	Municipal Engineer
	K. Dempsey	Director of Planning
	R. Brown	Municipal Clerk
	J. Woodman	Administrative Assistant
Guests:	J. Heseltine	Stantec Consulting Limited

There were 22 members of the public in attendance.

1. Call to Order

Chair Morton called the meeting to order at 6:00 pm.

2. Announcements

Chair Morton gave the standard fire evacuation announcement.

Councillor Daniels announced that the Southwest Hants Fire Society will be hosting their annual Christmas community event on November 26, 2016 at 5:00 p.m. and encouraged everyone to attend.

Councillor Leopold announced that Forrest Lakes Development are having an open house on November 27<sup>th</sup> from 2:00 -4:00 p.m. and a tree lighting ceremony from 5:00-6:00 p.m. and will be collecting donations for Feed Nova Scotia.

3. Approval of Agenda, including additions or deletions

**MOVED and SECONDED the agenda be approved with the following addition12 (c) Fire Services – Level of Service  
Motion Carried.**

4. Approval of Minutes –September 27,2016

**MOVED and SECONDED that the minutes of September 27, 2016 Committee of the Whole be approved as circulated, noting any errors or omissions.**

**Motion Carried.**

5. Presentation (s)  
Garlands Crossing Engineering Review & Concept Plan

The Municipal Engineer reported that Stantec Consulting Limited was hired to do an engineering review and a concept plan for the Garland's Crossing lands. He explained that Council had requested that consideration be given to locating a fire station on the land. He indicated that numerous factors had to be considered, including the suitability of the land, and ensuring the building would be in the most appropriate place to still have highest and best use of the remaining lands.

John Heseltine of Stantec Consulting Limited gave a PowerPoint presentation. He explained the land is on Highway 14, in Garlands Crossing near Exit 5 of the Highway 101 and consists of three municipally owned properties. He noted the general configuration of the property is a small hill approximately 10 meters. He stated the land is cleared, grass covered pasture with a former apple orchard on the ridge. He advised the project objective was to determine the best location on the property for a fire station in terms of site and building specifications. He clarified in the RFP they were asked to explore the potential to include other institutional uses on the property.

Mr. Heseltine reported the analysis looked at planning, environmental, geotechnical, and civil engineering and reviewed these findings. He advised the concept plan is to have the fire station on Highway 14 frontage, with the access to permit an extension of a public road.

Councillor Keith voiced his concern over the potential sink hole and asked how the test pits were dug and the depth. J. Heseltine informed they were dug with an excavator and were about 16 feet deep.

Councillor Leopold asked what would be on the other lots in the concept plan and if there is any potential to have an exit to Highway 1. J. Heseltine responded the assumption for the concept plan was the lots would be sold for other institutional uses or used for other Municipal purposes. The reason the roadway was done as a loop is there is no obvious other way to leave the property as the land is developed around the site.

Councillor Hussey questioned about cost of the Highway 14 water main upgrades as referenced in the report. The Municipal Engineer clarified the comment made about upgrading from a 6 inch to an 8-inch pipe is only necessary for full build out of that property; the need for the upgrade and cost would be determined by what buildings went on the property and the water requirements.

Councillor Hussey asked if bedrock was hit in any test pit. J. Heseltine confirmed to his understanding is they did not. Councillor Hussey advised the second retaining pond is extremely close to homes and questioned how would you stop these from flooding during excessive rain. The Municipal Engineer cautioned that this was just a general concept, adding there is a 48 or 52-inch culvert under the lands next to the houses where the pond currently is and it carries water through the basement of one of them.

Councillor Daniels asked about the cavity in question and whether there are other technologies that can be used to determine if there is karst topography material. J. Heseltine suggested that he was not certain what would be available as that was not within his expertise. The Municipal Engineer suggested if Council wishes to proceed with building a fire station a test hole would be drilled on the actual location. Councillor Daniels asked if there was an opportunity for mixed use of the property as opposed to just institutional. The Municipal Engineer indicated that staff have debated the idea of the concept plan and suggested it would have been difficult to prepare a concept plan unless using underlying perimeters to do it.

Councillor Jannasch asked whether there was any consideration given to forms of active transportation such as walking or bicycle trails. J. Heseltine responded that it was not specifically considered on the site, however offered the right of way behind the property has that potential.

CAO Osborne stated that in 2011 the CAO was asked to prepare a plan to do something with this land, however explained it has been on the table for several years. She indicated that staff knows this is not the highest and best use of the land and suggested that Council keep it in mind should they move towards a strategic plan, as the parcel of land may play into those discussions. She noted this just gave basic information in which to start to plan and move forward.

**MOVED and SECONDED that the report and presentation regarding Garlands Crossing Engineering Review & Concept Plan be received and placed on file.**

**Motion Carried.**

6. Hearing (s) – Dangerous & Unsightly
7. Business Arising from Minutes  
There was no business arising from the minutes.
8. Report of CAO
  - a. Joint Council Meetings

CAO Osborne reported the Town of Windsor, since the initial writing of the report, has made a motion that Joint Council meetings between the Town of Windsor and the Municipality be re-established and if agreeable that both CAO's draft a Terms of Reference.

**MOVED and SECONDED that the information report and correspondence from the Town of Windsor dated November 16, 2016 be received and placed on file.**

**Motion Carried.**

**MOVED and SECONDED that a recommendation be made to Council, that Joint Council meetings between the Town of Windsor and the Municipality of the District of West Hants be re-established, and that both CAO's draft the Terms of Reference.**

Councillor Jannasch asked how often and when the Joint Council meetings took place in the past. CAO Osborne confirmed typically the meetings were held every second month during the evening and alternated between the two units with the agendas prepared jointly by the CAO's.

**Motion Carried.**

b. Warden Salary Review

CAO Osborne indicated that staff have prepared a report, and did research where the Warden's salary compares to similar comparable municipalities and found only West Hants and the Municipality of the County of Pictou have salary differentials between warden and councillors of more than double. She advised there is no set process for the determination of deputy or warden salary but from the time they were reviewed, adding that a CPI component was attached at one point and thus the salaries have kept up comparatively on the same ratio as to other municipalities.

Councillor Monroe stated the differential between councillors and the Deputy Warden salary is 28% she suggested that the Warden salary should be an additional 28% above the Deputy Warden's or 157% of councillors salary.

Councillor Hussey asked if there is a scheduled review of salaries in the future. CAO Osborne responded that past practice has not been to assign a regular review period. She added as staff go through the various policies there is a three-year scheduled review requirement, adding the councillor salaries have not been reviewed since 2012. She explained there are other items included in the councillor remuneration policy such as councillors get 1/3 as a tax-free benefit, and there is payment for additional attendance for chairing meetings.

Warden Zebian asked how salaries are set and what they are based on. CAO Osborne indicated she couldn't speak how councillors salaries were set however that staff salaries are set by looking at comparable job descriptions across a broad job market and matching them as close as possible based on different criteria and from that determine where the salaries are and establish ranges and adopt a strategy. She noted that other units have requested independent boards set the council salaries looking at the work done by size and population. She cautioned if done outside there would be a fee.

**MOVED and SECONDED that the report regarding the Warden Salary Review be received and placed on file.**

**Motion Carried.**

**MOVED and SECONDED that a recommendation be made to Council that staff be directed to prepare a report and recommendations on councillor remuneration for the next fiscal year.**

**Motion Carried.**

c. Public Participation at Meetings of Council

CAO Osborne advised she did include the original report which went to Council in December 2014 with this current report. The original report resulted from the work of a subcommittee which had recommended that public participation be included in the Committee of the Whole, however due to procedural error it never was put on the floor for a vote.

Councillor Monroe suggested that it would be valuable to hear the public's input before a motion is voted on as opposed to at the end of the meeting when the decision has already been made. CAO Osborne offered if the Committee of the Whole puts a recommendation to Council it doesn't negate the opportunity for people to speak at the end of the COTW meeting as there is still an opportunity at the Council meeting to change the recommendation. She suggested there is some concern raised if public input is not kept to a 20-minute window that sometimes council business doesn't get completed so it was recommended that the input be held at the end of the Committee of the Whole meeting as it still gave the opportunity to consider all the input from the public before a vote at the council meeting in two weeks' time.

**MOVED and SECONDED that the report on Public Participation at meetings of Council be received and placed on file.**

**Motion Carried.**

**MOVED and SECONDED that a recommendation be made to Council that during regularly scheduled Committee of the Whole Meetings, an opportunity for public input will be provided up to a maximum of 5 minutes to address Council, within the 20 minute time period. The purpose of the input will be for Council to receive comments regarding agenda items under discussion at the COTW meeting or to request items be placed on the COTW agenda for future consideration, and to amend Council Policy (2015) by adding Public Participation under section 4.6 as items "I" and adjusting the remaining sections.**

**Furthermore,**

**Members of the public are encouraged to avail themselves of the opportunity to make formal presentations to Council, following the prescribed process, at either COTW and/or Council, for the purpose of providing relevant information to Council on items of interest to the municipality and to participate (sic) at any duly called public hearing or meeting.**

**Motion Carried.**

d. North Canoe Lake Cottage Owners Association – Fee Collection

The Director of Finance reported this request is asking the Municipality to collect the Association fees on behalf of North Canoe Lake Cottage Owners Association, which would be done through the Private Roads By-law. He has received the following from the Association: a signed petition, budget, approved resolution by the Association authorizing the Municipality to collect fees, proof of Registry of Joint Stocks, a copy of the Association By-Laws, and a map of the Charge Area.

**MOVED and SECONDED that the report regarding the North Canoe Lake Cottage Owners Association – Fee Collection be received and placed on file.**

**Motion Carried.**

**MOVED and SECONDED that a recommendation be made to Council to enter an agreement with the North Canoe Lake Cottage Owners Association for the levying and collection of fees for the purpose of private roads maintenance beginning in the 2017-18 fiscal year.**

**Motion Carried.**

e. Director of Finance – Financials

The Director of Finance advised this report is to give Council an understanding of where the Municipality is within the approved operating budget and the projections. He noted it is a summary document of the statement of operations for the operating fund. He clarified the Municipality has 15 funds with the majority of transactions going through the operating fund. He indicated there are 2500 accounts staff need to monitor. He encouraged councillors if they have questions to send them to him before the meeting so he can have an answer prepared.

Councillor Monroe asked if the cost of water tokens was put back to the original rate as decided upon by the previous council. Staff confirmed it had been done noting the increase in water sales was strictly use and that the revenue was under budgeted.

Councillor Hussey asked for clarification on what expenditures for other legislative is. The Director of Finance responded this is for Hantsport transition related to salaries and the Municipal Engineer salary. The expenditures will be offset by the revenue account found in Other Funds General which will increase at year end when transferred from the transition reserve.

Councillor Leopold asked for clarification on costs for protective services. The Director of Finance advised that the Department of Justice provided him with a cost for the RCMP services for the year which was incorrect. He clarified the Municipality previously had budgeted for an extra officer; however, the member did not commence until the fiscal year end. He explained when the Department of Justice provided him with the figure they failed to include this officer, which should have been charged during the last fiscal year. CAO Osborne added over the past three-year budget cycles it has included an increase by an officer per year.

CAO Osborne advised during last year's budget process staff suggested to the Staff Sergeant that Council would not support additional officers. She confirmed the Staff Sergeant indicated that there would not be any additional requests come in. She suggested that the Municipality has been gradually building back the police complement to the level that it was prior to the split off from the East Hants unit which was stationed in West Hants, and were providing services in West Hants being paid for by East Hants, adding that four officers were lost in this process. CAO Osborne confirmed that 60% of the time the rural detachment is supporting the Town of Windsor RCMP four officers who aren't working in the Town due to scheduling.

Councillor Hussey inquired if the two detachments could be merged. CAO Osborne confirmed that the Municipality participates in a provincial policing model and pays a fixed amount per officer and are provided with full policing including all the incidentals. She indicated the Town has a direct contract and pays so much per officer and has the ability to control overtime as they pay for every dollar after a certain point but pay extra

for incidentals. She suggested to merge, either the Town or Municipality would have to agree to change their funding model.

Councillor Monroe asked for clarification on the street lights variance. The Director of Finance signified it was the area rate for the street lights.

Councillor Monroe asked the amount of the capital reserve transfer. The Director of Finance confirmed there is \$3.6 million in gas tax reserves and that the Municipality had started putting money away for reserves on capital assets based on depreciation. He clarified there is now a reserve policy, and it was suggested that the full schedule of reserves as of April 1<sup>st</sup>, would be circulated to Council for review.

**MOVED and SECONDED that the report of the Director of Finance be received and placed on file.**

**Motion Carried.**

9. Reports – Other Committees

a. Fire Restructuring Committee

CAO Osborne indicated that staff would contact the councillors and the fire chiefs appointed to the committee to arrange a meeting and a chair would be elected.

CAO Osborne reported the last instructions given to staff was confirmation that a substation would be built on the land in Garlands Crossing as lined out in the conceptual plan. She indicated staff was given instruction by the Committee to prepare an RFP for a Design Build Component, adding they have an estimate what it has cost other fire departments. She confirmed that she has reviewed the first draft of the design build and barring any changes could be issued next week.

**MOVED and SECONDED that a recommendation be made to Council to direct staff to forward the new Tonge Hill substation to a Design and Build RFP.**

**Motion Carried.**

10. Correspondence

a. November 8, 2016 – JA Enlightening Newsletter

**MOVED and SECONDED that the correspondence dated November 8, 2016 – JA Enlightening Newsletter be received and placed on file.**

**Motion Carried.**

b. November 7, 2016 – Backgrounder on Nova Scotia Works

**MOVED and SECONDED that the correspondence dated November 7, 2016 – Backgrounder on Nova Scotia Works be received and placed on file.**

**Motion Carried.**

c. November 4, 2016 – Annapolis Valley Regional Library

**MOVED and SECONDED that the correspondence dated November 3, 2016 – Annapolis Valley Regional Library be received and placed on file.**

**Motion Carried.**

d. September 2016- Hants County Exhibition

**MOVED and SECONDED that the correspondence dated September 2016- Hants County Exhibition be received and placed on file.**

**Motion Carried.**

11. Miscellaneous/New Business
  - a. Strategic Plan

**MOVED and SECONDED that the preamble regarding Strategic Plan from Councillor Jennifer Daniels be received and placed on file.**

**Motion Carried.**

**MOVED and SECONDED that a recommendation be made to Council to strike a strategic planning sub-committee of 3 members of Council and the CAO to plan and prepare for a strategic planning workshop for Council which would occur in January; and for this sub-committee to develop a community engagement component to provide Council with additional information prior to finalizing a strategic plan for the Municipality of West Hants.**

Councillor Leopold suggested should felt it would be beneficial for all Council to be involved on a strategic planning committee. Councillor Daniels offered she felt the intent was to start with a subcommittee and then expand for all councillors consideration and discussion or to add to the plan.

The CAO advised that the motion was to strike a sub-committee to plan for the strategic workshop and that all of Council would be encouraged to participate in the actual strategic planning process. Senior staff would also be in attendance as a resource.

**Motion Carried.**

- b. Explore Opportunities moving to mayoral system

Warden Zebian advised during his campaign he heard many constituents say that the warden system doesn't represent what they want. He suggested as a council this should be researched and discussed further for West Hants. Councillor Leopold echoed the Warden's comments and felt it would facilitate the process with a mayoral position as it would be clear from the beginning of the election process that a candidate running for Mayor needed full West Hants support, not just a single district. Councillor Keith agreed and felt it would be beneficial for West Hants to move into a mayoral system.

**MOVED and SECONDED that a recommendation be made to Council to direct staff to do a report to explore the opportunities of the Municipality moving to a mayoral system from the current warden system.**

**Motion Carried.**

Councillor Daniels agreed the public should have a say however cautioned that local government is the opportunity for everyone to be able to participate no matter what their economic scale is and expressed concern for those who would be willing and wanting to participate but financially couldn't. She did agree the warden system has its faults and no process.

- c. Level of Fire Service for West Hants

Councillor Daniels felt it would be prudent if Council gave the CAO and staff direction to research and bring back to Council on what level of fire service that the Municipality is expecting.

**MOVED and SECONDED that a recommendation be made to Council to instruct the CAO to explore the options of creating a regional fire service which identifies appropriate levels and standards and working cooperatively with our fire service providers.**

**Motion Carried.**

12. Date of Next Meeting

The next meeting is scheduled for January 24, 2017 at 6:00 p.m.

12. Adjournment

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

**Motion Carried.**

Meeting adjourned at 7:46 p.m.

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Paul Morton, Chair

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Rhonda Brown, Municipal Clerk