



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Committee of the Whole Minutes
June 28, 2016, 6:00 p.m.
Sanford Council Chambers

Present:	G. Cochrane	Chair
	R. Dauphinee	Warden
	S. Pineo	Councillor
	R. Matheson	Councillor
	T. Brown	Councillor
	J. Daniels	Councillor
	R. Allen	Councillor
	R. Zwicker	Councillor
	P. Morton	Councillor
	G. Miller	Councillor
	C. Osborne	CAO
	M. Laycock	Director of Finance
	K. Dempsey	Director of Planning
	R. Sherrard	Director of Public Works
	R. Brown	Municipal Clerk
	J. Woodman	Administrative Assistant

There were 6 members of the public in attendance.

1. Call to Order

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

2. Announcements

Chair Cochrane reviewed the fire evacuation procedures.

3. Approval of Agenda, including additions or deletions

Motion Carried.

4. Approval of Minutes – May 24 & June 21, 2016

MOVED and SECONDED that the minutes of May 24 & June 21, 2016 Special Committee of the Whole be approved as circulated, noting any errors or omissions.

Motion Carried.

5. Presentation (s)
6. Hearing (s) – Dangerous & Unsightly – None
7. Business Arising from Minutes – None
8. Report of CAO
 - a. Home Computer Purchase Plan Policy

MOVED and SECONDED that the report regarding Home Computer Plan Policy be received and placed on file.

Motion Carried.

The Director of Finance reported that staff was directed to review and update the policy, and noted there were a few changes being recommended. He confirmed the first change would be to limit the participation program to an employee once every three years with a maximum loan of \$1,000 to reduce the risk to the Municipality. He indicated that it would specifically identify desktops, laptops and tablets as being eligible, noting interest would be 6%.

He suggested there is an alternative in a Canada Bonds Savings program which staff could investigate.

Warden Dauphinee gave notice to rescind the 2003 Home Computer Purchase Plan Policy.

MOVED and SECONDED that a recommendation be made to Council that staff be directed to investigate a Canada Savings Bond program as an alternative to the Home Computer Purchase Plan Policy to provide employees the opportunity to save funds which could be used to offset the purchase of similar equipment outside the Policy.

Motion Carried.

- b. Postal Strike – Information Report

MOVED and SECONDED that the report regarding the Postal Strike be received and placed on file.

Motion Carried.

The Director of Finance reported that staff has some concerns about the impending postal strike. He noted in an effort to attempt to mitigate the postal strike a communications strategy would be required. He indicated there are free public service announcements that can be utilized through the local radio stations. He suggested it might be prudent to look at

advertisements within the local newspapers for water & tax bills. CAO Osborne stated the other significant issue would be with the election process. The Municipal Clerk indicated the only item currently that needs to go in the mail are the voter cards and suggested that the election workers may need to hand deliver them in the communities the last week of September should a withdrawal of service occur and extend into the election period.

Councillor Daniels asked if the Municipality could seek compensation or investigate a way to help alleviate some of the burden especially for the election aspect. CAO Osborne responded that she was not aware of any particular opportunity to recoup from the federal government but suggested staff could make inquiries on the issue should the issue arise.

Councillor Pineo asked when residents will be able to receive their tax bills through e-mail. The Director of Finance advised that the Municipality decided not to participate in this as it would require an upgrade of the financial system. He added there is potential with the Diamond Software to offer electronic delivery; however, there are privacy issues that need to be discussed before consideration is given to this approach. He clarified that he didn't see it happening in the immediate future.

The Director of Finance noted that residents have to be reminded that even though they may not receive their bills they are still responsible for paying them on time.

c. Special Events By-law

MOVED and SECONDED that the Special Events By-law report be received and placed on file.

Motion Carried.

CAO Osborne reported that this is being driven by the REMO Coordinator who is shared jointly with the Town of Windsor. She noted that he has a role in the Special Events By-law that is currently in place in the Town. She noted the issue for the Municipality is many of the events that start in the Town often end in West Hants and there is no by-law in place in West Hants, only an Administrative Policy. This creates potential risk if the promotor does not meet the requirements that have been identified for public safety as there is no recourse. She stated that Council has legislative authority under the MGA and staff is recommending Committee of the Whole refer this report and the Special Events By-law to Council for first reading and consideration. She confirmed there are a number of municipalities in Nova Scotia that have this by-law for control and protection where there is a crowd of over 500 participants.

MOVED and SECONDED that a recommendation be made to Council that the Special Events By-law be sent for First Reading.

Motion Carried.

d. Replacement of Heavy Duty Single Axle Salt/Plow Truck Chassis – Hantsport

MOVED and SECONDED that the report regarding Replacement of Heavy Duty Single Axle Salt/Plow Truck Chassis – Hantsport be received and placed on file.

Motion Carried.

The Director of Public Works reported this specific item originated through the Public Works capital budget and asset replacement planning process and was approved during budget deliberations. He noted it was scheduled to be replaced two years ago; however the money was not available so it was temporarily patched.

MOVED and SECONDED that a recommendation be made to Council that the Request for Proposal PW16-47 be awarded to Silvers Garage Ltd. and staff be authorized to negotiate the purchase of a Heavy Duty Single Axle 5-ton truck Chassis to an amount not to exceed \$114,180 plus HST.

Motion Carried.

e. Newport Station School

MOVED and SECONDED that the report regarding Newport Station School be received and placed on file.

Motion Carried.

CAO Osborne reported that this was a property received from the School Board last July and staff has been investigating what should be done with the property and the recommendation is to dispose of it in a particular way as per Disposal of Surplus Real Property Policy adopted last year. She noted the process under the policy requires that property be reviewed internally to determine whether or not it is surplus to the Municipality from an operational perspective. She noted it has gone through the process and staff has determined that the trail section attached to the school was an asset that the Parks & Recreation Director wished to retain and is referenced in the Active Trails and Parks and Open Spaces Plan. She confirmed as a result staff needs to determine how to retain the portion wanted but not have liability on the asset there is no need for.

The Director of Planning confirmed the property is currently zoned as R4 which is rural residential and currently permits existing churches, community centers, fire halls, post offices as well as single and two unit dwellings. She suggested that Council declare it as surplus and sell it as it would then be up to the potential purchaser to propose how it could be used. She noted it has potential for a biking and walking trails and confirmed there was initial interest in retaining the playground however it was found this is where the onsite

sewage disposal system is. She advised the Department of Transportation were asked to look at the frontage along Highway 1 to determine if it is possible to put a different entrance to subdivide the property. She stated staff was advised by TIR that there was a possibility for a commercial entrance to the property.

The Director of Planning reported that she had three different survey companies give her an estimate to subdivide the property with the Municipality retaining the remainder portion and the cost ranged from \$3,500-7,000.

Councillor Daniels inquired whether it was an option to ask the community what they would like to see done with the property. CAO Osborne reminded the policy states first you look internally to see if it is needed than staff is required to come back with a recommendation. The recommendation before Council is to dispose of the property as an ordinary property or at market prices. She clarified the Municipality has received no inquiries from community groups on the property only from a commercial perspective.

Councillor Pineo suggested doing a development agreement so that the trails remain for public use and put the property up for sale. CAO Osborne cautioned that the trails are overgrown and require significant work to make it a viable piece of property. She suggested the Municipality would need do put additional funds for the trails under a development agreement component or require them to do that. She reminded that Council has adopted two other plans and this would be keeping with other decisions that have been made.

Councillor Daniels cautioned that this could be a very valuable piece of land and reminded the committee of the vision that the Parks & Recreation Department has for trails in West Hants. She felt they have created a plan that will create economic development for the area. She indicated she would like to see the Municipality keep the piece of land and someday develop it into a healthy recreational sport area.

Councillor Pineo suggested that it would be a significant cost to add on to the developer if they had to build a new roadway to the highway. CAO Osborne indicated the market value of the full property would be reasonably priced for an interested developer and the cost of adding a driveway would not be that expensive given the value of what it has been appraised at.

Councillor Miller suggested letting a developer decide how much land they would like to purchase. CAO Osborne cautioned the policy speaks to the entire property as a unit and suggested that the portion not considered surplus would need to be identified.

There was a brief discussion on whether a driveway could be built on the property safely and it was advised that the Department of Transportation has confirmed that a driveway could be built along the frontage of highway.

MOVED and SECONDED that a motion be made to Council to engage the services of NS land surveyor to survey the property located at 1989 Wentworth Road, PID #45062270.

Motion Carried.

MOVED and SECONDED that a recommendation be made to Council to support the subdivision of the property located at 1989 Wentworth Road, PID #45062270 into two lots.

Motion Carried.

MOVED and SECONDED that a recommendation be made to Council to declare the lot containing the former Newport Station School as surplus land for disposal as an "ordinary property."

Motion Carried.

Director of Finance – Financials – March

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

Motion Carried.

Councillor Daniels inquired whether the equalization grant was just for Hantsport. The Director of Finance confirmed the equalization grant is general rated and is for the Municipality as a whole but is as a result of the dissolution of Hantsport that the Municipality receives it, at this time.

9. Reports – Other Committees

a. Fire Restructuring Committee

There is a meeting scheduled for July 29th.

Councillor Matheson suggested that the mandate of the committee was to ensure that this project gets completed as soon as possible. He expressed the importance of setting a timetable and deadlines.

b. Fire Advisory Committee

Councillor Matheson felt that the committee should meet again quarterly as it is a very important. There was a brief discussion on Council visiting each fire department and holding a meeting there. Staff was directed to contact the fire departments to determine what night would work best for quarterly meetings and raise the issue of Council visiting the individual departments.

10. Correspondence

a. May 17, 2016 – Street Level Ministries

MOVED and SECONDED that the correspondence dated May 17, 2016 Street Level Ministries be received and placed on file.

Motion Carried.

CAO Osborne reported according to the original agreement the use and transfer of this property has to be done with Council's support and approval. She confirmed the Street Level Ministries have given notice via this correspondence that they will no longer be using the building and identified another party who would like to take over the use of the building if Council agreed. She noted there is a minor issue, that part of the relationship between the party and the community was work was supposed to be done on the building, and it has been suggested that the work is substandard and the new group is not prepared to take it over because of a possible liability issue. She cautioned she was not sure whether the liability currently rests with the Municipality until another group takes it over. She noted as soon as she clarifies all the information she will bring back a request for Council to turn it over to another group with the same conditions for consideration.

b. June 3, 2016 – Glooscap First Nation

MOVED and SECONDED that the correspondence dated June 3, 2016 Glooscap First Nation be received and placed on file.

Motion Carried.

CAO Osborne stated that the Municipality must formally state that it has no objections to the Glooscap First Nation acquiring land in its boundaries. She confirmed that staff has done due diligence and looked at the land which currently owned by the crown.

MOVED and SECONDED that staff be directed to write a letter to Glooscap First Nation that Council has no objections to Glooscap First Nation expanding the First Nation community as noted in the correspondence June 3, 2016.

Motion Carried.

c. June 13, 2016 – Glooscap Kluskap

MOVED and SECONDED that the correspondence dated June 13, 2016 be received and placed on file.

Motion Carried.

d. The Annapolis Valley Farm to School

MOVED and SECONDED that the correspondence from the Annapolis Valley Farm to School be received and placed on file.

Motion Carried.

11. Date of Next Meeting

The next meeting is scheduled for July 26, 2016 at 6:00 p.m.

12. Adjournment

MOVED and SECONDED that the meeting adjourn.

Motion Carried.

Meeting adjourned at 8:00 pm.

Gary Cochrane, Chair

Rhonda Brown, Municipal Clerk