



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS**  
**Committee of the Whole Minutes**  
**April 25, 2017, 6:35 p.m.**  
**Sanford Council Chambers**

Present:	P. Morton	Deputy Warden
	A. Zebian	Warden
	R. Jannasch	Councillor District 1
	K. Monroe	Councillor District 2
	D. Keith	Councillor District 3
	T. Leopold	Councillor District 4
	D. Francis	Councillor District 5
	J. Daniels	Councillor District 7
	R. Hussey	Councillor District 6
	R. Zwicker	Councillor District 10
	C. Osborne	Chief Administrative Officer
	B. Carrigan	Director of Public Works
	R. Sherrard	Municipal Engineer
	K. Kehoe	Director of Recreation
	M. LeMay	Director of Planning
	M. Laycock	Director of Finance
	R. Brown	Municipal Clerk
	J. Woodman	Administrative Assistant

There were 12 members of the public in attendance.

1. Call to Order

Chair Morton called the meeting to order at 6:35 p.m.

2. Announcements

Chair Morton reviewed the standard fire evacuation procedure.

3. Approval of Agenda, including additions or deletions

**MOVED and SECONDED that the agenda be approved with the following additions:**

- 12 (b) – Tourism – Councillor Leopold
- 12 (c) – Traffic Radar – Warden Zebian
- 12 (d) – Tourist Bureau – Councillor Leopold

**Motion Carried.**

4. In Camera Session

**MOVED and SECONDED to move in camera as per MGA section 22 (e) to discuss contract negotiations.**

**Motion Carried.**

The meeting moved in-camera at 6:39 p.m.

The meeting reconvened at 7:00 p.m.

Deputy Warden Morton announced that there will be a Volunteer Awards Banquet on April 26<sup>th</sup> starting at 6:30 p.m. at the Windsor Community Center.

5. Approval of **the Committee of the Whole Minutes of March 28<sup>th</sup>, 2017 and Special Committee of the Whole of March 21, 22, 2017**

**MOVED and SECONDED that the Committee of the Whole minutes of March 28<sup>th</sup>, 2017 and Special Committee of the Whole of March 21, 22, 2017 be received and placed on filed, noting any errors or omissions.**

**Motion Carried.**

6. Presentation (s)

There were no presentations.

7. Hearing (s) – Dangerous & Unsightly

There were no hearings.

8. Business Arising from Minutes

There was no business arising from the minutes.

9. Report of the Chief Administrative Officer

a. Municipal Structure Session – Verbal Update

CAO Osborne gave a verbal update on a meeting she attended on April 7<sup>th</sup> with staff across the Province and the Deputy Minister of Municipal Affairs for the purpose of having a discussion on municipal structure. She felt it was an engaging and beneficial session to hear the different viewpoints from the administrator's perspectives. She noted there were seven themes that came out of the day and from the themes the Deputy Minister has committed to working through any issues that arise from them. She reported discussions involved governance and service delivery, taxation and funding and the concerns on capped assessment. She noted West Hants is the fourth highest municipality affected by capped assessment.

CAO Osborne reported that the Director of Finance has volunteered to participate in a committee looking at the impact of capped assessment. She noted there will be a report on the meeting which she will circulate when it is released so that Council is aware what the CAO's are discussing.

b. Request for Proposals – VCFN Extension Project - Recommendation

The Director of Finance reported, as per direction of Council, staff put out an RFP on March 21 with a closing date of April 13<sup>th</sup> for the VCFN Extension Project. He advised that two submissions were received and staff reviewed both; however, only one achieved the 80% threshold for technical submission and moved on to the second part for the financial submission. He added the price came in less than the amount approved for this project by Council.

**MOVED and SECONDED that a recommendation be made to Council to award a contract for RFP WH-IT #2017-001 to Eagle Telecom Engineering and Consulting for \$185,013.90 plus net HST.**

**Motion Carried.**

c. Snow Reserve and Surplus

The Director of Finance reported he is not providing a financial report this month as he is preparing un-audited year end balances for the General Operations fund. He explained in doing so it has become evident that the surplus is higher than anticipated and he felt it was an opportunity to address some issues, one being an area of risk which relates to snow removal. He advised these remaining funds are a result of the winter not being as harsh as anticipated when the 2016-17 budget was developed.

He explained that Council approved the purchase of a 5-ton dump truck in July 2016 and further approved the purchase of plow gear for the truck in September 2016. He noted the cost of the dump truck was to be budgeted and financed through a long-term loan over 6 years. He suggested using the surplus from the 2016-17 fiscal year against the remaining balance would eliminate the need to acquire long term debt for the purchase and would remove \$23,000 of debt servicing costs from future operating budgets.

Councillor Hussey advised that he had received several calls regarding concerns on snow clearing this year. The Director of Public Works indicated that he had received a few calls but nothing specific on the new contractor. CAO Osborne asked that Councillors provide the Director of Public Works with times and specific areas at the time of receiving these calls so he can deal with them accordingly. The Director of Public Works noted the contractors have agreed to fix any damage that they caused during snow removal this season.

**MOVED and SECONDED that a recommendation be made to Council to instruct staff to create a General rate and Area rate Operating Snow Reserves funded by operating and area rate surpluses, from time to time, and**

**move the remaining 2016-17 budgeted snow removal funds funded by General rate and Hantsport Area Rate to the Operating Snow Reserves, and**

**that Council expense the operating surplus of \$97,800 from the 2016-17 Road budget to pay the remaining balance due the General Capital Fund for the 5-ton Dump Truck and related equipment.**

**Motion Carried.**

d. Suspension of Council's meetings in August

CAO Osborne advised that Council requested a report outlining the risks and benefits of suspending Council meetings during the month of August. She suggested if this were to occur the Council Procedural Policy would need to be amended. She advised that Council has the authority to determine meeting frequency of other Committees of Council. She cautioned Council cannot cancel meetings of Provincial or private organizations, adding it would be up to the individual councillor if they wish to attend.

CAO Osborne offered that in addition to requirements to attend monthly Council, Committee of the Whole and Planning meetings, most Councillors sit on other committees and boards. She suggested that Councillors need time to digest the copious amount of information provided which is often difficult without affecting their personal and family life. She felt having August off would give Council and staff time to catch up and recharge. She indicated the implications of not holding the meetings would be nominal with a small savings. She advised that other units take summer months off and clarified if there is an emergency issue a special meeting can be called at any time.

Councillor Monroe stated her opposition to the issue and felt that Council has too much work to do, to take the time off. Warden Zebian advised that he brought the item to the agenda and felt it would be a well-deserved break for Councillors and staff. He reiterated if an urgent matter arose he would call a special meeting. He reminded Councillors that Council continues to add to staff's workload and felt this would give them the opportunity to catch up.

Councillor Jannasch offered he originally intended to support the motion but after the news today with the hockey arena he felt there are a lot of pressing issues and suggested deferring the idea of taking the month off until next year. Councillor Daniels felt the summer months are a down time in other municipal units across the Province adding that many units do not hold meetings. She fully supported the motion for staff and Council to have the much-needed break.

**MOVED and SECONDED that Council Procedural Policy COGE-003.00 be amended in Section 3, 5.2, and 5.3b to reflect no regular meetings in the month of August as shown in**

**the attachment to the "Suspension of Councils' meetings in August" Recommendation Report, dated April 16, 2017.**

**Motion Defeated.**

Councillors Monroe, Keith, Jannasch, Zwicker and Hussey voted nay on the motion.

10. Reports – Other Committees

a. Fire Restructuring Committee

There was no report of the Fire Restructuring Committee.

11. Correspondence

a. Resolution in support of Bill C-203, An Act to amend the Supreme Court Act (understanding the official languages).

CAO Osborne reported this request is seeking support of this endeavor.

12. Miscellaneous/New Business

a. Dog Tags – Councillor Zwicker

Councillor Zwicker advised that Hantsport residents are already heavily burdened with area rates and asked that the fees for Hantsport dog tags be brought in line with West Hants. CAO Osborne offered that staff are currently working on revamping the Dog By-law for both areas and intend to bring it to Council in May with a recommendation on a fee change.

b. Tourism – Councillor Leopold

Councillor Leopold asked if an information plaque could be added to the area where visitors view the Tidal Bore in Mantua. CAO Osborne advised that currently the Parks & Recreation Department posts the tide times on the website and on social media. She cautioned the Municipality does not own the bridge and would require permission from Transportation and Infrastructure Renewal, as well the traffic authority would need to be brought in to ensure it would not create any potential traffic hazard. She explained she will be issuing an RFP to hire someone to facilitate a strategic direction for Council, she suggested that this type of idea could be a topic for discussion. She noted that the Municipality has also helped create a booklet called the Avon Region Visitors guide which includes a map that identifies Mantua as a viewing site for the Tidal Bore.

c. Traffic Radar – Warden Zebian

Warden Zebian asked if consideration could be given to obtaining some traffic radars for West Hants. CAO Osborne indicated this matter was discussed at the Police Advisory Board and it was suggested that Council come forward with areas they believe are a concern for speeding and the RCMP will do target enforcement.

d. Tourist Bureau- Warden Zebian

Warden Zebian reported that volunteers are interested in running the Tourist Bureau in Hantsport for another season and asked if this would have any impact on the Municipality. CAO Osborne explained the building is not in good shape and the exposure is very limited, so the decision was made to close the location. She reminded Councillors that the Municipality co-funds the Tourist Bureau in Windsor. She suggested the plan is to put rack cards in the Public Works office for visitor information. CAO Osborne cautioned having volunteers run the bureau, stating it would still generate a cost for the Municipality to keep the building open and there would be liability issues. Councillor Zwicker suggested if the volunteers wanted to do it would be a minimal cost to the Municipality and supported the

request. Councillor Monroe asked if the building could be sold back to the community. CAO Osborne advised there is clarity required regarding the building and the location it is situated on, as the Municipality may only own the building and not the land.

13. Public Consultation

Bill Preston, Hantsport commented on the Hantsport Tourist Bureau and suggested that it does draw many people in and asked if some of the area rate could be used to assist to operate it another season.

Stan Kochanoff spoke on behalf of the Hockey Heritage Society who wanted to clarify that the Society is not taking sides on the current controversy occurring with the new rink site. He reported their main concern is being included in the design of the facility in terms of the museum aspect. He also suggested that the Society feels they should be part of the management structure.

14. Date of Next Meeting

The next meeting of Committee of the Whole will take place on May 23, 2017.

15. Adjournment

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

**Motion Carried.**

Meeting adjourned at 7:55 p.m.

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Paul Morton, Chair

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Rhonda Brown, Municipal Clerk