



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Committee of the Whole Minutes
May 23, 2017, 6:00 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
	R. Hussey	Councillor District 6
	J. Daniels	Councillor District 7
	R. Zwicker	Councillor District 10
	C. Osborne	Chief Administrative Officer
	B. Carrigan	Director of Public Works
	C. McClare	Waste Reduction Coordinator
	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 7 members of the public in attendance.

1. Call to Order

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

2. Announcements

Chair Morton reviewed the standard fire evacuation procedure.

Chair Morton offered best wishes to Princess Windsor and Princess Hantsport during Apple Blossom Festivities.

3. Approval of Agenda, including additions or deletions

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

- Tax Exemption Policy 11 (c)
- Bulk Water 11 (d)
- Financial Report – March 31 - Verbal
- Deletion – presentation CKF deferred to June

Motion Carried.

4. Approval of Minutes

MOVED and SECONDED that the Committee of the Whole minutes of April 25th, 2017 and Special Committee of the Whole of April 11th, 2017 be approved, noting any errors or omissions.

Motion Carried.

5. Presentation (s)

There were no presentations.

6. Hearing (s) – Dangerous & Unsightly

There were no hearings.

7. Business Arising from Minutes

There was no business arising from the minutes.

8. Report of the Chief Administrative Officer
 - a. Hantsport Connect 2

The Director of Parks & Recreation stated that staff is requesting Council to consider a Connect 2 Grant to assist with the cost of repairing the connector pathway between Foundry Road and Avon Street as it has deteriorated making it difficult for those with mobility issues and creating limitations. She indicated should the funding be approved, staff are requesting that it be matched by Council using the Gas Tax Reserve.

**MOVED and SECONDED that a recommendation be made to Council to approve \$15,562.49 to be taken from the Gas Tax Reserve for the Foundry Field to Fundy Centennial Park Connector Pathway pending approval of remaining funds be awarded from the Province of NS Connect2 Grant Program.
Motion Carried.**

- b. Various Policies Recommended for Rescission

The Municipal Clerk reported the policies recommended for rescinding were created prior to the full implementation of the CAO system, at a time when all policies were sent to Council for approval, implementation, and oversight. She explained rescinding these outdated policies will allow for better management and enforcement of current policies. She indicated that new administrative policies have been created, causing the policies to be redundant; and in some cases, the policy may be unnecessary as the Municipal Government Act already provides direction on topics.

MOVED and SECONDED that a recommendation be made to Council to rescind the following West Hants policies:

- a. Internal Communication Policy, ADMIN-01-005, approved June 10, 2014;
- b. Sidewalk Inspection and Maintenance Policy, PW002-008, approved October 12, 2008;
- c. Climate Change Adaption Committee Terms of Reference, approved June 11, 2013;
- d. Terms of Reference Falmouth Watershed Committee, approved February 10, 2012 and amended February 14, 2012.
- e. Advertising Policy, dated September 27, 1994;
- f. Development Officer Policy, approved March 13, 2007;
- g. Staff Education Policy, approved February 9, 2010; and
- h. Use of Municipal Council Chambers Policy, approved March 13, 2007.

Motion Carried.

- c. Grants & Contributions 2017/2018

CAO Osborne reported that each year the Municipality receives numerous requests for funding from not-for-profit or charitable organizations who provide services to the community. She indicated that staff receive and process these requests through the Grants and Contribution's Policy and present their recommendations for Council's consideration.

CAO Osborne noted that to stay within the funding envelope Pisiquid Canoe Club has agreed to extend the payment of a grant that was awarded in 2015 into another year. She noted staff has identified those organizations whose projects could be eligible for gas tax funding, adding due to the change in eligibility staff are now able to come forward with recommendations on funding items through gas tax that couldn't be considered in the past related to recreation. She confirmed these organizations have been taken out of this grant process and put into a different funding model using gas tax.

CAO Osborne advised that requests have been received from the Hantsport & Area Historical Society, Newport District Rink, Windsor Senior Citizens Society for a fully accessible bus which would be held until the group raises the remaining funding, Southwest Hants Fire Society and staff have identified certain portions of funding that may be eligible for Gas Tax Funding. She explained each group would be required to sign a memorandum of understanding agreement with the Municipality and they must maintain the asset for 10 years.

MOVED and SECONDED that a recommendation be made to Council to adopt the attached Schedules 1 and 2, as presented, recommending grant funding to the listed recipients and authorize staff to release funds once all requirements, as outlined under the Grant and Contribution Policy, have been met.

Councillor Francis declared a conflict of interest, and there was discussion on the reason for the conflict.

MOVED and SECONDED to amend the motion to not include the Riverview Skating Club. Amendment Carried.

Due to the amendment Councillor Francis was no longer in Conflict of Interest.
Motion Carried.

MOVED and SECONDED that a recommendation be made to Council to approve the funding for the Riverview Skating Club as listed in Schedule 2.

Councillor Francis declared a Conflict of Interest.

Motion Carried.

MOVED and SECONDED that a recommendation be made to Council to adopt the attached Schedule 3, as presented, recommending that funding be set aside from the Gas Tax reserve to the following projects, pending all requirements are met for the release of Gas Tax funds.

- a. **Newport & District Rink Commission, on behalf of the Municipality, \$26,000 to be used to upgrade the heat recovery achieved from the ice plant.**
- b. **Hantsport and Area Historical Society, \$5,000, to be used to upgrade their facility to install an accessible ramp and accessible washroom.**
- c. **Windsor Senior Citizens Society, up to \$25,000 to purchase a new accessible bus, when the Society has raised the remaining funds.**
- d. **Southwest Hants Fire Society, \$5,000 to upgrade the heating system by installing a heat recovery system.**

Motion Carried.

MOVED and SECONDED that a recommendation be made to Council to award \$1,500 to the Hants Sno Dusters from the 5% Reserve fund to purchase and install a standalone building to store a rescue boggan.

Motion Carried.

- d. Dog By-Law, First Reading

CAO Osborne reported this By-law is to harmonize the former Town of Hantsport's Dog By-Law with the West Hants Dog By-law. She noted that staff are recommending that Council approve First Reading and proceed to a Public Hearing and Second Reading. She pointed out the significant changes in the registration process which included Life-time and kennel registration, adding there are some limitations in the Hantsport Land Use By-law for kennel registration. She noted it now includes a notice of violation process that is a voluntary payment that offenders can make with the funds going directly to the Municipality. She reported restructuring of fees will be discussed later.

MOVED and SECONDED that a recommendation be made to Council to approve First Reading of the Dog By-law D-003 and proceed to Public Hearing and Second Hearing. Motion Carried.

e. Brooklyn Community Garden

The Director of Parks & Recreation reported that staff have connected with members of the Brooklyn Volunteer Fire Department who are in full support of a community garden, in a defined area of land at the Brooklyn Volunteer Fire Department with the appropriate emergency awareness signage being installed and, in consultation with the Fire Department. She suggested this would be a decision for Council to make. She confirmed a Parks & Recreation Community Grant request has been received for the project.

Councillor Keith expressed concern that a garden would not be able to grow in the area proposed for the project. CAO Osborne cautioned that the Municipality should not move forward on a decision until all the requirements have been met.

f. Provision of Organic Waste Collection Service (Green Bins)

The Director of Public Works reported that staff were asked to evaluate and report on the cost of providing organic collections in expanding areas. He confirmed there are four components that comprise the financial implications for additional service should the decision be made to expand which include; collection & transportation services, special collection service, tipping fees (for disposal of organics at a selected processing facility and cost of carts.

Councillor Daniels suggested holding community consultations so Council can make an informed decision. CAO Osborne indicated that the provision of organic waste collection would fall in line with an area rate, adding there are many ways Council can impose an area rate. She advised Council can go out and ask residents and determine what area they wish to apply it to, or the residents can do their own petition on an area and present it to Council and/or Council can impose it if they wish without any discussion.

The Director of Public Works noted that currently Hantsport residents have a choice of which size collection carts they use, he did clarify the carts do need to be compatible with the trucks used for collection.

Councillor Jannasch suggested he couldn't support offering collection county wide until the residents have voiced their opinions. He asked whether councillors should survey residents and provide them the cost of the carts. CAO Osborne suggested if councillors wish to speak to their constituents they should, and added if Council would like to do something more formal then direction should be given to staff.

Councillor Leopold confirmed she has constituents who are interested in knowing the cost of green carts. Councillor Francis agreed that public input is important in making an informed decision.

MOVED and SECONDED that a recommendation be made to Council to direct staff to organize public consultations in respect to organic collection services within the West Hants area. Motion Carried.

CAO Osborne cautioned this contract is time sensitive and the deadline would be September 1st for a decision regarding organic collection. She suggested staff would meet to develop options for Council to consider but reminded there is no funding for consultations and Council may be approached for additional funding. She offered that councillors could work with interested community groups and present to Council. It was agreed staff would have information for the June Council meeting.

g. Provision of Waste Collection on Private Roads

The Director of Public Works reported that staff was asked to investigate the costs related to waste collection on private roads. He indicated the Municipal Planning Strategy (MPS) does not allow for waste collection on private roads and suggested to proceed it would require MPS changes. He noted that staff performed a site review of private roads in the Municipality with REgroup representatives. He reported two options were proposed however, some areas may require both options due to safety for residents and contractor's due to road restrictions.

Councillor Daniels asked if staff knew the number of dwellings in the cottage country areas. The Director of Public Works indicated in Falls Lake West there are a 119 properties, Chateau Village 128, Blomidon View Residents Association 13, and Chalet Hamlet 201. It was confirmed all these properties are required to contribute to private road maintenance fees.

Councillor Daniels asked if staff could contact the Municipality of East Hants and obtain feedback on their pilot project for waste collection on private roads.

The Director of Planning cautioned there would be an amendment required to the MPS as it currently forbids collection on private roads. She noted that many of the roads being discussed have come through development agreements and suggested that many would have a clause that there shall be no services so each development agreement would also be required to be amended. Councillor Daniels understood the process but suggested residents are seeking fairness in services as well.

CAO Osborne cautioned that the liability for accepting private roads that are substandard would be significantly high for the Municipality. It was agreed the Director of Public Works would provide an update to Council in a few months on the Municipality of East Hants pilot project on private road collections. She suggested due to time restraints it would be unlikely that it could be built into the current contract, however suggested that staff could gather more information to release to residents.

h. Financial Report

The Director of Finance presented the Financial Report which was not included in the meeting package. He reported there is a projected surplus of \$224,507 which considers the changes that Council had approved with moving funds into a reserve and including some of the capital costs for the dump truck. He noted there are several variances within the revenue.

**MOVED and SECONDED that the Financial Report be received and placed on file.
Motion Carried.**

i. Connect to Innovate Application

The Director of Finance reported originally the application was to include the Municipalities of West Hants, East Hants, and Kings, however it was later learned that that the Municipality of Kings was moving forward on an alternative CTI application, and it was determined that one municipality had to act as lead applicant which the Municipality of East Hants took on. He noted that staff worked with i-Valley on the project to develop the application for CTI funding. He indicated should the grant move forward both units would work on a memorandum of understanding. He explained the government pre-defined areas which are backbone areas and may be eligible for gas tax funding. He confirmed that 13 Anchor Institutions were identified (Fire halls, Community Centers, Churches, etc.) covering 4,100 households and 500 businesses, for a total population coverage of 17,000. He anticipated that a decision on CTI grant applications by the Federal government will be made in July or August of this year.

The Director of Finance advised the cost of the project is estimated at \$6.9 million and the CTI grant would cover 75% of the cost and the Municipalities of East and West Hants would be responsible for the remaining 25%.

MOVED and SECONDED that the Connect to Innovate Application report be received and placed on file.

Motion Carried.

9. Reports – Other Committees

a. Fire Restructuring Committee

There was no report of the Fire Restructuring Committee.

b. MCCAP -Resignation of councillor from MCCAP and appoint councillor

MOVED and SECONDED that a recommendation be made to Council to accept the resignation of Councillor Morton from the MCCAP Committee and appoint a councillor in his place.

Motion Carried.

Councillor Daniels noted that was a recent announcement of Federal funding for the Hantsport Storm Water Flood study.

MOVED and SECONDED that a recommendation be made to Council to approve the Storm Water Flood Study for Hantsport.

Motion Carried.

10. Correspondence

There was no correspondence.

11. Miscellaneous/New Business

a. Littering

Councillor Leopold reported that she has a constituent that is very concerned with littering around the Municipality particularly at the Exit 4 ramp. She wanted to bring awareness to matter and suggested there is no excuse for littering. She extended an invitation for everyone to participate in a cleanup of the area on May 26th. She suggested this has an impact on the entire Municipality and it needs everyone's support to resolve the issue. Councillor Hussey expressed concern about the long grass and litter on the 101-series highway.

Councillor Leopold asked if staff could research and report on effective ways to minimize littering. CAO Osborne indicated in the past two years the Municipality has been actively working with the Department of Transportation and Infrastructure Renewal on this issue, as most of the roads in discussion are maintained by the Province. She offered the Municipality has requested no littering signs, as well as a variety of measures and opportunities for education. She advised recently there has been an agreement to put waste and sorting stations in certain areas to encourage people to use them. She noted a year ago the Municipality tried to create a committee of interested citizens however there was insufficient interest. She advised that the Waste Reduction Coordinator gives presentations at all the elementary schools to provide education. She suggested the issue of littering would be easier with the support of residents.

MOVED and SECONDED that a recommendation be made to Council to direct staff to prepare an information report on effective ways to reduce littering in West Hants.

Motion Carried.

b. Extending Municipal Water to Brooklyn Area – Councillor Keith

Councillor Keith indicated the topic of water in Brooklyn has been on the agenda for years. He suggested an option for water in Brooklyn is to look at extending it from Wentworth Road. He pointed out that there are days that residents do not have water or it is not potable, he suggested this is a growing area and water utilities would have a significant positive impact on the area.

MOVED and SECONDED that a recommendation be made to Council to request a preliminary staff report on the merits of extending the water line from the Wentworth Road Fundy Gypsum Company lights to the Brooklyn area or the most feasible and shortage way possible.

CAO Osborne cautioned there was no funding set aside for doing a feasibility study and suggested that staff could review the prior reports. She suggested to do something that is of value would have a cost associated with it. She stated that expert advice would be necessary to even consider this project. It was agreed staff would provide an internal report before spending any funds.

Motion Carried.

c. Tax Exemption Policy

Councillor Francis expressed concern about the Tax Exemption Policy that Council passed and also the deadline for organizations to have their information submitted has passed. She suggested the correspondence that was sent out to the organizations only identified the Municipality was reviewing the policy not changing it and the correspondence had no deadline. She worried that many of the halls would receive a tax bill that they are not anticipating which could have a significant burden on them. CAO Osborne advised she and the Director of Finance have discussed the options which would be have the current policy sit as it does, adding the MGA allows to retroactively and give a credit to those who are not currently on the tax exemption list and wish to reapply. She advised while the letter went out in August there was public notification of the policy posted on the municipal website.

MOVED and SECONDED that a recommendation be made to Council to amend the Tax Exception Policy to allow for a deadline of June 30th for retroactive exemptions.

Motion Carried.

d. Bulk Water

Councillor Francis reported that she received a complaint from an individual that they couldn't purchase water without meeting inspection requirements. The Municipal Clerk clarified the regulations does not pertain to how the haulers sell their water, it is regarding what they require to hook up to the municipal service to obtain the water and ensure there is no contamination of the water system by water backflowing from the trucks.

12. Public Consultation

Jane Davis, Hantsport, asked for clarification on the amendment to the Tax Exception Policy on whether it included new purchases or only properties that are listed. The Director of Finance responded once presented to Council it would be their decision, adding it is his understanding if an organization submits their application by June 30th Council could decide whether to retroactively apply that to the current fiscal year. Jane Davis asked if Council could consider adding a provision for new property acquisitions as it currently doesn't exist in the policy. The Municipal Clerk explained the policy allows for any non-profit society to apply by those deadlines if they own the property. CAO Osborne suggested that staff must consider the impact that provision would cause to the tax billing process and revenue stream as they may be constantly making amendments.

Tom Calkin, Falmouth thanked Warden Zebian for his support in a community event regarding the "View of Muslims as Canadian Citizens". He asked if there is still a Fire Restructuring Committee. CAO Osborne clarified there is Fire Advisory Committee which includes all councillors and a Fire Restructuring Committee which is specifically focused on dealing with the substations in Garlands Crossing and Falmouth. She confirmed the committee still exists however haven't met as there is nothing to report now.

Tom Calkin suggested there are concerns from residents regarding the fire service that has not been resolved. He indicated that residents had requested information on the cost of the impact from dissolving with the Windsor Fire Department. He added that this was presented during the budget process however the information didn't answer residents' concerns on the matter. He suggested that Council should look at doing an FTE count of the dissolution of the two units as it would determine what impact it has on the community.

13. Date of Next Meeting

The next meeting of Committee of the Whole will take place on June 27, 2017.

14. Adjournment

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

Meeting adjourned at 8:40 p.m.

Paul Morton, Chair

Rhonda Brown, Municipal Clerk