



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Committee of the Whole Minutes
June 27, 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
	B. Craik	Active Communities Programmer
	K. Kehoe	Director of Recreation
	M. LeMay	Director of Planning
	M. Laycock	Director of Finance
	R. Parker	By-Law Enforcement Officer
	R. Brown	Municipal Clerk
	J. Woodman	Administrative Assistant

Guests: Nick Zamora HMCC

There were 14 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.

Councillor Monroe announced on July 12th 7:00 p.m. Music Royale is hosting an event at the St. John's Baptist Church in Avondale.

Councillor Zwicker encouraged everyone to attend the July 1st Canada Day activities in Hantsport.

Chair Morton advised that Fire Department tours have been scheduled for July 9th and July 16th and encouraged all councillors to attend.

3. Approval of Agenda, including additions or deletions

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

- Deletion 9 (b) – PAC Nova Scotia Planning Conference Information Report
- Addition – 11 (d) Underwood Road Speed Bump – Councillor Hussey
- Addition – 11 (e) General – Councillor Monroe
- Addition - 11 (f) In Camera Session – Legal Advice

Motion Carried.

4. Approval of Minutes

MOVED and SECONDED that the Committee of the Whole minutes of May 23, 2017 be approved, noting any errors or omissions.

Motion Carried.

5. Presentation (s)

Hantsport Memorial Community Centre (HMCC)

Nick Zamora, President of HMCC presented a proposal for a multi-use facility and advised it would cost approximately \$300,000. He suggested this facility would extend to residents of the surrounding area, and would be an asset to citizens of the Municipality. He indicated that HMCC is asking Council to consider granting funds from the Gas Tax Reserve in the amount of \$100,000; or one third of the projected cost of this project.

Councillor Zwicker suggested this was a positive idea and felt the community and surrounding areas need it. He indicated this would allow events to occur during the winter months by offering an indoor facility. He offered his support on the project.

Councillor Daniels inquired where the HMCC share of funding will come from. Mr. Zamora advised it would come from a combination of borrowing and money they already have, and fundraising. Councillor Daniels asked if HMCC has investigated alternate sources of funding. Mr. Zamora confirmed they have not as the Gas Tax funding has stipulations on other provincial funding sources allocated. He offered HMCC is very confident they can cover their share of the funding.

Warden Zebian asked if HMCC had any revenue projections for this proposed facility. Mr. Zamora indicated through examining the current operations, income and their budget, the board felt this would be well absorbed into the operational costs, adding there is potential revenue through programs.

MOVED and SECONDED that a recommendation be made to Council that staff be directed to prepare an information report on the Hantsport Memorial Community Centre's proposal on a multi – purpose centre.

Motion Carried.

MOVED and SECONDED that the report from Hantsport Memorial Community Center's proposal on a multi – purpose center be received and placed on file.

Motion Carried.

6. Hearing (s) – Dangerous & Unsightly

Douglas Bentley 296 Ellershouse Road, Ellershouse – PID45010634

Ryan Parker, By-Law Enforcement Officer presented his report and asked for direction from Committee of the Whole on how to proceed with the matter. Councillor Zwicker offered that the Municipality has done its due diligence and felt the matter should be expedited. He asked if there was any opportunity for the fire departments to do a controlled burn. CAO Osborne indicated staff have approached the fire departments on various occasions however it is unlikely the departments would be able to do it because many types of material inside cannot be burned safely, and the Municipality is required by law to dispose in an environmentally sound way.

Councillor Leopold advised this building is not visible from the road and you need to walk into the property to view it. She suggested she did see a path of grass cut and offered that Mr. Bentley may work on the property over the long weekend. CAO Osborne clarified the notice for the request for demolition does not include an order to cut grass, adding the issue before Council is regarding the structure of the building, and staff believe it poses a safety hazard should anyone go on the property. CAO Osborne suggested that even if an order is issued the owner still has a time frame to complete the work at their own cost before the Municipality takes action. Councillor Francis asked if the Municipality would recover any cost for this demolition. CAO Osborne suggested there is always a concern that costs can't be recovered, however she offered that liens can be placed on the properties and staff have the right to take it for tax sale although the costs may or may not be recovered through that process.

MOVED and SECONDED that Committee of the Whole order the demolition of the dwelling located at 296 Ellershouse Road, PID 45010634, including but not limited to the removal of all

demolition debris, backfilling of any foundation or crawl space and disconnecting any and all utility connections to the standards set by each respective utility provider, so as to leave the property in a neat, tidy, environmentally compliant and safe condition within 45 days after the order is posted in a conspicuous place upon the property or personally served upon the owner. Otherwise, the Municipality will exercise its rights as set forth under Part XV of the Municipal Government Act.

Motion Carried.

7. Business Arising from Minutes

There was no business arising from the minutes.

8. Report of the Chief Administrative Officer

a. Fire sub-station – Miscellaneous Equipment

Chair Morton declared a conflict of interest with the matter and asked Warden Zebian to sit in as Chair.

CAO Osborne reported Council approved the construction of the substation funding, money was allotted for contingency for unknowns during the time of the build. She noted that discussions with the Fire Chiefs identified a need to purchase additional equipment to properly outfit the building which includes items such as: gear dryer, pressure washer, hand tools, compressor and other items totaling approximately \$37,000. She advised that staff is requesting permission to withdrawal from the contingency fund to purchase the equipment.

Councillor Daniels noted that she was of the understanding the contingency fund was to be used for critical items for the department. She suggested after speaking with other departments she has numerous questions and concerns. She felt that some of the items' quotes seem significantly high and offered that they should be revisited. She questioned why the department needs 40 chairs and ten tables as a substation, adding that meetings could be held at the main station. She felt the gear dryer was a significant cost and not an essential piece of equipment and suggested it could wait, adding that many other departments do not have this item. She cautioned providing items for one department and not the others, would be unfair. She added that she is also concerned with the miscellaneous item, adding she would like to know where the funding is going.

Councillor Daniels felt that it was time to start to consider bulk buying within the fire departments to save money. She suggested these non-essential items should wait until the fire restructuring policies have been completed and consider bulk purchasing. CAO Osborne advised the quotes provided were the lowest out of three. She noted the substation is designed for 35 fire fighters and suggested that 40 chairs would be reasonable and the other items are what the department has deemed they need to adequately provide service, and reminded that the department responds to 60% of the calls in West Hants. She advised staff is asking Council to consider this option instead of taking new money, adding the project manager has assured it can handle it now.

The Director of Finance clarified that he provided the miscellaneous item not the department as there is always items that are not accounted for and need to be purchased.

Councillor Leopold felt that using funding for equipment does not seem to meet the criteria of having a building contingency fund, adding she assumed it would be used for unexpected building issues. She agreed with Councillor Daniels comments that all the fire departments should be treated equally as they have similar needs. She asked how the current temporary substation is functioning without these requested items, and questioned how much of a need these items are. She also didn't agree with miscellaneous items and felt that the money should be better categorized to determine what it is used for.

CAO Osborne offered the substation is functioning now as they are transferring everything from the main station, adding they currently have nowhere to meet in the current substation unless they remove a vehicle. She advised there is a training/kitchenette being built in the new facility which is why table and chairs are required and a smart TV will be used for training purposes to do in house which is more cost effective. She suggested the motion which was passed previously on the contingency fund did not cover this which is why staff is asking for consideration for the withdrawal now. She clarified that bulk buying is only useful if there is a significant amount of quantity and she reminded we are a very small municipal unit. She suggested until Council has determined what standards, service, or type of gear they are prepared to support there would be no point in exploring bulk buying in its full extent. She indicated due to the age of various equipment the departments have standardization would need to be done over time. She offered staff has discussed the opportunity and are moving forward with the fire service policy. She indicated they are planning to meet again in September with the hope to come with a draft to Council in November.

Councillor Daniels suggested she would like to see the non-essential items be reconsidered. Councillor Hussey agreed and felt the department should look at requesting only the essential items they need now. Councillor Francis advised that the money is already there for these items and asked why wait to purchase, adding the building should be completed and done correct. She noted it was a good idea to purchase the equipment locally as it supports the business community. Councillor Jannasch felt that some of the items were non-essential now, and agreed they should be reviewed.

MOVED and SECONDED that a recommendation be made to Council to allot \$27,000 from Garlands Crossing fire substation building contingency fund to put towards required miscellaneous equipment.

MOVED and SECONDED that the motion be amended that Council allot \$27,000, excluding the compressor, pressure cleaner, and gear dryer from Garlands Crossing fire substation building contingency fund to put towards required miscellaneous equipment.

Councillor Daniels clarified that she didn't want to exclude the pressure washer, she just wanted to see a better price. She questioned why a motion was being put forth tonight. Councillor Monroe suggested this was being done to move the process forward. CAO Osborne felt that Council should consider setting a value and allow the department to determine what they would like to purchase.

Amendment defeated.

MOVED and SECONDED that the motion be amended that Council allot \$30,000 from Garlands Crossing fire substation building contingency fund to put towards required miscellaneous equipment.

Councillor Daniels advised the original motion should be kept at \$27,000. Councillor Leopold questioned whether this would set a precedent for future requests. CAO Osborne advised that Council should not have concern as all the various fire stations have a different level of equipment and service, adding that the Fire Services Policy will set some standards but cautioned it will not address all the differences between stations as they are independent bodies that have a right to manage within their own certain structure.

Amendment Carried.

Councillors Daniels, Hussey, Zwicker, and Leopold voted nay.

The motion as amended is as follows:

MOVED and SECONDED that a recommendation be made to Council to allot \$30,000 from Garlands Crossing fire substation building contingency fund to put towards required miscellaneous equipment.

Motion Carried.

Councillors Leopold and Daniels voted nay.

Deputy Morton returned as Chair.

b. Fees Policy

CAO Osborne reported that fees set by Council are listed in various by-laws, policies, and resolutions. She indicated that staff believe it is a best practice to consolidate all fees under one policy that Council can then address as it sees fit based on staff representation during the budget process. She advised this put set a standard procedure in place for Council to identify fees for various policies and lets staff effectively evaluate whether the fees are current. She noted this evening Council has been given a compilation of all the fees identified.

MOVED and SECONDED that a recommendation be made to Council to approve Fees Policy COFN-005.03.

Motion Carried.

c. Councillor Participation

CAO Osborne reported that Council requested a review of the various committees. She noted that the Municipal Clerk has done research and is advising of the committee's recommended to discontinue Council's formal participation.

Councillor Hussey suggested that some of the committees being suggested have a role for councillors and shows the community of their participation in events. Councillor Daniels agreed with Councillor Hussey's comments and felt it was important to have a liaison for residents who have concerns for particular committees. Councillor Francis agreed and felt it was a source to keep the community involved. CAO Osborne suggested that councillors are permitted to put forth their names personally and support the committees. Councillor Hussey expressed concern if councillors are removed from the committees that it would leave them without a quorum, and suggested it is difficult to find volunteers to participate.

MOVED and SECONDED that a recommendation be made Council to dissolve the West Hants Trails Committee and the Hantsport Library Committee and instruct staff to notify participating members of these committees and Council no longer formally participate in the following non-council committees and instruct staff to notify the committees:

- a. Hockey Heritage Society
- b. Long Pond Arena Committee
- c. Hants Community Hospital Foundation
- d. Hants Community Residence for Senior Citizens
- e. Dykeland Lodge Society.

Motion Carried.

Councillors Daniels, Hussey and Francis voted nay.

d. Active Transportation Policy

The Active Living Coordinator reported she is representing the Active Transportation Committee who are seeking approval to adopt the Active Transportation Policy, a similar policy has been adopted by the Town of Windsor's Council. She advised the purpose of the Active Transportation Policy is to support and improve active living and wellbeing of residents, visitors, and the environment by providing alternatives to vehicular based transportation. She confirmed the goal of the Policy is to trigger a cultural shift in the Avon Region where active transportation is regarded as safe, convenient, and a celebrated mode of transportation for all residents. She noted the Policy references education and awareness, infrastructure design and amenities, safety and attractiveness, collaboration, regulation, budget, measurement, and evaluation. She explained by adopting the Active Transportation Policy it shows that West Hants recognizes that planning for active transportation is vital to healthy, vibrant communities.

MOVED and SECONDED that a recommendation be made to Council to approve the Active Transportation Policy.

Motion Carried.

- e. Monthly Budget Report – Month Ending May 31, 2017

The Director of Finance advised where it is early in the year there is nothing significant to report. Councillor Zwicker asked if taxes were collected twice per year whether it would alleviate the need to borrow money. The Director of Finance cautioned it would be helpful in the first year however the Municipality would continue to be short for cash in following years.

9. Reports – Other Committees

- a. Fire Restructuring Committee

There was no report of the Fire Restructuring Committee.

10. Correspondence

MOVED and SECONDED to add the correspondence Valley REN Business Plan 2017-2018 to the agenda.

Motion Carried.

- a. June 7, 2017 – Annapolis Valley Regional Library

CAO Osborne reported this is a grant request that came in past the deadline.

MOVED and SECONDED that the correspondence dated June 7, 2017 – Annapolis Valley Regional Library be received and placed on file.

Motion Carried.

MOVED and SECONDED that a recommendation be made to Council that Council take no action for the request for funding from Annapolis Valley Regional Library.

Motion Carried.

- b. June 22, 2017 – Valley REN Business Plan 2017-2018

MOVED and SECONDED that the correspondence June 22, 2017 – Valley REN Business Plan 2017-2018 be received and placed on file.

Motion Carried.

11. Miscellaneous/New Business

- a. Information report regarding private road waste/organic pickup – Councillor Daniels

Councillor Daniels reported at last month's meeting she had asked staff to prepare information regarding a pilot project form East Hants on organic pickup on private roads. She indicated that the Director of Public Works provided the information and she advised that East Hants has found it to be favorable. She asked that staff keep this information on file for consideration in the future.

- b. NS Harvest Operations – Cut in designated deer wintering area, Vaughan's

Councillor Daniels advised this issue was brought to her by one of her constituents. She explained there is a designated deer wintering area on crown land in Vaughan's, adding the province is looking at taking a 30% partial harvest of this designated deer wintering area. She indicated these areas are crucial to wildlife in the winter as it provides them both shelter and food. She advised there has already been mass clear cutting all around this area. She cautioned there is a 20-day window for public to comment, and offered that it would be important for the municipality to be proactive and support the best interest of the wildlife.

MOVED and SECONDED that a letter to the Department of Resources, Department of Environment, MLA Chuck Porter be written recommending that the area of crown land HNO68094 1-6 remain unharvested and kept in the natural state for wildlife conservation purposes.

Motion Carried.

MOVED and SECONDED to supersede the current Municipal Council Policy and instruct the Chair of the Committee of the Whole and staff to write and sign the letter.

Motion Carried.

c. Town of Hantsport Sign

Councillor Zwicker expressed concern with the plan to remove the signs in Hantsport and replace with the new West Hants brand. He suggested that the former Town of Hantsport has been through a tremendous change over the past four years and felt to tear down the signs would be detrimental to the community now. He requested that staff reconsider, and asked that they be repaired instead.

CAO Osborne clarified that staff is not tearing down the signs, and explained construction work will be occurring on Willow Street and realigning the pavement to create a more inviting structure when entering the community. She confirmed the signs are damaged and would require restoration. She suggested this is an operational decision, and appreciated Councillor Zwicker's comments but questioned if not now, then when. She suggested that Council should determine whether there should be a signs policy for West Hants so all communities receive the same benefit of identification. She clarified the signs are not intended to be removed in any malicious way, adding that the Historical Society was asked if they wanted to keep the signs for historical purposes.

CAO Osborne indicated that staff approached the individuals who originally built the signs who agreed there is nothing that can be done that would amend it to reflect it to the community of Hantsport. At this point staff are not proposing to add more signage other than that already provided by Transportation and Infrastructure Renewal.

Deputy Warden Morton inquired about the transitional funding provided for signage. CAO Osborne confirmed there was about \$10,000 for signage, however to change the signs would be at a significant higher cost.

MOVED AND SECONDED that a recommendation be made to Council that staff be instructed to prepare an information report that will address a municipal wide signage policy.

Motion Carried.

d. Underwood Road Speed Bump

Councillor Hussey reported that constituents have expressed concern regarding speeding on Underwood Road and they would like some type of traffic measures.

MOVED and SECONDED that the matter of speeding on Underwood Road be referred to the Police Advisory Board.

Motion Carried.

e. General

Councillor Monroe asked if staff could investigate Facebook Live for Council meetings. She also inquired about sharing an ad with the Town of Windsor in the Valley Journal Advertiser for scheduled meetings. CAO Osborne agreed the Town could be approached and asked to share this section in the Valley Journal Advertiser when the Town's contract is up.

Councillor Monroe asked for feedback in the future on business development and why businesses are not coming to the area. CAO Osborne indicated staff could report the

number of open files from Planning and Development and identify which are residential and commercial. She suggested the other information could be obtained from the REN committee who report on a quarterly basis and she that would inquire why Council is not receiving this information. Warden Zebian expressed the importance of Council promoting the area as well. CAO Osborne reminded that Council is entering a Strategic Planning session and she envisioned through that process that Council would set direction on how to find perspective commercial businesses.

f. In Camera Session-MGA 22 (2) (g) Legal Advice eligible for solicitor-client privilege

**MOVED and SECONDED that the meeting move in-camera.
Motion Carried.**

The meeting moved in-camera at 8:09 p.m.
The meeting reconvened at 8:23 p.m.

12. Public Consultation

Steve Brown – Ellershouse

Mr. Brown expressed concern about an abandoned property in Ellershouse, formerly known as Davison's Ultramar on Hwy 1. He confirmed it is a boarded-up building, adding the roof caved in 2014, with gas tanks still in the ground. He advised he is concerned about the building's presence and that the Municipality deemed the property as safe. He suggested the property is surrounded by broken glass and many other materials which could be explosive and toxic. He questioned who would be liable if someone was injured on the property. CAO Osborne responded the current owner would be responsible for the property and confirmed it is not the Municipality.

Mr. Brown expressed concern for his family and neighbors who live near the property. He advised the property is very visible and is located on a main corridor for traffic. He suggested if the Municipality would like to encourage people to move to the area they should consider cleaning up these land marks which are an embarrassment. He asked why properties that are less visible are deemed unsightly and measures taken to clean it up but this property is not. He felt the Municipality is not taking responsibility and asked if consideration could be taken to use the area as a greenspace in the future.

CAO Osborne advised it is an open file which staff is working on, adding there is a complicating factor as the Department of Environment is investigating the property and she suggested until this is completed it would be a significant liability for the Municipality to assume any responsibility for it. She confirmed the Municipality's building official is monitoring the property to ensure the structure is still stable. She clarified that staff viewed the property two days ago and saw minimum evidence of broken glass on the property.

Jane Davis – Hantsport

Ms. Davis asked if the fee for the tax statement was for when nomination papers were filed. The Municipal Clerk confirmed that it is not associated with the statement of taxes required with nomination papers and explained the fees for election processes are included under a different resolution which was omitted from this policy in error but will be corrected before the next election, and she clarified that a fee cannot be charged for this statement.

Ms. Davis stated at the March Council meeting a motion was passed to ask staff to prepare a report for live streaming and asked where this report was. The Director of Finance advised that he expedited this request to the IT Specialist to add as high priority and it will be addressed as soon as possible.

Tom Calkin – Falmouth

Mr. Calkin advised that he would like to see the information provided on the fire services process soon. CAO Osborne clarified there was information provided to Council during budget deliberations on the cost of implementing the fire services.

Mr. Calkin clarified that he was seeking information on the arbitration process with the Windsor Fire Department, adding that it affects service in Hantsport. CAO Osborne advised when the arbitrator releases the report Council would respond appropriately, adding she had no additional information at this time.

Bill Preston – Hantsport

Mr. Preston commented on the issue of the signs in Hantsport and suggested these are the character and culture of the communities. He suggested there are people in the communities who would be capable of building signs and asked if consideration would be given. CAO Osborne confirmed that Council has asked staff to come back with a policy on signage and envisioned that staff would look at other practices in communities. She suggested that staff need to do research and allow Council to decide what is the best approach.

Councillor Leopold asked for clarification on the issue of ownership when a property has gone to tax sale. The Director of Finance explained once a property is sold at an auction there is a six-month redemption period where the original owner can pay all fees, adding before this point there is numerous communications with the owner stating that they owe taxes with the process being legislated through the MGA.

Councillor Leopold asked if a property owner can be ordered to clean up or demolish a property. CAO Osborne confirmed that it can be ordered and can be an expensive process, having it continue to be unpaid on the tax account and after three years forces the Municipality to sell the property. She advised if the property does not sell the taxes remain unpaid. She indicated unless there is a strategic reason for the Municipality to obtain the land themselves it would not be in the interest to take on a brownfield without any broader purpose, would be very expensive. CAO Osborne suggested the Municipality could set a minimum standards by-law but first would have to set standards for buildings.

13. Date of Next Meeting

The next meeting of Committee of the Whole will take place on July 25, 2017.

14. Adjournment

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

Meeting adjourned at 8:55 p.m.

Paul Morton, Chair

Rhonda Brown, Municipal Clerk