



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS  
Committee of the Whole Minutes  
July 25, 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
	M. Laycock	Director of Finance
	R. Brown	Municipal Clerk
	B. Carrigan	Director of Public Works
	M. LeMay	Director of Planning
	D. Dignan	REMO Coordinator
	J. Woodman	Administrative Assistant

There were 20 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 announced the Annapolis Valley International Town Criers Competition will be held in Windsor on September 14<sup>th</sup> on Gerrish Street at 2:00 p.m.

3. Approval of Agenda, including additions or deletions

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

- **Deletion - 5 (a) Presentations - Recycling Foam Products – West Hants – CKF Incorporated with Scotia Recycling**
- **Addition - 11 (a) Protocols & Accountability West Hants Fire Service – Councillor Daniels**
- **Addition - 11 (b) Employee Assistance Program – Councillor Daniels**
- **Addition - 8 (a) Verbal Update – Strategic Planning Process - CAO Osborne**
- **Renumbered - 8 (b) Monthly Budget Report – Month ending June 30, 2017**

**Motion Carried.**

4. Approval of Minutes

**MOVED and SECONDED that the Committee of the Whole minutes of June 27, 2017 be approved, noting any errors or omissions.**

**Motion Carried.**

5. Presentation (s)

EMO – Hurricane Season – Don Dignan

Don Dignan, REMO Coordinator, presented a PowerPoint presentation which outlined the lifecycle of a hurricane, summary of the 2016 hurricane season and predictions of the number of storms and hurricanes for 2017. Councillor Daniels asked if a storm surge would have an impact on transportation infrastructure. D.Dignan advised the factor regarding climate change, is the rising of water levels; he suggested if the area took a near hit on high tide there would be significant flooding issues. He advised experts have considered raising the level of the highway through the area by as much as three meters.

Councillor Leopold inquired what system is used for notifications or alerts to citizens. D. Dignan responded currently they use the national alert system through the Province. He added that the REMO website is updated regularly and information is passed on to municipalities and media about the approaching event. He offered a dialing system has been considered but the cost is significant. Councillor Hussey asked if there is a list of comfort centers for the area. D.Dignan clarified that agreements or memorandums of understanding are needed with agencies, to use the facilities.

Councillor Francis questioned whether the Newport Arena could be used as a comfort center. D. Dignan advised the arena doesn't have a backup electrical system which would be needed to be designated as a comfort center. Councillor Monroe inquired if there was a grant program which could assist in helping the arena obtain a backup electrical system. D. Dignan advised there used to be a JEPP program however the program is no longer funded. CAO Osborne commented that there is no funding for this area and suggested Council would need to establish a plan on how to fund a program.

CAO Osborne clarified that Mr. Dignan has been tasked by CAO Coutinho and herself to review the current informal arrangements set in place for comfort centers should they be needed and formalize the agreements, noting if the Municipality does not request someone to open, the Municipality is not responsible for any costs in an emergency. She suggested it is in the best interest of groups and

organizations to wait to be asked to open so that any costs they incur are covered under emergency funding. She advised there were a couple of locations that Council formally adopted as comfort centers, however staff want to go to the REMO Advisory Board with a recommendation on which locations to consider as formal comfort centers and then have Council adopt them.

CAO Osborne asked at what point does the Municipality activate the Emergency Coordination Centre (ECC). D. Dignan confirmed there are three stages considered during a significant event; a notification of the main partners, partial activation, and then full activation, with all participants being notified using the I AM Responding program. CAO Osborne added once the decision has been made to open the ECC, that is when communication is sent out to the Warden, Council and the public. She added then one of the CAO's act as the Incident Commander and their role is to facilitate and ensure those that are on the front lines have the resources they require and there is open communication. She expressed the importance of ensuring the public is ready if there is a need to evacuate. D. Dignan confirmed a tabletop exercise is being scheduled for September or October.

6. Hearing (s) – Dangerous & Unsightly  
There were none.

7. Business Arising from Minutes  
There was no business arising from the minutes.

8. Report of the Chief Administrative Officer

a. Strategic Planning

CAO Osborne provided a verbal update on the Strategic Planning Process. She noted a tender has been awarded for this work to assist Council through the process. She advised the kick off meeting was today with the purpose of firming up the timelines and administrative duties. She noted that there are three key points seeking Council's engagement, adding it is a sixteen-week project. She advised Councillors will first be invited to a meet and greet with the team and the next step will be looking to identify businesses and community stakeholders and a general survey on the Municipal website and social media pages for members of the public to answer which will be open for approximately six weeks. She indicated there will then be a public consultation and she hopes at that point to have some feedback from the surveys which result in a draft finding which Council and staff will have an opportunity to review and provide feedback and direction and then a final report will be received.

b. Monthly Budget Report – Month ending June 30, 2017

The Director of Finance reported that tax bills will be mailed within a week.

9. Reports – Other Committees

a. Fire Restructuring Committee

There was no report of the Fire Restructuring Committee.

b. Police Advisory Board – Councillor Morton

Deputy Warden Morton provided an update on the Police Advisory Board meeting held on July 19<sup>th</sup>. He reported that George Pineo was appointed as the West Hants Police Advisory Board representative to attend the Nova Scotia Association of Police Governance Fall Conference.

Deputy Warden Morton noted there were concerns reported to the traffic authority regarding speeding on Underwood Road. He confirmed that the RCMP have acknowledged the issue and have police presence in the area.

Deputy Warden Morton reported that a motion was made to Committee of the Whole that Councillors attend the RCMP Headquarters one-day tour in Halifax and provide available dates in September and October. He suggested the following dates September 13-15, 27-29 and October 12,13, 25-27. He asked that all Councillors respond to him within the next week with the dates they are available.

Deputy Warden Morton noted that that the RCMP reported on a crime spree that has been occurring in the area and confirmed the culprits were caught and some items were recovered.

10. Correspondence

a. July 10, 2017 – 9 Lives Cat Rescue Society – Thank you

b. July 19, 2017 – Municipal Affairs

11. Miscellaneous/New Business

a. Protocols & Accountability West Hants Fire Service

Councillor Daniels expressed concern about an incident that occurred in Falmouth last week regarding fire department jurisdictions. She noted that the Hantsport Fire Department is covering the Falmouth area, and suggested the incident last week was downgraded. She suggested that there is an issue with the automatic aid protocols. She questioned why Brooklyn Fire Department Station 2 is arriving on scene so quickly when Hantsport is capable of handling minor incidents such as what occurred. She felt that over stacking response is happening on minor incidents, she expressed concern about another station by-passing through Windsor when a concerted effort is being made to work with our neighboring fire departments. Councillor Daniels questioned why Station 2 is coming into Hantsport's jurisdiction when the opposite is not happening the other way.

CAO Osborne offered this is an operational question which should be referred to the fire chiefs, and clarified that they are independent fire departments and suggested the members need to be able to manage these issues amongst themselves. She personally didn't see how a department responding sooner should be looked at in a negative way. Councillor Daniels clarified that the Hantsport Fire Department is Municipally owned and suggested that Council has the authority to ensure it can look after its own jurisdiction. CAO

Osborne reminded that Council sets the fire zones in place and the fire departments determine how they operate. She offered that she has not heard from the chiefs that they have concerns about the issue.

CAO Osborne clarified that each fire department has their own by-laws, discipline, and investigation codes. She explained if another fire department makes a formal complaint there is a process to investigate the matter. She suggested that jurisdiction is from a primary response perspective but questioned why you would not want the closest fire services emergency equipment to arrive at a call. She suggested that a meeting be held with the Councillor and the affected fire department and find out what the issue is. She suggested Council could come up with a policy that is strategic but doesn't interfere with the operational requirements to address an issue.

b. Employee Assistance Program

Councillor Daniels advised prior to budget deliberations she had brought up Employee Assistance Program (EAP) as she would like to see this as part of the fire department volunteers to enhance the limited program they currently have through WCB and the Province. She indicated during the budget an amount was allotted. She has been advised that members of the fire departments have yet to sign up for this program and she felt it is important for volunteers to have this. She suggested the Municipality can afford this for our volunteers as it is very beneficial for them and she hopes next week this program is presented to executives and membership to the fire departments.

The Director of Finance suggested from a logistics point of view it would not be possible by next week. CAO Osborne reported that she took the matter to the fire services working committee and none of the fire chiefs expressed that they weren't satisfied with the service they were already receiving. She suggested that the Municipality could purchase a product to make available however there is nothing that shows the fire departments want it. She cautioned they are independent so they cannot be forced to participate.

Councillor Daniels advised that she spoke with members who were on the working committee who had no knowledge of this proposal. She felt the chiefs should not be making this decision on behalf of the executive or their membership. She offered that she was very disappointed and asked that the issue be discussed in a different forum.

**MOVED and SECONDED that a recommendation be made to Council to have a Fire Advisory meeting in September to discuss the EAP program with the Fire Chiefs to bring back to their Executive Committee.**

**Motion Carried.**

12. Public Consultation

There were no comments from the public.

13. Date of Next Meeting

The next meeting of Committee of the Whole will take place on September 26, 2017.

14. Adjournment

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

Meeting adjourned at 7:06 p.m.

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Paul Morton, Chair

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Rhonda Brown, Municipal Clerk