



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS  
Committee of the Whole Minutes  
March 27, 2018, 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                        |
|          | T. Leopold     | Councillor District 4                        |
|          | D. Francis     | Councillor District 5                        |
|          | R. Hussey      | Councillor District 6 (left 6:58 p.m.)       |
|          | J. Daniels     | Councillor District 7                        |
|          | R. Zwicker     | Councillor District 10                       |
|          | M. Laycock     | Chief Administrative Officer                 |
|          | K. Kehoe       | Director of Parks & Recreation               |
|          | B. Carrigan    | Director of Public Works                     |
|          | C. Lowe        | Accountant                                   |
|          | C. McClare     | Waste Reduction Coordinator (left 6:58 p.m.) |
|          | R. Sherrard    | Municipal Engineer                           |
|          | R. Brown       | Municipal Clerk                              |
|          | J. Woodman     | Administrative Assistant                     |
| Regrets: | D. Keith       | Councillor District 3                        |
| Guests:  | Darrell Lyttle |  |
|          | Kristen Jenson | CKF  |
|          | Dwight Wynot   | Scotia Recycling Group                       |
|          | Valda Walsh    | Region 6                                     |
|          | Kirk Symonds   | Region 6                                     |

There were 5 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 Hussey mentioned that there will be upcoming public information sessions on the Green Bins roll-out as well as advertisement via Facebook.

Chair Morton indicated that the Easter Egg Hunt held this past weekend at Irishman's Road Recreation Site was very successful and well attended.

Warden Zebian offered congratulations to Martin Laycock in accepting the Chief Administrative Officer (CAO) position. He also offered congratulations to Councillor Daniels for receiving her Economics Development certificate from Dalhousie University.

3. Approval of Agenda, including additions or deletions

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

- **11(b) – Apple Blossom Tea Grants (Councillor Daniels)**
- **11(c) – Municipal Newsletter (Councillor Daniels)**

**Motion Carried.**

4. Approval of Minutes

**MOVED and SECONDED that the Committee of the Whole minutes of February 27, 2018 be approved, noting any errors or omissions.**

**Motion Carried.**

5. Presentation (s)

a. 2018 Canadian Fastpitch

Darrell Lyttle presented a PowerPoint presentation on the 2018 Canadian Fastpitch Championship. He indicated that he is asking that the Municipality donate the St. Croix Ballfield for the event, adding that Kathy Kehoe has included the figures in the budget for Council's consideration. He indicated that he is very excited to collaborate with West Hants and the entire country is looking forward to the event.

Councillor Monroe asked if there was a plan for motorhomes coming into the facility during the event. Mr. Lyttle responded that this hasn't been a concern in the past, adding that most campers go to the local campgrounds.

Warden Zebian thanked Mr. Lyttle for bringing this event back to West Hants and suggested it is economically beneficial for the area.

Councillor Leopold asked what the clubhouse building had for internet service and whether this would need to be upgraded for livestreaming of the event. Mr. Lyttle advised the building currently has regular high-speed internet; however, he indicated that he is having someone install a fibre optic cable to address the issue.

Councillor Monroe inquired whether Mr. Lyttle had considered approaching the local breweries and wineries to partner for the event. Mr. Lyttle indicated that consideration was given but he noted there may be a conflict under the terms for Softball Canada, and he cautioned that he must respect their sponsors.

**MOVED and SECONDED that the presentation on 2018 Canadian Fastpitch presentation be received and placed on file.**

**Motion Carried.**

b. Region 6

Valda Walsh and Kirk Symonds presented a PowerPoint presentation on Region 6 Solid Waste Management. Councillor Zwicker asked if Region 6 could visit Hantsport School, Mr. Symonds indicated they would be visiting in April.

Councillor Leopold asked what issues arise from Region 6 business visits. Mr. Symonds indicated the majority of the time they end up dealing with enforcement issues.

Councillor Jannasch asked for clarification on how the administration of Region 6 works and diversion credits. Ms. Walsh confirmed Region 6 is regulated by the Environment Act and they are paid for primarily through grant and programs, adding they are also offered a stipend that offsets the cost of her position by Divert Nova Scotia. She confirmed Divert Nova Scotia is a primary funder and are regulated as the administer of the fund. She explained what is not covered under programs and grants is offset by billing to the municipal partners. She stated the administrative function of her office was to pay the diversion credits to the municipal partners.

Chair Morton thanked Region 6 for their presentation.

c. Recycling Foam in West Hants

Krista Jenson and Dwight Wynot gave a PowerPoint presentation on the possibility of including foam in the blue bag system in West Hants.

Councillor Monroe asked how they intend to get residents engaged in this matter. Mr. Whynot suggested that municipalities have added it to their collection calendars and advertised on their websites. He noted the haulers were cooperative once they realized it is not a separate collection. Ms. Jenson indicated there is an advantage as they use the blue bag system and the foam just needs to be included in the bag. Councillor Leopold asked where the Province stands on the matter and asked if any support was offered. Mr. Wynot indicated that there is no Provincial support at this time and so they took on the task directly. He added that Divert Nova Scotia supports it but only in principle. Councillor Leopold asked with Colchester already participating whether there was a separate sorting facility in that area. Mr. Whynot advised there is a sorting facility just outside of Truro. Councillor Leopold asked if these facilities accept all blue bags and if they have the capability of sorting the foam. Mr. Whynot confirmed this to be true.

Councillor Jannasch asked what the cost for recycling foam is and how it is paid. Mr. Whynot responded it is paid by the processing fee charged to take the blue bag, and then revenue when the product is sold. CAO Laycock clarified there would be an additional cost as the Municipality pays based on weight, however a lower tipping fee paid at the landfill would offset the cost. Councillor Monroe asked what they needed from the Municipality to move forward. Mr. Wynot suggested the Municipality would be involved from an enforcement aspect and advertising it for residents. CAO

Laycock indicated if Council were to move forward staff would need to prepare information and present a recommendation report for consideration.

Councillor Daniels asked if this something that municipalities could take to the UNSM asking that it be supported to see if this would help the endeavor. Mr. Wynot suggested that the UNSM are already aware of what is going on, and that some municipalities have agreed to take part while others have declined, and he suggested that they are looking at trying to expand it on their own. Councillor Jannasch asked whether the Municipality had recycled foam for a period and then stopped. Mr. Whynot indicated that if residents currently include Styrofoam at curbside in the blue bags it is being collected but there has never been a formal agreement.

**MOVED and SECONDED that a recommendation be made to Council that staff be directed to prepare a recommendation report on recycling Styrofoam.  
Motion Carried.**

**MOVED and SECONDED that the presentation on Recycling Foam in West Hants be received and placed on file.  
Motion Carried.**

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

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

8. Report of the Chief Administrative Officer

a. Crosswalks

CAO Laycock suggested that he wanted to ensure that Council knows what has gone into deciding on whether to create a crosswalk or not. He offered that crosswalks are an operational issue and normally would not come to Council, however there has been some significant discussion on crosswalks particularly in Hantsport so he felt it was important that an information report be provided and presented so Council is aware of the rationale behind the decisions made. He called upon the Municipal Engineer to review the information report.

The Municipal Engineer referred to the decision tool matrix in the report which goes through the process, he noted there are written warrants and procedures that must be followed and met. CAO Laycock added it was determined that the requested crosswalks didn't meet the criteria. He explained there is a significant amount of thought put into the decision with the understanding of the importance of safety.

Councillor Zwicker suggested that this matrix misses the severity element relating to speed from traffic on Holmes Hill Road. He felt at the minimum there needs to be a crosswalk at Mariner Drive. He asked what the risk is to the Municipality should Council decide to proceed. The Municipal Engineer stated the speed on Holmes Hill Road would

be the first reason not to put a mid-block crosswalk and should be addressed with the RCMP as that is out of the Traffic Authorities jurisdiction.

The Municipal Engineer advised the risk if the Municipality were to proceed would be if there was an incident at any mid-block crosswalk an investigation would be done that would question whether it was warranted or justified to be there in the first place and he cautioned if it didn't meet published warrants the Municipality could be liable. He suggested if Council considers proceeding against the recommendation then Council should at least check with the insurance company on any issues that may result.

Councillor Daniels stated the Province is supporting active transportation and healthy living and asked if this is considered in the matrix. The Municipal Engineer indicated that it is considered on any updates that are done by Transportation Association of Canada, noting therefore they publish updated warrants or what it takes before there is a perceived issue.

Councillor Monroe indicated that she respected this process but questioned how many streets in Hantsport would meet the criteria. She asked whether people were counted or just vehicles and whether it was done during the weekends as well. She questioned whether this matrix is appropriate when there are citizen concerns. The Municipal Engineer felt the report is clear and shows data over a two-week period for vehicles. He confirmed there is no data to support for pedestrians. He added that he has made spot checks and has only seen one person in the number of times he has checked. He offered he never completes a report in isolation and explained he has spoken to other Traffic Authority Engineers who agreed they would not support a mid-block crossing at those locations. He offered that whatever Council chooses to put in these locations that it should be maintained to a high safety level, adding there is a significant maintenance issue.

Councillor Leopold asked if there have there been incidents at these locations involving pedestrians and accidents. The Municipal Engineer responded that he has found no record of any incidents going back seven years with the RCMP. Councillor Leopold commented on the pedestrian count and suggested that it doesn't already meet the vehicular criteria and questioned how much the number of pedestrians would impact the decision.

**MOVED and SECONDED that a recommendation be made to Council that given the existing mid crossings in Hantsport at Chittick Avenue, Rand Street, and Willow Street that Council direct staff to investigate the risk and insurance ramifications of creating a mid-crossing on Holmes Hill Road at Mariner Drive.  
Motion Defeated.**

b. Tax Exemption Policy Schedule Report

CAO Laycock reported that he has received three requests for tax exemption for Council's consideration adding that all have met the criteria, and that they are applying for full exemption. He noted there is a change of the removing of Pembroke Hall where the Municipality has taken ownership. He confirmed the estimated loss on tax revenue is approximately \$4,400, with the majority coming from the Windsor Plains Community Fellowship Hall.

**MOVED and SECONDED** a recommendation be made that Council make the following amendments to Tax Exemption Policy COFN-004.00:

1. That schedule A of Tax Exemption Policy COFN-004.00 be amended to include the following organizations and their listed properties with the exemption to be applied:

| Owner                               | Property Description                    | Property AAN and PID Number  | Charitable Number | Extent of Exemption |
|-------------------------------------|---|------------------------------|-------------------|---------------------|
| Hantsport & Area Historical Society | 46 Main Street, Hantsport, NS           | AAN 00827185<br>PID 45044005 | 886938489         | Full                |
| Quick As A Wink Theatre Society     | 380 Wentworth Road, Wentworth Creek, NS | AAN 10492939<br>PID 45391869 | 863160750         | Full                |

2. That Schedule B of the Tax Exemption Policy COFN-004.00 be amended to include the following organization and their listed Property with the exemption to be applied:

| Owner                                    | Property Description                  | Property AAN and PID Number  | Extent of Exemption |
|--|---------------------------------------|------------------------------|---------------------|
| Windsor Plains Community Fellowship Hall | 4839 Highway 1, Three Mile Plains, NS | AAN 04684923<br>PID 45005402 | Full                |

3. That Schedule B of the Tax Exemption Policy COFN-004.00 be amended by removing the following organization and their listed properties with the exemption to be applied:

| Owner                      | Property Description                            | Property AAN and PID Number  | Extent of Exemption |
|----------------------------|---|------------------------------|---------------------|
| Trustees of Community Hall | 8929 Highway 215, Pembroke Land Fellowship Hall | AAN 04682831<br>PID 45173754 | Full                |

**Motion Carried.**

c. Monthly Budget Report

CAO Laycock reported there is no significant changes from the previous report, he noted we are coming close to year end and he has a better idea of total costs. He indicated there will be a surplus due to the award from the fire dispute. He clarified on an issue from the last meeting regarding the Hantsport sewer, suggesting this will need to be addressed during the budget process as it is higher than anticipated.

9. Reports – Other Committees  
a. Falmouth Watershed Advisory Committee  
There was no Falmouth Watershed Advisory report.

b. Police Advisory Board  
There was no Police Advisory Board report.

10. Correspondence  
There was no correspondence.

11. Miscellaneous/New Business  
a. Fifteen Year Municipal Fire Service Award  
Councillor Daniels reported she is bringing forward this recommendation to recognize the fire service members for West Hants for their efforts and to encourage better retention of the volunteers. She explained the Municipality does have a policy that acknowledges service for significant years with a certificate. She added that federally and provincially fire fighters are recognized through medals. She explained a lot of municipalities have been moving forward to recognize their volunteers for 15 years of service. She felt that these volunteers are more deserving of something significant than a certificate.

Councillor Daniels indicated that she had proposed a medal that is similar to the Canadian Volunteer Fire Services Association (CVFSA) which the Municipality could provide for volunteers; however, she found out today that there has been some controversy regarding municipal awards being worn on the uniforms and the CVFSA is suggesting instead to create a ribbon bar with an insignia. She recommended that the Municipality create their own ribbon bar to be given out as a 15-year recognition for their service to the fire fighters. She added the municipal policy only recognizes through a certificate specific years and the policy would need to be amended for a 15-year award and that it reflects presentation of a CVFSA 30-year medal.

**MOVED and SECONDED that a recommendation be made to Council to direct the CAO to amend section 2.6 of Policy COGE-005.00 to reflect that volunteer fire fighters receive recognition of dedicated service through a 15-service award.**

Councillor Monroe questioned if it was the Municipality's responsibility or the fire departments responsibility to provide the medals. Councillor Daniels suggested that a lot of municipalities are beginning to adopt their own recognition method to provide a personal thank you to the volunteers on behalf of the municipality.

Councillor Monroe suggested that Council be provided a list of years of service for the volunteers every year. The Municipal Clerk advised that the policy states that annually the executive assistant would relay this information.

Councillor Leopold asked if this recommendation would apply only to the Hantsport members or all active volunteers in the Municipality. Councillor Daniels advised the motion or policy does not specify Hantsport Fire Department and she assumed it would be for all emergency service providers. CAO Laycock added the presumption would be that it recognizes all fire services. Councillor Francis suggested waiting and consider including this in the Fire Policy that is currently being created. CAO Laycock recommended leaving the issue separate at this time.

Councillor Daniels clarified this is to show recognition from the community and it is separate from the departments recognition for their service.

**Motion Defeated.**

b. Apple Blossom Tea Grant

Councillor Daniels removed the item from the agenda.

c. Newsletter

Councillor Daniels asked when the next newsletter would be issued. CAO Laycock responded that he is working on the matter with the Executive Assistant/Communications Coordinator. He explained they are reviewing the newsletter process due to the cost of \$15,000 per year. He suggested there are more efficient and modern ways to better communicate with West Hants residents. Councillor Jannasch expressed that the newsletter is important in the rural districts and perform an important role. Councillor Leopold suggested there are other publications that exist in different communities that could potentially be used to get information out from the Municipality.

Councillor Daniels cautioned that there are communities who don't offer other publications and she didn't feel it would be fair to all residents. CAO Laycock offered there is nothing that would stop councillors from creating a newsletter and distributing within their areas and clarified councillors have expense accounts that could be utilized for communications. Chair Morton suggested that many residents look forward to the newsletter and can't rely on other methods to receive information. CAO Laycock encouraged if the newsletter proceeds that Councillors would need to provide information for it, as this has been an issue.

12. Public Participation

Bill Preston, Hantsport offered his thanks for the update on the Hantsport sewer issue. He commented on the sidewalk issues in Hantsport, adding there is a population of 903 people. He indicated the condition of Holmes Hill Road has been an issue for years and explained there was always two sidewalks, however since the road has been renovated there is only one. He noted a meeting was held at the fire hall prior to the renovations and residents were told there was to be no parking on the street. He suggested that the issue is just not with Holmes Hill Road as there are other streets that come off it. He confirmed there are 90 houses in that surrounding area and the report that was done was in October which he felt was not an accurate time of year to determine traffic. He offered it is a busy area and that something needs to be done as it is a real safety concern.

13. Date of Next Meeting  
The next regular Committee of the Whole will be on April 24, 2018.

14. Adjournment

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

Meeting adjourned at 7:53 p.m.

---

Paul Morton, Chair

---

Rhonda Brown, Municipal Clerk