



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Committee of the Whole Minutes
May 22, 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
	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
	M. Laycock	Chief Administrative Officer/Director of Finance
	B. Carrigan	Director of Public Works
	C. Lowe	Accountant
	K. Kehoe	Director of Parks & Recreation
	R. Brown	Municipal Clerk
	J. Woodman	Administrative Assistant
Guests:	G. Isenor	G.A. Isenor Consulting Ltd.
	A. Peters	Glooscap Ventures

There were 8 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. Warden Zebian offered condolences on behalf of Council to the families of Doug Corkum and Phillip Pothier for their loss.

Councillor Daniels reminded that the Southwest Hants Fire Auxiliary is having their annual yard sale and silent auction on Saturday, May 26th from 8:00-1:00 pm.
3. Approval of Agenda, including additions or deletions
MOVED and SECONDED that the agenda be approved with the following additions:
 - **11 (a) Hantsport Fire Department and Public Works – Municipal Asset Management - Councillor Daniels**
 - **11 (b) Extended Producer Responsibility – Warden Zebian****Motion Carried.**
4. Approval of Minutes
MOVED and SECONDED that the Committee of the Whole minutes of April 3, April 4, April 17 Special Budget, and April 24, 2018 be approved, noting any errors or omissions.
Motion Carried.
5. Presentation (s)
 - a. Consolidating West Hants Water and Sewer Administration – Gerry Isenor
Mr. Isenor gave a PowerPoint presentation on consolidating the West Hants water and sewer administration. He explained his background is in engineering adding that he has done a significant amount of rate structure and studies in Nova Scotia and New Brunswick, PEI, and Newfoundland.

**MOVED and SECONDED that the presentation regarding Consolidating West Hants Water and Sewer Administration by Gerry Isenor be received and placed on file.
Motion Carried.**

Councillor Daniels asked if the Utility and Review Board handbook accounts for the depreciation. Mr. Isenor confirmed it did and explained what was built in to the Municipality's sewer rates was called a capital reserve fund adding this reflects what a depreciation fund would do and is based on the depreciated value of the assets. He suggested the Municipality has an active depreciation fund.

Councillor Hussey pointed out that currently the Municipality charges sewer rates on the property tax bill and asked if that would continue under this model. CAO Laycock clarified those charges would be removed from the tax bill and added to the water bill. Councillor Hussey asked if residents would then receive higher bills quarterly rather than once per year on their tax bill. CAO Laycock confirmed this and explained the quarterly bill would be higher however the annual bill on the tax bill would be eliminated. Councillor Hussey asked if would be feasible to include the base rate on the property tax bill as the sewer is currently and just charge for consumption. CAO Laycock suggested that he would not recommend this process as it wouldn't be any different than how it is currently done. Councillor Hussey expressed concern for residents who would be paying quarterly specifically those who rent as those charges would normally go to the home owner. He requested that staff look into including the base rate on the property tax bill.

Councillor Jannasch asked how much water use typically declines when combining sewer and water. Mr. Isenor responded it decreases slowly as residents catch on and is typically a 2% decrease per year. He suggested that the Municipality should include awareness in the public information sessions that residents who have high water bills currently should investigate to ensure they don't have any metered leaks in their home. CAO Laycock clarified that the calculations presented are high level estimates for an average consumption amount and explained that every situation is unique, and it varies from house to house.

Chair Morton thanked Mr. Isenor for his presentation.

b. Glooscap Ventures Presentation - Amanda Peters

Ms. Peters gave a PowerPoint presentation on Glooscap Ventures and the various entities they manage. Councillor Zwicker commented that there are amazing opportunities occurring at Glooscap and suggested he is looking forward to seeing more to come.

Councillor Jannasch asked if the goat milk is being brought to Canada to produce the authentic Feta Cheese or the Cheese to Canada to distribute. Ms. Peters explained the milk is being brought in bulk to be processed, packaged, and exported from here and sold to local restaurants in Canada, and confirmed they have received quota from the government.

Chair Morton thanked Ms. Peters for her presentation.

**MOVED and SECONDED that that the Glooscap Ventures Presentation 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. Grants & Contributions 2018-19

CAO Laycock and the Director of Parks and Recreation reported that each year the Municipality receives numerous grant requests and confirmed they were able to meet most. The CAO suggested some of the requests that fall outside the general grants would come from the Gas Tax Fund among other funding sources.

Councillor Daniels asked if Southwest Hants Fire Society had submitted an application for funding. CAO Laycock indicated they did submit an application, however it did not meet the deadline and were excluded as there were many other applicants that submitted requests on time and staff considered this fair.

Councillor Leopold asked how staff receive applications, and whether it is just a standardized form. CAO Laycock confirmed the application is posted online on the West Hants Website and is promoted through social media with the criteria outlined. He suggested that the current application will be updated next year, and staff is considering having it done online instead.

Councillor Leopold asked how groups determine which grants to apply for. CAO Laycock indicated that most organization will contact the Municipality for assistance.

MOVED and SECONDED that a recommendation be made to Council that Council 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.

It was noted that a few Councillors had a conflict of interest as they were on the boards of organization receiving grants.

MOVED and SECONDED that the recommendation be amended to read "adopt the attached Schedules 1 and 2, as presented, except for Riverview Skating Club, Hantsport Winter Festival and Hants Community Hospital Foundation, 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." Amendment Carried.

Motion Carried.

MOVED and SECONDED that a recommendation be made to Council that Council approve grant funding to Riverview Skating Club, as noted in Schedule 2, and authorize staff to release funds once all requirements, as outlined under the Grant and Contribution Policy, have been met.

Councillor Leopold declared conflict of interest.

Motion Carried.

MOVED and SECONDED that a recommendation be made to Council that Council approve grant funding to Hantsport Winter Carnival, as noted in Schedule 2, and authorize staff to release funds once all requirements, as outlined under the Grant and Contribution Policy, have been met.

Chair Morton declared a conflict of interest.

Motion Carried.

MOVED and SECONDED that a recommendation be made to Council that Council approve grant funding to Hants Community Hospital Foundation, as noted in Schedule 1, and authorize staff to release funds once all requirements, as outlined under the Grant and Contribution Policy, have been met.

Warden Zebian and Councillor Francis declared a conflict of interest.

Motion Carried.

b. Policy to Establish the Fences Arbitration Committee

The Municipal Clerk reported the Municipality had an active Fences and Arbitration Committee until the spring of 2016 when the Municipality discovered it did not have approval from the Province under the Fences and Detention of Stray Livestock Act for the committee. She explained that before this the Municipality had assumed the Committee

had been approved, as a request for the approval had been submitted to the Province in 2013.

The Clerk explained at the request of several municipalities, in the fall of 2016, the Act was amended to require each municipality to have a fences arbitration committee without the need for approval by the Province.

The Clerk clarified the purpose of the Fences Arbitration Committee is to settle disputes about fencing between livestock farms or between a livestock farm and a non-livestock farm. She stated the committee does not handle fencing issues between neighbors where neither contain livestock as defined by the Act.

MOVED and SECONDED that a recommendation be made to Council that Council approve the Policy to Establish the Fences Arbitration Committee, COGE-008.00 as presented to the Committee of the Whole on May 22, 2018.

Councillor Daniels suggested the Fences and Detention of Stray Livestock Act was antiquated and asked who the liability would fall on. The Municipal Clerk confirmed the Act was updated in 2016 and explained that Province repealed another act regarding the impoundment of livestock and rolled them into one act. She indicated in terms of liability the Fences Arbitration Committee can issue an order and if there is not compliance the Municipality can perform the required work and apply the cost as a lien on the property.

Councillor Jannasch reported he sat on this committee years ago as a citizen member and explained there is a set of guidelines on fencing requirements that the Province uses. He suggested the issue of liability gets complicated, and suggested you need a lawyer present to understand the statute, he felt this is the Province coming up with a more sensible act.

Motion Carried.

c. Amendments to the Falmouth and Davidson Lake Watershed Advisory
CAO Laycock reported that currently the agendas for both Watershed Advisory Committee meetings are very short and it was suggested holding semi-annual meetings may be more efficient for the time management of Committee members.

MOVED and SECONDED that a recommendation be made to Council that Council approve the amendments to the Policy to Establish the Davidson Lake Watershed Advisory Committee COPW-003.00 as presented to the Committee of the Whole on May 22, 2018.

Councillor Daniels asked if the provincial representative votes, would hold the Province liable for that vote. CAO Laycock suggested that he didn't see that as an area of concern for liability.

Motion Carried.

MOVED and SECONDED that a recommendation be made to Council that Council approve the amendments to the Policy to Establish the Falmouth Watershed Advisory Committee COPW-002.00 as presented to the Committee of the Whole on May 22, 2018.
Motion Carried.

d. 2016-2017 Financial Condition Index (FCI)
CAO Laycock explained the Province released the annual FCI report, and argued West Hants is in good standing despite the two 'Red' indicators referred to on pages 12 and 13 of the report regarding reserves. He explained that the Province requires surplus in the operating fund be moved to an operating reserve; however, some of the surplus is in receivables and not actual cash, therefore it affects cash-flow if the surplus is put into the reserve fund. He advised the Municipality has a breakeven budget and explained he had determined a way to address the situation for next year's FCI without impacting tax payers. He suggested that it just highlights that the FCI are conversation starters and should spark questions. He pointed out that you cannot compare municipalities and towns as they are two separate entities.

Councillor Daniels suggested it is upsetting that the FCI's are held against the Municipality by Municipal Affairs because of the formula used and asked if the CAO's explanation is enough to satisfy the Province. CAO Laycock indicated if anyone was to question him, he could explain his rationale. Councillor Daniels asked if there is there something that the Municipality can do to address this with Municipal Affairs. CAO Laycock confirmed that he has made his thoughts clear to Municipal Affairs and clarified that cash-flow management is separate from reporting.

Councillor Monroe asked what the plan is for next year. CAO Laycock advised this report is based on the 2016-2017 audited reports, so he couldn't change it for this year, but that he could make accounting journal entries for next year's FCI's which would resolve the issue.

Councillor Leopold asked if this the expectation of how most municipalities are operating. CAO Laycock confirmed that it was his impression that many other entities are doing the same as the Municipality, so it doesn't impact taxpayers in a negative way.

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.

c. MCCAP Committee

Councillor Daniels stated there is a MCCAP meeting tomorrow at 10:00 a.m.

10. Correspondence

There was no correspondence.

11. Miscellaneous/New Business

a. Hantsport Fire Department/Public Works

Councillor Daniels advised during budget deliberations that the Hantsport Fire Department presented the issues of their building and the property which is clearly a safety issue, and suggested it was an asset that was not maintained over the years. She added that it was also discussed that the Public Works building is in the same condition. She suggested that Council needs to start having conversations to see what can be done about these two buildings in the future.

The Director of Public Works reported that he has completed a preliminary draft concept plan of what would be required for the fire department. He explained that he needs to discuss what the fire department requires along with Public Works to right size a building to keep costs to a minimum. He suggested the Municipal Engineer could assist with cost estimates of a combined facility. CAO Laycock suggested this would warrant a motion of Council to see if they were in favor of staff preparing an information report to discuss the options.

MOVED and SECONDED that a recommendation be made to Council to direct staff to prepare an information report for the Hantsport Fire Hall and Public Works facilities.

Councillor Leopold reminded of the comments that have occurred about looking at a regionalized fire services and suggested that this would need to be considered. Councillor Zwicker cautioned that Hantsport is a very important fire station to both West Hants and Kings County, and our largest employer is in Hantsport so it is important to have a fire station there. Councillor Daniels agreed and added that the Hantsport Fire Department also provides services to Glooscap First Nations and added there is a new service area of Glooscap Landing as well.

Motion Carried.

b. Extended Producer Responsibility –Warden Zebian

Warden Zebian reported that Extended Producer Responsibility (EPR) shifts the costs of managing specific waste and recyclable materials from municipalities to the producers. He

explained currently Nova Scotia does not have such a program and suggested that most other provinces do.

**MOVED and SECONDED that a recommendation be made to Council to instruct staff to prepare a letter to be sent to the Minister of Municipal Affairs, Derek Mombourquette and Chuck Porter, MLA expressing West Hants' support for the creation of legislation for implementing an EPR-PPP program in Nova Scotia.
Motion Carried.**

12. Public Participation

John Robertson of Curry's Corner, advised he was upset regarding a letter given to residents in the area stating that they will be losing their water in the fall if they do not replace their water line. He expressed that residents are very concerned and are requesting that the Municipality take over the water line for the residents, as it is a very important issue to them.

13. Date of Next Meeting

The next regular Committee of the Whole will be on June 26, 2018.

14. Adjournment

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

Meeting adjourned at 7:46 p.m.

Paul Morton, Chair

Rhonda Brown, Municipal Clerk