



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Committee of the Whole Minutes
February 26, 2019, 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
	B. Carrigan	Director of Public Works
	C. Rochon	Director of Finance
	R. Brown	Municipal Clerk
	A. Henhoeffter	REMO/Fire Services Coordinator
	J. Woodman	Administrative Assistant
Guest:	Gary Rafuse	Transportation and Infrastructure Renewal

There were 2 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 announced the meeting was being broadcasted on Facebook Live and reviewed the standard fire evacuation procedure.

Warden Zebian announced this Saturday at 7:00 p.m. at the Windsor Community Center the Lions Club will be hosting a paint night. He encouraged everyone to come out and support this great cause.

Councillor Leopold advised of the second phase meetings proposed for the Governance Review, with the first one on March 5th TMP Hall, March 6th Hantsport Baptist Church, March 7th Dr. Arthur Hines Elementary School, March 13th Ardoise Community Recreation Center, March 14th Windsor Community Center, and a snow date scheduled for March 19th at the Municipal Office.

3. Approval of Agenda, including additions or deletions
MOVED and SECONDED that the agenda be approved with the following additions:
9 (a) 02-21-2019 PAC Excerpts
11 (b) Transition Committee Communications
Motion Carried.

4. Approval of Minutes
MOVED and SECONDED that the Committee of the Whole Minutes of January 22, 2019 be approved, noting any errors or omissions.
Motion Carried.

5. Presentation (s)
 - a. REMO Coordinator and Fire Services Coordinator Introduction and Update
 A. Henhoeffter gave a brief update on her management experience. She advised she is the REMO Coordinator and the Fire Services Coordinator. She explained as the REMO Coordinator she has been working with Andrew Mitton and Paul Maynard who provided her with a background of the activities for the last few months. She noted she has been working to get to know the community and determine the risks in the area. She indicated that she has been reviewing any gaps that need to be looked at from the emergency management evaluation. She confirmed that the last Provincial REMO evaluation was completed in 2017 and the next one will be in November of 2019. She has had some REMO Planning Committee meetings with REMO, and she is waiting to book the REMO Advisory meeting

Coordinator Henhoeffter advised on the fire services side she has been reviewing the Policy that was approved by Council in October 2018 in order to determine how to move forward. She has met with all the fire chiefs, having had great conversations and has gone out to most of the fire departments to introduce herself to the members. She advised that she had sent out a survey to the members to gain some input as to what is working well and any challenges they may foresee in their departments; and how they see things going with the consolidation process. She indicated the survey has just closed but she has not had the opportunity to look at the results, noting she will present the findings later. She stated from a transition point she is looking at how to move forward with a regionalized approach.

Coordinator Henhoeffter reported that she has prepared a budget proposal for REMO and Fire Services which have been presented to both CAO's for the budget deliberations.

The Coordinator reported that Health Canada has implemented a new Heat Advisory Response System (HARS) which looks at how to advise the public on heat warnings. The public would be notified of a heat advisory when there is 2 consecutive days with a 31 humidex. She added that she will need to look at cooling centers and noted that we currently have four comfort centers for the Windsor/West Hants area: Windsor Community Center, Brooklyn Fire Department, Summerville Fire Department and Walton Fire Department. She suggested she does need to address a comfort center for Hantsport, noting she will be working on this and bringing it forward. She is working on a comfort center policy which would clarify when a comfort center needs to be activated and the stipulations. She added that on her task list she will also be looking at identifying shelters.

Councillor Zwicker asked if July and August of 2018 would have been declared an advisory due to the high temperatures. A. Henhoeffler stated when looking at the statistics for Kings County over the last several years it was anywhere between 3-6 days where a heat advisory would have been declared. She offered she has yet to review the statistics for this area but suggested it would have been similar.

Warden Zebian asked if the Coordinator was looking at service levels for the various fire departments. A. Henhoeffler stated it will be reviewed and confirmed based on the Policy all of the fire departments fall under either serviced or unserviced levels, so she was not sure whether there is a need to adjust them at this time, unless Council otherwise chooses.

Councillor Leopold asked for more information about the pilot project for the generator grant program in Kings. A. Henhoeffler explained this is a pilot project that the Municipality of Kings County has implemented and noted they needed to abide by the Municipality's Comfort Center Policy, and the Municipality of Kings County provides funding up to \$10,000 which is a grant with two different categories; first being 80% up front and once installed the remaining 20% would be provided at that point. She confirmed it is based on the amount that has been set aside in the budget or the number of applications.

b. Department of Transportation and Infrastructure Renewal

Chair Morton advised that Mr. Gary Rafuse, Windsor Area Manager of the Department of Transportation and Infrastructure Renewal (DTIR) was in attendance to address concerns regarding Underwood Road and Hwy 14.

Mr. Rafuse reported that he had received two letters from the Municipality to speak on Trunk 14 as a whole road length in particular to the truck traffic and the area surrounding the Petro Can in Brooklyn, and on Underwood Road.

Mr. Rafuse reported that in 2015 DTIR conducted a study along Trunk 14 and were able to do a classification count for traffic data which found that 15% of all traffic was through traffic as opposed to local traffic in the Milford area. He confirmed in Upper Rawdon the same count was done and 26% was considered through traffic, and in Garlands Crossing it was 18%. He offered when reviewing the daily count of all traffic there was 10% trucks and of that it is the 15-20% that are through traffic and the remainder is local deliveries.

Mr. Rafuse reported one of the comments DTIR received was the ability to restrict through traffic on Trunk 14 as a mitigating measure to improve the overall safety of the roadway. He explained that DTIR has restricted truck traffic on other roads around the Province, but offered it is not common, as most streets are public for all users with little limitation. He indicated that restriction is a possibility if it is something that is expressed as a concern, and that there is a process for this to occur, and would need to be considered by the Province.

Mr. Rafuse stated there are three "Y" style intersections in a close distance that were constructed many years ago but suggested with today's traffic volume other alternatives need to be considered. He noted the intersection near the Petro-Can in Brooklyn is operating as designed but agreed it is

not the best option for the volume but does meet the current standards. He noted the main cause of accidents in this area is that the driver is unable to determine who holds the right of way and fails to yield. He advised there is a similar intersection in Brooklyn Center by the monument and suggested this area has a unique challenge as businesses operate at both the intersections. He indicated this is not ideal from a traffic engineering perspective, as typically there is a distance maintained between an intersection and the driveway whether it is residential or business. He offered the monument in the middle of this intersection holds value to many people but suggested it could be placed in a different location to enable improve safety.

Mr. Rafuse noted the Union Corner intersection is very similar, confirming that DTIR is aware of the three noted intersections; however, they are not on the current five-year plan for improvement. He stated that the intersections are on the internal priority planning sheets which is what the DTIR uses to plan projects for the future. He pointed out another similar intersection in Garland's Crossing which is problematic due to the angles.

Mr. Rafuse advised the intersections are not a typical "T" intersection and offered they are complex and require a high degree of awareness and unfamiliar drivers are unsure who holds the right of way. He explained when DTIR evaluate intersections through engineering decisions, they calculate the number of decision or conflict points to determine the safeness. He stated in the short term for these intersections, the main focus is to maintain current signage and paint lines so the driver can see how to approach the intersection. He suggested if the intersections are identified on DTIR internal priority planning sheets, they would still require capital investment to revise the intersection reconfiguration.

Mr. Rafuse reported that he was asked to speak on Underwood Road regarding winter conditions and the snow plowing ability with respect to the two levels of service. He confirmed on DTIR website they have a section titled "Winter" where residents can click on the link to tell them when their road will be plowed and the level of service that the road is. He noted another link on the main page is "Plow Tracker" which is popular during a weather event. He suggested the main reason for concern on Underwood Road is because the Provincial level of service is different than the Municipal standard level of service. He confirmed the Province will do road exchanges with municipal governments to find efficiencies in the road network and have one road segment maintained the same. He noted regarding the speed limit, the Province states 50 km/h is standard for residential streets and they do not install yellow lines on local dead-end roads.

Mr. Rafuse advised DTIR does have an operations contact center in Sydney where the public can call, and their concerns are logged, prioritized and assigned to the right supervisor. He offered DTIR feels this center is successful in tracking and dealing with calls in an efficient manner.

Councilor Daniels asked if DTIR reviews accident rates that happen within the intersections to help prioritize. Mr. Rafuse confirmed they do on a district and Provincial level and explained there is still the ability to add projects in the five-year plan. He added if there is an area with significant accidents it gets prioritized higher.

Councillor Daniels inquired if the Province considers installing speed reducers in areas with concerns for speed. Mr. Rafuse indicated to his knowledge the Province does not have any traffic reducing devices installed, he suggested that Halifax does on municipally owned streets only.

Councillor Keith expressed concern about trucks traveling to the landfill and asked why they can not be directed to use the 236 route near the Tidal Bore. He offered there is no need for them to travel through Brooklyn and cautioned that the road is not going to be able to hold and there may be a serious event if the road collapses. Mr. Rafuse suggested that the Landfill may be able to dictate that the trucks must follow a certain route to access them. Councillor Monroe offered to take this concern to the Landfill Liaison Committee to discuss. Councillor Keith suggested the most significant concern is that there are no passing lanes in this area on Route 14 and people are trying to pass these trucks and it is very dangerous. He also questioned how much weight the older bridges can take with the volume of traffic. Mr. Rafuse confirmed that two of the bridges were evaluated and met the required criteria.

Councillor Munroe suggested that the Municipality should swap services on Underwood Road for snow plowing as it makes more sense. Mr. Rafuse agreed it is something they should be able to find efficiencies with. Councillor Zwicker asked if the Province upgrades the roads before a municipality takes it over. Mr. Rafuse suggested generally this is the case but stated that an agreement would need to be in place. Councillor Zwicker asked if the level of service for Underwood Road could be upgraded as there is a significant amount of traffic and weight which is causing the road to deteriorate and asked if extra work can be done. Mr. Rafuse agreed there is an increase of traffic but confirmed the road still meets the classification criteria.

Councillor Leopold inquired if there are any considerations given to the access of the businesses near the Brooklyn intersections that have been discussed. She referred to the Petro-Can in Brooklyn that has unlimited access points and asked if this would give this a higher priority. Mr. Rafuse offered that they consider access management as top priority when redesigning or reconfiguring intersections. He confirmed DTIR have a very comprehensive assess policy for developments going forward. Councillor Leopold asked how councillors or citizens can make this more of a priority particularly in these two areas in Brooklyn. Mr. Rafuse suggested for a retrofit, the access to the businesses could be restricted by curb or an open ditch could be installed to define the access points along the driveway and offered their design group would compare different options to determine the best solution.

Councillor Leopold asked where these two particular intersections fall on either the internal or five-year plan. Mr. Rafuse confirmed they are Hants County's number one priority, but he offered he could not speak to where they fit on the overall Provincial plan.

Councillor Jannasch asked about the new development near Walton where they want to store and manufacture explosive charges for the oil industry. He expressed concern over the material being transported down the 215 Highway and possibly through both of the intersections in Brooklyn. He wondered if there was any level of oversight from the DTIR for safe transport of these materials. Mr. Rafuse noted the transportation of dangerous goods is Federally regulated and is outside of DTIR realm to be involved.

Councillor Daniels advised that she has had residents in the Vaughn's area contact her concerning guard rails around waterways on the road through Leminister to New Ross which does not have a full guard rail near the lakes. She inquired how DTIR determines where a guard rail is required. Mr. Rafuse advised that guard rails are normally installed on an embankment that is over 10 feet in height and noted they also look at the geometry of the road and accident history.

Councillor Zwicker stated the connector road in Hantsport recently had an accident and asked if a risk assessment had been completed to determine if a guard rail is warranted. Mr. Rafuse offered it has not been completed but that DTIR is aware of it and they have been asked to consider a guard rail at that location.

6. Hearing (s) – Dangerous & Unsightly

There were no Dangerous & Unsightly Hearings.

7. Business Arising from Minutes

a. Bill 62 Financial Assistance for the supply, use, storage or conservation of water
CAO Laycock reported this request was made in October and was presented at a previous Committee of the Whole and discussion was deferred until now. He advised the information report has provided reasonable background on the process of what would be required.

b. 01-16-2019 Minister of Environment – Amendments to Solid Waste Resource Management Regulations

Councillor Jannasch reported that he has written an open letter to the Chair of Region 6 who shared it with the regional chairs for the entire Province. He confirmed the letter asked if the Government's new found interest in the commercialization of garbage was going to affect extended producer responsibility given that the program has potential to bring significant revenue to the Municipality. He confirmed to date he has not received any clarification on what the Government's position is.

8. Report of the Chief Administrative Officer

a. Region 6 Budget 2019-2020

MOVED and SECONDED that a recommendation be made to Council, that Council approves the 2019-20 budget for Region 6 as presented in the January 22, 2019 report. Motion Carried.

b. Foam Recycling

CAO Laycock reported this report was requested by Council. He suggested if Council was to look at doing foam recycling it would require a change to the Solid Waste By-law to include foam as general recycling material. Councillor Hussey offered for the environment foam should be included in the recycling if there is no impediment.

MOVED and SECONDED that a recommendation be made to Council to ask staff to prepare a recommendation report to allow recycling of expanded Styrofoam in West Hants.

Councillor Jannasch cautioned that the Municipality would have to carefully investigate what the costs are and what the need would be for trucking. He suggested if the extended producer responsibility is introduced to Nova Scotia hopefully the volume of Styrofoam would be decreased significantly. Councillor Daniels concurred with Councillor Jannasch and agreed that the Municipality should wait and expressed concern about the amount of Styrofoam that is not permitted to be recycled.

Motion Defeated.

Councillors Leopold, Jannasch, Keith, Francis, Monroe, Daniels, Warden Zebian and Deputy Warden Morton voted nay.

c. West Hants Sports Complex

The Director of Public Works reported the Department of Public Works conducted the evaluation of RFP# WHPW18-19 issued for the Project Engineer that is required for the construction management and commissioning activities of the West Hants Sports Complex.

CAO Laycock reported a proposal was solicited from I.B. Storey to perform all separate rink engineering, mechanical and controls integration as a continuation of their Energy Model services. I.B. Storey's core service offering is rink engineering; and noted the proposal is to engage the Municipality to prioritize facility design features and benefits.

MOVED and SECONDED that a recommendation be made to Council, that subject to Council awarding RFP WHPW18-12, the Municipality enter into contract negotiations with Tate Engineering to perform Project Engineering Services for the West Hants Sports Complex.

Motion Carried.

MOVED and SECONDED that a recommendation be made to Council, that subject to Council awarding RFP WHPW18-12, the Municipality award a contract to I.B. Story Inc. to perform Special Rink Engineering Services for the West Hants Sports Complex; in the amount of \$70,000 plus applicable taxes, with funding coming from Operating Reserve.

Motion Carried.

d. Replace Water Service Lines, Highway Trunk #1 TMP

CAO Laycock reported that the Department of Public Works has conducted the evaluation of the tender issued for the Replacement of Water Service Lines along Highway Trunk #1 in the Three Mile Plains Water Utility. He noted the funding would come from a combination of Gas Tax Reserve, Depreciation Reserve, and Long-Term Debt. He noted an error in the report regarding approval from the Co-ordinating Committee, noting as it was approved by Council previous to Bill 55, it would not be subject to that criteria.

Councillor Daniels stated that it was her understanding this process was to have been completed in fall 2018. CAO Laycock clarified the RFP was awarded to a company who did not come through on the contract and it needed to be awarded to another company.

**MOVED and SECONDED that a recommendation be made to Council, that Council award a contract to G.K. Morse Trucking for Replacement of Water Service Lines, Highway Trunk #1 Three Mile Plains, in the amount of \$417,452 plus applicable taxes and contingencies; with \$220,000 of funding coming from the Gas Tax Reserve, \$90,000 of funding coming from the Depreciation Reserve and the balance coming from Long Term Debt.
Motion Carried.**

e. Road Rehabilitation – Bailey Drive TMP

CAO Laycock reported this project was recognized due to the need for continued predictive, preventive and reactive maintenance of the road surfaces of Municipal owned streets. The project was given priority due to the existing deteriorated condition of Bailey Drive and the recognized need for a suitable turning circle at the end of the street. He noted again it does not require the Co-ordinating Committee's approval.

**MOVED and SECONDED that a recommendation be made to Council, that Council award a contract to Dexter Construction for Road Rehabilitation of Bailey Drive in Three Mile Plains, in the amount of \$39,640 plus applicable taxes and contingencies, with up to \$50,000 coming from the Transportation Reserve.
Motion Carried.**

f. Road Rehabilitation – Hantsport Roads

The Director of Public Works reported this was scheduled for last year however was deferred because the project was over budget. The Public Works Department released the RFP and received pricing to rehabilitate most of the rest of the core of downtown Hantsport. He confirmed William Street was completed last year and they are currently working on Provincial and Federal infrastructure approval for Davison Street, Oak Street, Cherry Lane and Rand Street Intersection. He confirmed they were also able to add Porters Avenue into the price and still meet the budget.

**MOVED and SECONDED that a recommendation be made to Council, that Council award a contract to Dexter Construction for Road Rehabilitation of Hantsport Roads for 2018-19, in the amount of \$402,454 plus applicable taxes and contingencies; with up to \$252,000 coming from the Hantsport Transition Reserve and up to \$228,000 coming from Gas Tax.
Motion Carried.**

9. Reports – Other Committees

a. 02-21-2019 PAC Excerpts

MOVED and SECONDED that a recommendation be made to Council that the proposed replacement aboiteau be a robust structure that is capable of positively controlling sea water entering the Halfway River estuary under tidal conditions.

Councillor Zwicker reported that this is to advise the Province that the community is very frustrated and is fearful the flooding conditions will continue. CAO Laycock cautioned the wording as it suggests that Council would be taking over.

MOVED and SECONDED to amend the motion to state “that a letter be sent to the Minister of Department of Transportation and Infrastructure Renewal to suggest that the proposed replacement aboiteau be a robust structure that is capable of positively controlling sea water entering the Halfway River estuary under tidal conditions.”
Amendment Carried.

Motion Carried as amended.
Councillor Leopold voted nay.

Councillor Leopold advised that she could not support the motion as she felt it was beyond this Council’s control.

MOVED and SECONDED that a recommendation be made to Council to confirm with the province that a state of emergency was declared in accordance with the Nova Scotia Emergency Management Act and if not, that it be done by Council.

CAO Laycock cautioned Council on this motion and asked the REMO Coordinator to speak on the matter. A. Henhoeffler reported the State of Local Emergency is declared by a municipality or town and a State of Emergency is declared by the Province. She confirmed there are five reasons for a declaration: to control or inhibit travel, for entry without warrant, to order an evacuation, to confiscate property, and to order assistance. She cautioned the purpose of the emergency needs to be determined and how it fits these five areas. She noted if a local emergency is declared at any point the Minister of Emergency Management can rescind it, if it does not meet the criteria. She noted if the Minister or the Municipality declares a State of Emergency both would be for seven days and is renewable after that point. She clarified that the liability could fall to the Municipality if they are trying to declare it and confirmed that funding from the Province is not tied into it. She offered that the Province has only declared one State of Emergency for Hurricane Juan and only for the 100 series highways.

Councillor Zwicker withdrew the motion.

10. Correspondence
 - a. 02-11-2019 Annapolis Valley Science Fair Sponsor Letter
 - b. 02-12-2019 Letter from Windsor Agriculture Society
 - c. 02-15-2019 Letter from Town of Westville – Proposed Funding Model for NS Libraries
 - d. 02-201-2019 Letter from Dave Blanchard - Ellershouse Community Hall

11. Miscellaneous/New Business
 - a. Dissolving of Sports Complex Design Committee

MOVED and SECONDED that a recommendation be made to Council that the Sports Complex Design Committee be dissolved effective immediately.

Councillor Leopold asked for clarification why the recommendation is being made. Councillor Daniels confirmed the Sports Complex Design Committee has fulfilled their

Terms of Reference. She offered appreciation for the hard work the Committee has done. Councillor Leopold thanked Councillor Daniels for writing the report and noted there was a consensus that all members would like to remove themselves from the Committee.

Motion Carried.

b. Transition Committee Communication

Councillor Leopold advised she attended the February 25th Co-ordinating Committee meeting where there was discussion surrounding the approach to communicating the second phase of information gathering related to electoral boundaries after consolidation and she assumed this would include advertising the survey's as well as the meetings. She noted it was mentioned that it is not cost effective to distribute paper copies of survey and related information by mail. She advised when she reviewed the Stantec Report it differentiated the number of responses that came in online versus hard copy she isolated the West Hants ones and she found that over 18% of the responses came in hard copy. She expressed concern that the hard copies of the survey would not be available and there are meetings early next week. She offered for a Councillor to be asked to drive surveys around with such short notice is not feasible.

Councillor Leopold asked why the funds allotted for communications could not be applied to distributing this information. CAO Laycock indicated the mail out would require a minimum of 2-11" x 17" maps plus an explanation and suggested a cost/value analysis showed that those funds could be used better in other areas and clarified there are a significant number of projects in regard to the consolidation.

Warden Zebian indicated there is limited time to have the surveys printed and distributed to meet the public meeting dates. Councillor Leopold reminded throughout this process there has been assurance that the public would have input. She felt this was one more strike in embracing a supportive member of the process, she suggested that the money should be spent to engage the public. Councillor Monroe indicated that she felt more support should have been given from the Province and did not expect that it should come from municipal staff. She suggested that the Municipality needs to get more creative.

Councillor Francis agreed with the comments and advised she had a resident approach her asking why \$10,000 was given to the Happy Community Project from the transition money instead of doing a mailout to West Hants residents for their input.

Councillor Daniels agreed with Councillors' points but clarified that citizens are very aware of what is happening and offered that the Municipality and Councillors are very accessible, and she suggested it is a two-way street and she asked that citizens become engaged themselves.

Clerk Brown reported there will be three advertisements for the second phase meeting placed in the Journal Advertiser and will also be in two editions of the Valley Harvester.

12. Public Participation

Jane Davis, Hantsport, commented on the Road Rehabilitation for Hantsport Report, offering that there are two streets missing: Willow Street and Foundry Road. She noted that they are both in very poor condition, asking when these would be looked at.

13. Date of Next Meeting

The next regular Committee of the Whole will be on March 26, 2019.

14. Adjournment

MOVED and SECONDED that the meeting adjourn.

Motion Carried.

Meeting adjourned at 7:54 p.m.

Paul Morton, Chair

Rhonda Brown, Municipal Clerk