



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS  
Special Committee of the Whole Minutes  
April 3, 2019, 9:00 a.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 (Arrived 9:44 a.m.)
	D. Francis	Councillor District 5
	J. Daniels	Councillor District 7
	R. Zwicker	Councillor District 10 (Arrived 3:30 p.m.)
	M. Laycock	Chief Administrative Officer (CAO)
	C. Rochon	Director of Finance
	R. Brown	Municipal Clerk
	A. Henhoeffler	Regional Emergency Management Organization (REMO)/Fire Services Coordinator
	J. Hanshaw	Information Technology (IT) Specialist
	M. LeMay	Director of Planning and Development
	T. Leslie	Senior Building Official
	K. Kehoe	Director of Parks and Recreation
	B. Carrigan	Director of Public Works
	J. Woodman	Administrative Assistant
Regrets:	T. Leopold	Councillor District 4
	R. Hussey	Councillor District 6

There were no members of the public in attendance.

1. Call to Order  
Chair Morton called the meeting to order at 9:05 a.m.
2. Announcements  
Chari Morton announced the meeting was being broadcasted on Facebook Live and reviewed the standard fire evacuation procedure.
3. Approval of Agenda, including additions or deletions  
**MOVED and SECONDED that the agenda be approved as circulated.  
Motion Carried.**
4. General Revenues and Expenses

Director Rochon provided a summary of the General Revenues and Expenses. Councillor Monroe inquired about the equalization payments for Hantsport and whether this will end. Director Rochon confirmed that equalization was part of the dissolution funding and that there is one more year left, adding it was prorated for the first year and the last year.

Councillor Monroe asked for clarification on the \$30,000 for Glooscap. CAO Laycock confirmed that an agreement is still being worked on and the Public Works Department has been asked to track their time and an invoice will be submitted.

Councillor Jannash asked how the principal figure was determined on the Sports Complex. Director Rochon responded that it will be \$2.71 million at 4% over 15 years and confirmed there will be an opportunity to finance this figure. Councillor Jannash cautioned this seemed like a significant amount of money for one year. Director Rochon explained in order to prepare the tax rate staff included the entire amount to ensure that there is money remaining in the operating reserve. Councillor Jannasch advised originally \$2 million was coming from the operating reserve and questioned why it is now \$500,000

CAO Laycock suggested if Council chooses to move forward with the Sports Complex project tax payers need to be aware of the cost, so there is not sticker shock. Councillor Daniels offered that the new Council could agree to make a change and spread out the cost if they felt it was feasible. Director Rochon suggested with the Request for Proposal there could be other cost savings that arise for the project and added that the Town of Windsor (Town) is considering including an additional \$800,000. Councillor Jannasch agreed this is a noble approach due to the lack of public consultation. Councillor Monroe asked if it would be possible to stretch the funds to lessen the impact on the community. CAO Laycock proposed that staff felt it was important to show the residents the worst-case scenario and allow for cutbacks if necessary.

CAO Laycock pointed out a correction on page 20 of the budget regarding the side walk plow and confirmed it should show there is only \$19,460 left on the loan and it will be added into the Hantsport Infrastructure Reserve contribution.

Councillor Daniels asked if there was an opportunity for the Municipality to finance the Sports Complex through a bank where the Municipal Finance Corporation (MFC) will only finance 15 years. CAO Laycock indicated this would not be permitted and that there were no other options.

5. Office of the CAO

CAO Laycock provided a summary of the administrative functions. He confirmed that the CAO is Councils only employee. He pointed out a correction on page 21 of the budget noting there is no longer an Executive Assistant position and that IT currently falls under the CAO. He noted the Administration Department assists other departments by creating policies and by-laws and that grants, fire, police, REMO, By-law Enforcement all fall under this Department.

CAO Laycock noted a correction under salaries on page 71, stating that the \$75,000 for the Economic Development Officer was moved to another line. He confirmed that all employees will receive the cost of living allowance (COLA) increase as dictated by the Human Resources Manual, and step increase as per the salary review. He advised that overtime can be paid out or time taken in lieu. He confirmed there are two pensions being paid out to previous CAO's which will be ongoing. Councillor Daniels asked whether there is a cut off time for these pensions. CAO Laycock indicated that typically these are for a life term, however he would need to confirm and noted the commitment was made through Provincial legislation.

CAO Laycock advised the budget for training and development has increased which is critical particularly for the consolidation process. He noted there has been a decrease in the budget for the telephones.

CAO Laycock reported the Hantsport Transition Funds relate to the Municipal Engineer's salary being pulled from the fund, and confirmed the hours are being tracked.

Councillor Daniels asked if sick leave includes bereavement time as well for staff. CAO Laycock offered the budget must show a cost for sick time as the money sits in the sick liability and an estimate is made. Councillor Monroe questioned whether banked vacation time is allowed to be carried over to the following year. CAO Laycock confirmed staff are permitted to carry over 5 days and that they are required to identify vacation requests by March 31<sup>st</sup> for consideration and approval.

#### By-Law Enforcement

CAO Laycock reported there was no significant increase in the By-Law Enforcement budget. He noted there was a purchase of supplies and miscellaneous items to ensure staff have proper safety features such as bullet proof vest and training to use a baton. He noted that the By-Law Enforcement Officer provides excellent service to the Municipality. Councillor Monroe asked if consideration was given to consolidating the service with the Town. CAO Laycock explained that the Town has contracted services and that it would be extremely challenging for staff to cover both areas. He suggested this would need to be reviewed and considered during the Human Resources Analysis.

#### REMO

A. Henhoeffler reported that the budget is split between the Town and Municipality, and that the Town's Council has already approved the budget. She noted that the REMO Advisory Committee was not able to meet prior to the approval and that it was agreed upon through e-mail. She pointed out that there was a standard increase in salary with the COLA, and an increase in mileage. She advised there was an unexpected cost for the installation of a satellite and because of this there was a reduction of expenditures in other areas. She reported there was an increase in training to permit her to go to Alberta and noted that \$1,000 was moved into next year's budget.

A. Henhoeffler advised that marketing and public relations has an increase in order to provide promotional materials and awareness for 72 hours Preparedness for residents. She

noted there is an increase in exercises as she plans to host several, the first one will be held on June 4<sup>th</sup> with the fire departments. She confirmed there is an increase for radios and repeaters; noting the cost has increased, and she will need to pull funds from other areas to cover it as well as the license required for the "I Am Responding". Councillor Daniels offered that she was excited about the education portion and suggested that this would be very effective. A. Henhoeffler advised that the budget includes \$1,000 for tower maintenance on Willow Hill.

Councillor Jannasch asked for elaboration on the administration fees. CAO Laycock advised this is for services that the Municipality provides, and the Town pays 1/3 of that. Councillor Jannasch inquired about the mold issues in the REMO office at Morison Drive. A. Henhoeffler reported the work has been completed to resolve the issue. Director Rochon added that the office was originally part of phase two of the office design that was presented to Council in January, and that the money came from the Hantsport Transition Fund

Councillor Monroe questioned whether a wireless solution had been found for the tower and A. Henhoeffler confirmed that research is still ongoing and that it was a backup system and more antiquated.

A. Henhoeffler commented a Fair Automobile Insurance Act was found where the insurance companies pay the Province and funds are collected and distributed to the fire departments, however the departments have not been able to utilize this to date. Councillor Francis inquired whether the Fire Service Policy is being followed and whether Council can request the financial statements from the fire departments. A. Henhoeffler confirmed that the Municipality through the Policy is permitted to request financial statements but not an audited statement and must be presented prior to July 31<sup>st</sup> to Council.

## 6. Department of Finance & IT

### IT Budget

Jeff Hanshaw presented a summary of the IT budget. He confirmed that we are in a maintenance year, and that there are no new initiatives. He advised last year the servers that control everything inside the organization were updated in order to offer the ability to consolidate information.

Director Rochon advised IT is working with the Town to implement Office 365 to prepare for the consolidation and ensure the two units are compatible; noting staff were very excited with the benefits it has produced. CAO Laycock agreed that the program has been very successful with staff and he thanked J. Hanshaw for bringing this technology to West Hants. Councillor Francis inquired if Council will be included. J. Hanshaw confirmed through the consolidation process that Council will be compatible and receive new iPads.

J. Hanshaw noted that staff have embraced the new technology with Office 365, and there have been significant changes and upgrades which allow for communication and

collaboration. He noted that IT will be taking Microsoft Dynamics a step further with payroll solutions and that staff are in the final stage of testing. He reported that he has moved forward with TownSuite and it is being used by the Planning Department. He confirmed a hold has been put on Laserfiche for records management due to the consolidation. He noted the phone systems have been upgraded at the West Hants offices which created cost savings. He stated that the Council Chambers have been upgraded. He offered that IT is not looking at any new projects and there are no capital items.

**MOVED and SECONDED that the IT presentation be received and placed on file.  
Motion Carried.**

Director Rochon reviewed the Finance budget and noted there is a change in salaries due to staffing as the Director of Finance, Front Counter positions, and an accountant was hired. She confirmed that some staff were eligible for step salary increases and all staff will receive the COLA increase. She noted the conference amount was increased based on actuals so staff could attend the Federation of Canadian Municipalities conference.

Director Rochon provided a General Services Summary and noted there was an increase related to postal changes, a slight increase for the cost of outsourcing printing and folding mailouts. She confirmed an increase has been allotted for the staff appreciation event and suggested it was well deserved to recognize the efforts of staff this year while they are dealing with the consolidation process. Councillor Daniels advised she was pleased to see the increase and stated that she fully supported it.

Councillor Daniels questioned whether the office photo copier was leased or purchased and what the average cost is. Director Rochon confirmed the copiers were leased and the cost is approximately \$2,000 annually, plus an additional cost for toner, paper, and servicing. She suggested that the copier needs to be upgraded and staff is investigating cost. CAO Laycock clarified that the upstairs copier was purchased, and J. Hanshaw is investigating a lease option that is cost neutral, is trying to eliminate printers on individuals' desks, and has a goal to go paper light to cut costs.

Director Rochon pointed out a correction under general services of a decrease of \$25,000 for the Economic Development Officer. CAO Laycock offered he removed the line item for the Boundary Review and Elections due to the upcoming consolidation.

7. Planning Department

Director LeMay and Senior Building Official Tim Leslie presented the Planning Department Budget. Director LeMay confirmed that the Department respond to 50 serious inquiries each year and provides mapping services. She advised the development and amendment documents, and the plan review have been put on hold until after budget deliberations. She noted that the Town's building official has been working part-time in West Hants and all three officials have been appointed. She advised that West Hants Planning staff have been working at the Town office 2.5 days per week and they anticipate work will be carried on now

that Office 365 has been implemented. She stated that the Town's Development Officer has been trained on West Hants processes.

Director LeMay reported that the Planning Department is requesting a Meeting Secretary to alleviate the burden on staff. Councillor Daniels inquired whether the Director was concerned that she was not able to hire Planner Sara Campbell on a full-time basis. Director LeMay expressed she was concerned, and that Ms. Campbell had already been approached with another job opportunity but refused.

Councillor Daniels asked if the Planning Department was still behind in fire inspections due to shortage of staff. Director LeMay offered that the Department is still behind and suggested that many units are in the same position. Councillor Jannasch asked for clarification on the full-time salaries for the building officials. CAO Laycock suggested there is a fluctuation due to the shared services with the Town in which they provide 0.5 of a Building Inspector for West Hants. Warden Zebian inquired whether a full-time Building Inspector will be required next year. T. Leslie confirmed that both a full-time Fire Inspector and Building Inspector will be required in order to keep up with the workload.

Councillor Monroe suggested that she was concerned, and that funds should be tracked between the two units for shared services. CAO Laycock indicated that he reviewed the figures and was comfortable that they are fair and reminded that next year it would be one unit and should not be a significant concern. He suggested that it was excellent that the Planning Departments are taking the initiative to work together and felt that it was not necessary to have the administrative burden of invoicing each other.

#### 8. Parks & Recreation

The Director of Parks and Recreation presented the budget.

Director Kehoe reported that the Parks & Recreation Department is comprised of three full-time staff, one seasonal employee, fourteen summer students and numerous part-time program leaders. She noted in 2018 the Department provided direct programming to over 1,500 people through the paid and free programs and the free equipment loan programs (kayak, snowshoes, GPS, helmets).

Director Kehoe noted the Department also maintained many municipal recreation parks, one cemetery and various other municipally owned properties. She suggested overall there is not a lot of change in the budget from last year. She noted there were minor increases in the Capital Out of Revenue area due to a request to install a webcam at the Newport Landing Waterfront Park, the purchase a new truck, yearly payment on the 2018 Dodge truck, and a request to install 10 accessible picnic tables and concrete pads; and confirmed they will be applying for funding through the Community ACCESS-ability Grant Program for the picnic tables.

Director Kehoe explained the Department continues to include funding to offer low cost and free programs for residents. She confirmed that recreation grant allocations have remained

the same and will work within the budgeted figures. She noted that each year they try to apply for as many grants as possible to help either stretch the budget or offset budgeted costs.

Director Kehoe reported for the Causeway Trail there has been a request for \$45,000 from Communities Culture & Heritage; \$45,000 from Atlantic Canada Opportunity Agency (ACOA); \$45,000 from the Town, and \$45,000 from the Municipality. She noted if the funds are approved the project will include accessible outdoor washrooms, improved lighting around the Causeway Trail, 10 flags around the lake; benches, viewing platforms and an art feature. She offered that the Department would like to start to make the parks more accessible and that the picnic tables will be designed for a wheelchair and installed on a concrete pad.

Director Kehoe advised that the Department intentionally does not offer recreation programs that will compete with Hantsport Memorial Community Centre (HMCC). She understood from a meeting that the HMCC Recreation Director will report to their Board and complete a fair amount of the work that is now being done by the volunteer board. She suggested this is not unlike the communities of Canning & Port Williams in Kings County where they have sought approval from the community to hire a Recreation Director specific to their community.

Warden Zebian offered that the residents of Hantsport have voted to have a dedicated Recreation Director which will be included in the Hantsport area rate. He asked Director Kehoe if there has been any collaboration with the Parks and Recreation Department. Director Kehoe offered she has had no involvement as it is the responsibility of the community to approach Council.

Warden Zebian inquired if Hantsport will receive the same level of service as the Town of Windsor. Director Kehoe suggested this would be determined with the Human Resources Analysis as it will dictate what the departments will look like. CAO Laycock confirmed that HMCC is a registered society so there should not be any comparison with the consolidation of the two units. Warden Zebian expressed concern that HMCC is being double charged. CAO Laycock clarified that the residents had a voice and voted in favour of it.

Councillor Daniels offered it is part of the community and economic development, and they have identified a need which has the communities support. Warden Zebian suggested he supported it but feared they were paying for a service twice. Director Rochon added that HMCC expressed that it was not their intention to add to the tax rate which is the information that residents voted on and why she included the \$30,000 additional ask.

Director Kehoe advised that she and the CAO will review the Grants & Contribution requests and a recommendation will go to Council for consideration and approval. Councillor Daniels inquired if there was any fluctuation with the 5% Reserve. Director Kehoe indicated they have been fortunate to use Gas Tax for a lot of projects and have been able to maintain the 5% Reserve.

Director Kehoe reported in the Riverbank Cemetery's budget there is not much of a change with the exception of the Cemetery managers honorarium. She confirmed this was increased to better reflect the time commitment and relative costs (mileage) that is incurred by this position.

Councillor Jannasch inquired what the cost is to plant a tree. Director Kehoe offered it would vary by the type of tree and suggested the most significant cost results when there is a lot of trees to be trimmed or removed if they are a threat to damaging the headstones, she noted the rest of the cost is absorbed in the maintenance cost. Warden Zebian thanked the Parks & Recreation Department for all that they do and for offering wonderful programs at a lower cost for residents.

9. Lunch

The Committee took a 30-minute lunch break.

10. Public Works

Director Carrigan presented the budget for the Public Works Department. He noted that there are multiple sub departments that split costs. He suggested if one item decreases another area will increase to balance out.

Councillor Daniels inquired if the salaries include an Employee Assistant Program (EAP) . CAO Laycock confirmed that all salaries include EAP. Councillor Daniels asked if the Department anticipates an increase for snow and ice removal. Director Carrigan confirmed that this service is an outside contract and he anticipates it will increase annually.

Warden Zebian indicated that he has received comments from Falmouth residents that the snow plowing service was excellent this season but noted that the fire hydrants were never plowed out and often completely covered. Director Carrigan suggested he would add this to the contract for next year and he did not foresee it being a significant increase. Councillor Keith felt it should automatically be included in the contract for safety reasons.

Councillor Daniels noted in Three Mile Plains there is a section of hydrants and residents are encouraged to keep them clear. Director Carrigan noted it has been past practice that the Public Works Department be responsible for clearing the hydrants, however he suggested this year there was not a significant amount of snow.

Chair Morton stated there is a new liquid being used for salting and suggested this could be investigated for next year. Director Carrigan stated that the Department used pretreated salt this year, but he has not heard any feedback.

Councillor Monroe expressed concern about additional expenses on recycling annually. Councillor Jannasch offered that the cost fluctuates due to the increase of fees based on the contract and volume.

CAO Laycock referred to page 89 of the budget about the previous cost specifically for special waste collection for Hantsport currently in the general rate. He noted that there has been discussion with Valley Waste regarding long term closure of one of the landfills; noting that West Hants has not received an invoice and he is requesting the rationale behind it.

Director Carrigan reported there is regular monitoring at the old West Hants Landfill site and lagoon that are no longer active. Councillor Daniels inquired how long the site needs to be monitored. Director Carrigan stated he was not sure but suggested in theory there could be no end date. He reported that monitoring is contracted out and the results are submitted to Nova Scotia Environment (NSE). Councillor Monroe suggested investigating a cost to monitor both landfill sites in order to save money. Director Carrigan noted that the Waste Reduction Coordinator works with NSE to coordinate everything. CAO Laycock offered that there is liability set aside that is an in and out cost, which has no impact on the tax rate.

Councillor Jannasch stated that \$70,000 is being spent yearly from the special reserve for the landfill closure and questioned what happens if there is a potential underfunding situation. CAO Laycock offered that it could be an ongoing service and that the cost would need to be adjusted accordingly.

Director Carrigan reported that West Hants has a contract for custodial service for the Municipal Courthouse and is reimbursed 100% for capital costs. He offered the building is very old and not energy efficient; adding that fuel costs are significantly high, and he felt that the Municipality may want to investigate other options.

Director Rochon reported that staff presented the water and sewer consolidation options at a Utility and Review Board (UARB) meeting and that they are considering what their decision will be. She noted if the UARB decide against consolidating the utilities staff will be coming back to Council to show the breakdowns, adding the overall amounts would not change. She noted the major change in the sewer budget is the depreciation, and that the majority was related to the projects in Hantsport. Councillor Daniels asked if the Director of Finance could anticipate running a deficit with the combined services where there are no reserves set aside. Director Rochon confirmed there is a balance within the depreciation fund for sewer and it is increased yearly which would assist with any projects, adding that Gas Tax funds may be eligible as well.

Director Rochon reported it is the same principle with the municipal water utilities with the anticipation that UARB may decide to consolidate. She confirmed as part of the review they also looked at the consultant's report which forecasts a deficit. Director Carrigan suggested that he tried to stay conservative with the budget.

Councillor Daniels inquired what the standard practice for area rates was across the Province for hydrant protection. CAO Laycock offered he could not speak for other units but cautioned an area rate would impact the budget only on the municipal side and how they charged for it.

11. Capital and Reserve Budget

Director Rochon reported that there are three significant projects which are all over a million dollars. She offered it is important to focus on this year and then develop a 5-year plan once consolidation occurred. CAO Laycock noted that Connect to Innovate could be removed from the Capital budget.

Warden Zebian asked staff to speak more on the Falmouth Causeway Trail Project. Director Kehoe noted that improved lighting is required on the Falmouth side and it was agreed to make it more than just lighting, so in collaboration with the Town a joint application was submitted to apply for funding. Warden Zebian suggested this would be a fantastic project for the area.

Councillor Jannasch asked for background information on the funding for a new station for the Hantsport Fire Department. Director Rochon advised the funding was originally part of the capital schedule but with consolidation approaching it was agreed it should wait. Councillor Jannasch asked if the 30% contingency associated with this structure was an appropriate rate compared with contingency rates of other projects. Director Carrigan commented that each project is at different levels of design and realization and the figures are based on a budget quotation provided by the contractor. CAO Laycock offered that a 30% contingency is standard and not out of the realm for a fire station.

Councillor Monroe understood there is a need for a new fire station however she did not think that Council has enough information to make a decision. She asked if the station were built today where it would be located. Director Carrigan indicated that there is space currently on the Public Works compound land. CAO Laycock advised an information report was presented to Committee of the Whole in September 2018 with high level estimates, and suggested that Councillors review the report.

Director Rochon noted that a fire station could not be funded through the consolidation and offered that part of the process in the future after year one could be to go back to the Province to offset future development. CAO Laycock agreed and indicated that fire is not typically supported through Gas Tax or other aspects. He offered that a new fire station is needed as there are safety issues and he wanted to give Council the opportunity to address these concerns.

Councillor Monroe expressed concern about building a fire station and then having a request in the future for a new public works garage, she is opposed to wasting money by not formulating a plan. CAO Laycock explained that the fire station is a safety issue and suggested it could become a significantly higher issue if it is not addressed. Warden Zebian questioned whether the fire station would go on the actual location of the Public Works compound. Director Carrigan advised it is being suggested that it would go on the north side of the driveway going into the Public Works compound.

Councillor Francis suggested that this project should be done correctly and offered it might be financially responsible to build both at the same time. Director Rochon cautioned if

Public Works were included in the project than \$163,000 would be added to the debt servicing costs. Councillor Jannasch cautioned rushing into this project and reminded that the Sports Complex and consolidation process is taking a significant amount of staff time. He offered that this project should be delayed for a year if possible, and that he did not get the impression that the Hantsport Fire Department was pushing for a new station this year.

Warden Zebian offered if Council approved a station it would not have to be built until the Asset RFP is completed and at that time both facilities could potentially be combined. Councillor Monroe agreed and suggested this would give time to determine if the site is suitable and the figures are accurate.

#### Water and Sewer Capital Spend

Director Carrigan reported the water and sewer have been combined in anticipation of the UARB ruling. He noted for water most of these items are not new and have rolled through the five-year budget.

Director Carrigan noted the Three Mile Plains service upgrades capital project has begun to replace the water service lines. Councillor Daniels expressed concern that there is a significant amount of water breaks on Panuke Road and asked whether there is any plan for Transportation and Infrastructure Renewal (TIR) to replace lines and upgrade the road. Director Carrigan advised that the area is included in the five-year plan for TIR. Councillor Daniels inquired whether there will be an opportunity to partner with TIR to widen the road, so residents have a safe place to walk. Director Carrigan offered that it would be based on Provincial decisions. Councillor Daniels noted that she was told that signage was going to be placed to help reduce speed and give the RCMP the ability to fine people however this has not happened. She asked that these concerns be passed on to TIR to address.

Chair Morton inquired when work would commence in Hantsport. Director Carrigan offered he anticipated a meeting next week to create a schedule to advertise to the public. Warden Zebian asked that all businesses on Main Street be notified.

Director Carrigan reported on the Hantsport Transition and identified there are a couple minor and major projects for infrastructure that are occurring on Main and Prince Streets that are waiting on Provincial funding. Director Carrigan noted last year there was approval for roads and sidewalks that did not get completed as they had to re-tender. He noted that the Public Works compound required \$25,000 in upgrades to remain open, and that a leaking roof was fixed.

Director Rochon confirmed that the following new equipment was purchased under the Public Works Capital budget: a plow attachment, flail mower and GPS hardware in order to determine location for all the infrastructure.

Chair Morton inquired about the Hantsport signage. Director Carrigan confirmed this would be a regular item in the capital budget each year and offered that signage is significantly expensive to replace.

Director Rochon provided a summary of the Gas Tax reserve, noting that the Connect to Innovate was removed. She noted that this does not include the Federal funding which could result in an increase.

Director Rochon reported the reserve budgets will need to be updated, and that a note was made in the Election reserve about the combined elections and she suggested that the money should be moved into the Operating reserve.

Councillor Daniels asked if fire capital equipment replacement was an individual line item. CAO Laycock suggested this is not be part of the Policy and given the persistent want to keep the tax rate low it was never moved.

12. Discussion and Direction

Director Rochon noted that staff are seeking clear direction on any changes Councillors would like to make on the budget.

A suggestion was made to cut the fire services budget by 10%. A. Henhoeffler offered that she recognized the need to keep the budget low but cautioned that Council needs to ensure they do not go against the Fire Policy and that they acknowledge there could be a risk to services provided especially for daytime coverage. There was discussion that there should also be a cut to the Brooklyn Fire Department's janitorial services. CAO Laycock strongly encouraged that Council should consider not cutting both areas as it would have a significant impact.

Councillor Monroe offered that she was comfortable making a 10% cut and felt this was a step towards regionalization, and that it should not cause distress. Councillor Keith suggested that Council should talk to the fire departments rather than cut them by 10% and reminded that these are volunteers. Director Rochon advised that Council needs to determine if they are willing to take the risk that services could be affected with the proposed cut.

Council discussed cutting the Economic Development Officer as an option to lower the budget.

Council directed staff to prepare and present the proposed cut options for the next meeting.

13. Adjournment

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

Meeting adjourned at 4:14 p.m.

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Paul Morton, Chair

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Rhonda Brown, Municipal Clerk