

MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Committee of the Whole
January 29, 2015

In attendance:	G. Cochrane	Chair
	R. Dauphinee	Warden
	S. Pineo	Councillor
	R. Matheson	Councillor
	V. Swinamer	Councillor
	M. Campbell	Councillor
	T. Brown	Councillor
	J. Daniels	Councillor
	R. Allen	Councillor
	C. Osborne	Interim CAO
	M. Laycock	Director of Finance
	K. Dempsey	Director of Planning
	R. Brown	Municipal Clerk
	J. Woodman	Administrative Assistant

Regrets: K. Kehoe
R. Sherrard

Guest: C. Aubie Sip Chat Connect
J. Archibald Sip Chat Connect

There were 4 members of the public in attendance.

1. Approval of Agenda & Additions

- Newport Rink – Recreation
- Request – 2015 Long Pond Heritage Classic – Miscellaneous/New Business

MOVED by Councillor Campbell and Warden Dauphinee that the agenda and additions be approved.

Motion Carried.

2. Approval of Minutes of November 25, 2014

MOVED by Warden Dauphinee and Councillor Swinamer that the Minutes of November 25, 2014 Committee of the Whole Meeting be approved as circulated, with any errors or omissions noted.

Motion Carried.

3. Presentations

Sip Chat Connect

C. Aubie reported in 2014 the event was very successful and suggested that the Avon Region was noticed. He explained the success came from leaders coming together to support their event and expressed appreciation to everyone. He indicated the first year the event was held they projected 300 businesses from different parts of Nova Scotia, the second year they had 320 businesses and last year they aimed for 500 and actually had over 600 businesses. He advised this year their goal is to have 800 businesses involved in the event which they feel is attainable.

He stated last year the event was held at the waterfront from 4:00 p.m. to 7:00 p.m., this year this timeframe will be for showcasing only with various categories. He went on to explain from 8:00 p.m. until 12:00 am they will have a mixer and then a power breakfast held the next day with a speaker. He mentioned that they will be asking Council to provide a platinum financial sponsorship in the amount of \$1,500 and also consider sponsoring the power breakfast in the amount of \$500.

J. Archibald felt the area hasn't reached its full potential and reminded that Windsor is the Birthplace of Hockey which is a significant brand in Canada. He suggested that we need to make everyone aware that this is a very affordable place to live, great place to invest and to promote tourism of the area. He confirmed that we need to do a better job of telling others what our area is about and draw them in. He advised that everyone who has attended the event has recognized its benefits but questioned how it could be improved. He clarified their goal is to identify key investors to come here and attend the event to show the area's potential. He pointed out that Municipality represents their communities and its support is key to making the area grow and live up to its potential. He advised the return on investment they felt has been phenomenal. He felt that it would take at least 3-4 more years of destination branding but reminded it's not meant to drive individual sales, adding there are other events for this purpose. He explained the event is an image builder and the opportunity to brag about the area as a whole.

C. Aubie indicated they are prepared to work with municipal government to target the ideal company to set up in the area. Councillor Pineo agreed it was a very good presentation but questioned duplication and asked how closely Sip Chat Connect was working with the Chamber of Commerce and REN to promote the Avon Region. C. Aubie confirmed that he is scheduled to meet with REN next week to align with them although was unsure of specifics at this time. He reminded Council, Sip.Chat.Connect's mission statement is to collaborate with stakeholders, not encroach or replace. He indicated they want to work with the Chamber of Commerce to assist them with promoting any events downtown. He suggested that repetition is the key to branding the region.

Interim CAO Osborne reported that she attended the event in the fall and found it an exciting experience. She explained that she has been trying to determine the nature of what Sip Chat Connect does, and questioned how they are measuring the return on investment. She clarified that the Municipality cannot grant money to them as they are a for-profit entity. Instead the municipality would need to do it as a sponsorship and make a purchase for a supply. C. Aubie responded the return would not be tangible as they are promoting an image and various things about the region which would be difficult to measure. He explained it takes a while for the return to be realized however assured it will happen over a period of time.

Interim CAO Osborne asked what type of marketing or advertising does Sip Chat Connect do to ensure that not just local people attend the event. J. Archibald responded they have networking monthly events in the Halifax and this event is discussed.

Warden Dauphinee agreed that it is an excellent event for networking and promoting the region. He reminded Council this year is the 250th anniversary of the Agricultural Society and they are running a series of events throughout the year and suggested Sip Chat Connect should work with the society partnership.

MOVED by Warden Dauphinee and Councillor Matheson that the Sip Chat Connect request for sponsorship be referred to the budgetary process for discussion.

Motion Carried.

4. Hearing (s) – Dangerous & Unsightly

There were no hearings scheduled.

5. Report of By-law Enforcement Officer

MOVED by Councillor Campbell and Councillor Swinamer that the Report of the By-law Enforcement Officer for January, 2015 be received and placed on file.

Motion Carried.

6. Business Arising from Minutes

Nil

7. Report of Director of Recreation (2014)

MOVED by Warden Dauphinee and Councillor Campbell that the Report of the Director of Recreation for 2014 be received and placed on file.

Motion Carried.

Interim CAO Osborne reported that Kathy Aldous has tendered her resignation as she is going to retire. She confirmed that they are working to replace the position to complement the work she has done and for future projects.

MOVED by Warden Dauphinee and Councillor Campbell that the correspondence regarding the Provincial Representative Volunteer 2015 for West Hants be received and placed on file.

Motion Carried.

MOVED by Warden Dauphinee and Councillor Matheson that a recommendation be made to Council that Ms. Lisa Wood be nominated for the Provincial Representative Volunteer for the Municipality of the District of West Hants.

Motion Carried.

Warden Dauphinee thanked Councillor Daniels for bringing Ms. Woods name forward.

Newport District Rink

Councillor Matheson reported that he recently met with Barry Bruce Payne regarding the Newport District Rink. He confirmed there have been attempts to upgrade the rink over the years and Mr. Payne indicated that there is going to be some upcoming expenses that they will be seeking financial assistance from the Municipality as their revenue flow cannot manage. He explained now that they have new dressing rooms they would like to do the front of the building at an approximate cost of \$350,000, adding that the washrooms are currently substandard as well and not wheel chair accessible. It was also identified that the ice surface will need to eventually be replaced as well in the future which would cost approximately \$400,000. Councillor Daniels inquired whether the rink had been preparing a reserve for these types of upgrades. Councillor Matheson indicated that Mr. Payne confirmed they do have a contingency fund in place however it would not be enough to cover the significant costs, as regular maintenance comes at a substantial price.

Chair Cochrane asked Barry Bruce Payne to join the discussion; who confirmed the application for the provincial grant has to be submitted by the February 2, 2015 due date. He confirmed they have done some investigation and found that a lot of rinks built around the same time as the Newport Rink have already had to replace their ice surfaces. He mentioned the rink is 42 years old and has been a wonderful asset to the community. He clarified he is not in attendance this evening to request anything specific he just wanted to make the Municipality aware of their need for future financial assistance as they cannot absorb that kind of expenses. He pointed out the rink has always been in the position where they operated in the black and they do not run deficits and they have a contingency fund in order to the pay the mortgage for several months if the rink was to shut down but are hesitant to use it for anything else. He stated last year the rink had problems with the beams and brought in structural engineers to ensure the building was safe and had to rectify

the matter at a cost of \$20,000 out of their revenue which was unexpected and they didn't seek Council's assistance.

8. Report of Director of Planning (August/September 2014)

MOVED by Warden Dauphinee and Councillor Campbell that the Report of the Director of Planning (2014) be received and placed on file.

Motion Carried.

K. Dempsey highlighted they have received a phase 1 amending agreement application from Terra Firma for their Forest Lakes Country Club Development in Ardoise for a 62 lot bare land condominium development on approximately 42 acres. She anticipates getting more information at which time she will prepare a report to present to PAC and then to Council.

She reported they are proceeding with the municipal heritage registration process for the Duncanson House or Greenwood located in Falmouth and owned by Alan & Maureen Perry. This application for the registration of Duncanson House (Greenwood) as a municipal heritage property under the West Hants Heritage Property By-law was reviewed by the Heritage Advisory Committee (HAC) on 15 Jan./15. HAC recommended registration to Council. Staff will undertake the registration process in accordance with the Heritage Property Act.

She reported that Planner Jeanne Bourque has just passed all of the requirements to become a full member of the Canadian Institute of Planners and thereby be licensed as a Professional Planner. It was agreed that a letter should be sent to Jeanne on behalf of Council congratulating her.

It was noted that there was an error in the Planning Department January Committee of the Whole report. the French Mill Brook meeting is scheduled for February 3, 2015 at 10:00 a.m.

9. Report of Director of Public Works

MOVED by Councillor Matheson and Councillor Campbell that the report of the Director of Public Works be received and placed on file.

Motion Carried.

Councillor Daniels offered congratulations to both Scott MacLennan and Ashley Smith who by examination by the Province of Nova Scotia have upgraded their certifications as follows: Scott has been awarded a Certificate of Qualification for "Water Treatment Class 2" and Ashley has been awarded a Certificate of Qualification for Wastewater Collection Class 1. It was agreed that a letter should be sent on behalf of Council congratulating both employees on their success.

MOVED by Warden Dauphinee and Councillor Swinamer that the Report of the Waste Reduction Co-ordinator for November and December 2014 be received and placed on file.

Motion Carried.

10. Administrative Report

MOVED by Councillor Campbell and Matheson that the Summary of Fire Inspections be received and placed on file.

Motion Carried.

a. Public Participation at Meetings of Council

MOVED by Warden Dauphinee and Councillor Campbell that the correspondence regarding Public Participation at Meetings of Council be received and placed on file.

Motion Carried.

Warden Dauphinee suggested it would be better if someone wanted to present they could make a request to be added to the agenda so Council has the opportunity to research if necessary. Councillor Pineo felt the public should have the right to speak however understood the rationale that discussion may occur at this meeting however views may change before it is forwarded to Council for a vote. She questioned why others have been refused to be allowed to speak because they were not on the agenda but Mr. Payne was permitted this evening to speak on the Newport Rink issue. She clarified that she would like to see the public have the opportunity to speak and reminded that Council is their public servants. Chair Cochrane reminded that Mr. Payne was permitted to speak as a councillor added the item to the agenda.

Interim CAO Osborne reiterated what is permitted in the current policy as well as the MGA. She explained that members of the public can address Council through the request of a formal presentation in order for staff and the chair of the meeting to understand what the full agenda looks like and it can be accommodated. She reminded it is difficult to include every request and correspondence that comes in to be accepted on one agenda due to time restraints. She reminded Council that the public can also address Council formally through the creation of a petition which can be for any reason.

She explained the report discusses the opportunity to get input prior to Council making a decision and if the member of the public who wishes to speak on another matter they could use their time to request the item be added to the agenda and discussed at the next meeting. She clarified at any time the municipal policy allows Council to ignore the rules of order and create their own rules of order if all Council is in agreement.

Councillor Campbell felt that Committee of the Whole should be flexible and agreed that the residents should have an opportunity to address their concerns and didn't feel that they should have to make a presentation in order to speak as this is a rural community. Councillor Swinamer agreed that residents should be permitted to speak.

Councillor Matheson asked to clarify that Mr. Payne asked to meet with him regarding the Newport Rink and that is why he requested it be added to the agenda. He explained that Mr. Payne had no intention of speaking this evening. He felt it was out of order for the chair to direct questions to the public without Council's permission.

Warden Dauphinee stated that as a chair it is difficult to limit the public to a timeframe when they are trying to speak on a matter and agreed there are other avenues that work. Interim CAO Osborne indicated a timeframe shouldn't be a problem if everyone understands the rule. She reminded that the public always has the option of writing a letter that can be circulated to Council to address concerns and a councillor can raise the issue on an agenda if they choose. Councillor Daniels agreed with the CAO and felt if there is something pressing the public can contact the CAO and make a formal request to be on the agenda or have their time at the end of the meeting and agreed Councillors are here for the citizens and to bring their concerns forward. She questioned whether the policy was available to the public to read and understand. Interim CAO Osborne indicated currently the policy is in draft form which has been presented twice and has been part of the agenda packages that was posted online. Councillor Swinamer agreed that the public should have time at the end of the meeting and reminded that the chair always has the discretion to interject at any time if the situation becomes unruly.

MOVED by Councillor Daniels that a recommendation be made to Council that

Council amend the Municipal Council Policy by rescinding the February 12, 2013 motion and replacing it with the following motion which would be included in the policy document. (This motion was rescinded by Council on December 9, 2014)

During regularly scheduled Committee of the Whole Meetings, an opportunity for public input will be provided up to a maximum of 20 minutes at the end of the COTW agenda. Each speaker will be provided a maximum of 5 minutes to address Council, with the 20 minute time period. The purpose of the input will be for Council to receive comments regarding agenda items under discussion at the COTW meeting or to request items be placed on the COTW agenda for future consideration.

Furthermore,

Members of the public are encouraged to avail themselves of the opportunity to make formal presentations to Council, following the prescribed process, at either COTW and/or Council, for the purposes of providing relevant information to Council on items of interest to the Municipality and to participant at any duly called public hearing or meeting.

2. It is recommended that:

Council adopt the current COTW agenda structure, with the addition of a public input component as described in item 1, above, as the formal agenda structure for Committee of the Whole meetings and include this structure in the Municipal Council Policy.

The motion was defeated as there was no seconder.

Councillor Pineo asked where the motion was defeated what the current policy for public participation is. Interim CAO Osborne explained under the current policy and MGA, there are public hearings which are pre-determined, presentations, members of the public may request to make a presentation on any matter of interest to Council, the public may present a petition through staff or a councillor and the final way for the public is through their elective officials who can speak on their behalf or add items on their behalf. She confirmed that Council can call a special meeting where members of the public can be invited to talk on items of concern. Interim CAO Osborne clarified by not voting for the motion the public are not permitted to speak at the end of the meeting at either Committee of the Whole or Council as the original motion which allowed for this was rescinded in December and it was not replaced with a motion and as a result public participation at meetings is restricted to Council Policy and MGA.

Councillor Campbell gave notice for reconsideration of the motion at the February 10, 2014 Council meeting.

Financial Support – Grants and Contribution Policy

MOVED Warden Dauphinee and Councillor Brown that the correspondence regarding Financial Support – Grants and Contribution Policy be received and placed on file.

Motion Carried.

Interim CAO Osborne reported that this is a compilation of a number of documents and she has reviewed the process and this is the result. She pointed out there is a significant difference between a grant and a donation, clarifying that a grant is funding given by the Municipality for a specific purpose with a particular outcome

expected which is allowed under the MGA. She noted that the Municipality can also provide a contribution which is often defined as an in kind contribution, she added in her opinion the Municipality has no authority to give donations because there is no expectation of anything from it.

She suggested putting focus on the limited dollars that the Municipality has to give out for the general grants. She noted in the past it has been based on historical perspective with very limited documentation to support their needs. She explained the policy tries to put more framework to provide high level direction to staff so they can apply a standard, reasonable and fair application on a go forward basis. She noted the purpose is to set eligibility requirements, identify the types of funding that might be available, explain how the strategy is established each year and outline the application, monitoring requirements. She explained if the policy is approved it would include the recreation program grants as well as fire services grants and the heritage conservation work to authorize and agree to that principal so the heritage committee when reviewing can define guidelines and be able to operate independently and have authority.

She pointed out the Municipality has been giving the SPCA money every year and she felt in order to be eligible for a grant, information should be requested on where the money goes. She also added that Council should have the SPCA apply on a regular basis to determine if this is the only organization that Council should choose to support in this field.

She indicated that grant money should have a specific objective and be applied in terms of fair, equitable and reasonable process which permits focus in particular areas of interest and where the community really needs it. She explained the policy has been circulated to all department heads to review to ensure that nothing inhibits their ability to do what they have already been approved to do. She explained that she is recommending criteria and rules, for example, such as only one application per organization or project per year for grant programs, the applicants should be able to demonstrate they are actively fundraising as the Municipality should not be their sole source of support with the exception of the fire services as the relationship with fire societies is different in that the Municipality is clearly purchasing a service. She noted it is being recommended if an organization is requesting funds for a particular special event they have to be able to demonstrate the economic or public relations benefit to the Municipality and prove it is accessible to everyone.

She advised there are some new grants, one being a recreation trails grant also an in-kind contribution program. She suggested the trail grant is a wonderful opportunity to support active living and work being done in the area of sustainability.

K. Dempsey reported on the subject of potentially offering conservations grants to municipally registered heritage properties which arose at the Heritage Advisory Committee when discussing what grants were available for individual property owners with municipally registered heritage properties. She added it was evident that there was a funding gap at the provincial level as only municipally registered public buildings are eligible for conservation grants while privately owned municipally registered heritage properties are not. She indicated that the grants policy offers some structure around grant allocations and prescribes a process for those allocations. She mentioned this would create an opportunity that does not exist for these owners, adding at the moment there is only one heritage property owned by an individual and that West Hants may have a second one with the Ducanson House application.

Councillor Matheson understood that the purpose is to try and bring order to a chaotic process and often the Municipality has been offering donations when it should not have been. He advised he has had a problem with the fire departments falling under the grants as he considers it a fee for service. He asked whether there was a policy or resolution on restrictions on how much could be spent for grants to organizations. Interim CAO Osborne agreed to investigate the matter. Councillor Daniels agreed that this policy is needed and allows accountability on

Council's behalf and wished that it had of been implemented sooner and felt it gives a much better understanding during budget deliberations.

MOVED by Warden Dauphinee and Councillor Campbell that a recommendation be made to Council to adopt the Grants and Contributions Policy for implementation for the fiscal year 2015/2016.

Motion Carried.

MOVED by Warden Dauphinee and Councillor Campbell that a recommendation be made to Council the adoption of grant and contribution funding parameters for fiscal year 2015/2016 which focus on:

- a) Public Safety**
- b) Senior Services**
- c) Youth Development**
- d) Community events which have or can enhance economic development for the West Hants region.**
- e) Heritage and Culture**

Motion Carried.

MOVED by Warden Dauphinee and Councillor Brown that a recommendation be made to Council to adopt the Municipal Funding for Community Trails Program for implementation for the fiscal year 2015/2016.

Motion Carried.

MOVED by Warden Dauphinee and Councillor Brown that a recommendation be made to Council to acknowledge the value of in-kind contributions and not for profit organizations as a form of grant permissible under the recreation grant process.

Motion Carried.

11. Report of Director of Finance

MOVED by Councillor Campbell and Councillor Swinamer that the Report of the Director of Finance be received and placed on file.

Motion Carried.

M. Laycock reported there was a motion on July 8, 2014 that the budget be approved by April and he has created a budget timeline. He noted the departments have submitted their budgets and meetings are scheduled with the department heads to review and discuss. He explained a request has been made to the fire departments to submit their budgets which are being compiled into a document and he will work with the CAO to prepare for Council to review.

He noted they're investigating the advantages and disadvantages of two tax billing times in order to make an assessment on cash flow and the impact on the individual tax payers. He explained they will be looking at the process of developing a policy on reserves for capital and operating which will be brought forward at the next Committee of the Whole meeting for Council's consideration. He explained the revenue stream for the court house has been identified as a challenge and he's investigating the matter. He added the equalization grants were budgeted for but we were not eligible which was an oversight. He noted the budget for credit card fees was under budgeted.

He reported they are working on financial reporting structures, particularly balance sheets, standardized processing of debt and the creation of a check list to arrive at a full look at the financials for review.

Councillor Campbell reported the FCI will be published on the website on February 2, 2015.

12. Referrals from Other Committees

- a. Police Advisory Board – Report

MOVED by Councillor Campbell and Councillor Swinamer that the Police Advisory Board Report be received and placed on file.

Motion Carried.

Councillor Campbell reported it was a very informative session about all the municipalities and common issues that they are faced with, for example mental health.

13. Fire Advisory Committee

Nil

14. Correspondence

- a. November 20, 2015 – Hantsport Memorial Community Centre

Interim CAO Osborne reported the correspondence was forwarded from the Hantsport Memorial Community Center (HMCC) to her in early December. She explained HMCC was incorporated under an act of legislature which is a great deal of protection which allows them to be exempted for both real and personal taxation for as long as they continue to operate on a not for profit basis. She noted that members of the board are concerned with the potential of dissolution from Hantsport into West Hants that they would lose that exempt status. She mentioned they are asking West Hants Council for a letter of support to the province requesting that they change the legislation to expand the language to include any Municipality HMCC might fall under. She explained she did seek advice from the municipal solicitor who advised under the rights of succession the Municipality is obligated to uphold the act of the legislation regardless of what community it is in and in her opinion it would not be necessary to write a letter of support. It was agreed no action is to be taken.

- b. January 5, 2015 – Hants County Youth Ambassadors

MOVED by Councillor Matheson and Warden Dauphinee that a recommendation be made to Council to grant \$400 to the Hants County Youth Ambassadors.

Councillor Daniels declared a conflict of interest as she sits on the Youth Ambassory Board.

Motion Carried.

Interim CAO Osborne offered there is still money in the budget from this year which would cover the request.

- c. January 23, 2015 – FCM Hotel Rooms Sold out form FCM Conference 2015

This was for information purposes only. Councillor Pineo withdrew her name to attend the conference this year as she is no longer available.

d. December 19, 2014 – UNSM Regional Meeting Dates 2015

MOVED by Councillor Matheson and Councillor Campbell that the correspondence dated December 19, 2014 regarding UNSM Regional Meeting Dates 2015 be received and placed on file.

Motion Carried.

It was reported that any councillors are permitted to attend as well as the CAO and Warden.

15. Miscellaneous/New Business

a. Long Pond Classic – Request for Support

It was agreed no action is to be taken.

16. Public Input

Non requested.

17. Date of Next Meeting

The next meeting is scheduled for February 24, 2015.

18. In Camera Session

MOVED by Warden Dauphinee and Councillor Campbell to move in camera at 8:50 p.m. to discuss a personnel matter.

Motion Carried.

MOVED by Councillor Swinamer and Councillor Campbell to come out of camera at 9:08 p.m.

Motion Carried.

19. Adjournment

MOVED by Warden Dauphinee and Councillor Brown that the meeting adjourn at 9:09 p.m.

Motion Carried.

Gary Cochrane, Chair

Cathie Osborne