



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Committee of the Whole
April 28, 2015 6:00p.m.
Sanford Council Chambers

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

There were 14 members of the public in attendance.

1. Call to Order
2. Announcements

Councillor Pineo reported an art show will take place in Avondale on May 8,9,10 and she encouraged all to attend.

3. Approval of Agenda, including additions or deletions

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

Motion Carried.

The approval of minutes for March 25 & April 8 were deleted from the agenda.

4. Approval of Minutes

MOVED by Warden Dauphinee and Councillor Campbell that the minutes of March 24, 2015 be approved as circulated, noting any errors or omissions.

Motion Carried.

5. Presentation (s)

There were no presentations.

6. Hearing (s) – Dangerous & Unsightly

There were no hearings.

7. Business Arising from the Minutes

There was no business arising from the Minutes.

8. Reports of the CAO

a) Report of the CAO

CAO Osborne advised that this is the second update she has provided since her employment with the Municipality. She noted her report is an accumulation in a summary format of all the work that was undertaken by her and staff. She indicated it also incorporates the monthly reports received from the directors and previously submitted to Committee of the Whole. The detail in the reports is certainly information required by the CAO but not necessarily useful to Council. Instead, quarterly summarized reports would be provided to Council on a regular basis. She felt it was beneficial for Council to be aware of the key critical functions staff is working on and the status.

She explained she has taken three months of reports, summarized the highlights and included the other work she herself has been doing during the past few months. She felt the benefit it gives Council is a concise, summarized vision of what has occurred and also provides a written document for the public and shows where the Municipality's successes and



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challenges have been. She stated there is a requirement under the Municipal Government Act that the Dangerous & Unsightly Administrator report to Council on a bi-annual basis and so she has included a report from the time she started in July forward to March 31st of all the various complaints received under Dangerous & Unsightly; dog complaints, livestock complaints, illegal burning, illegal dumping and other non-municipal complaints received occasionally and referred to by other parties.

She noted her intent would be to provide her report to Council on a quarterly basis in a summary perspective which would encompass a lot of the information normally received in the monthly reports. She clarified this does not change the process when the directors come forward with specific requests or requirements that need Council's approval and they will still attend the Committee of the Whole meetings. She confirmed the directors are always available for questions on any issues or concerns.

She confirmed this is her attempt to provide a different kind of reporting format. She added the report also identifies where she and staff will be focusing in the future, based on issues that are currently underway or developing.

MOVED by Councillor Matheson and Councillor Brown that the Report of the CAO be received and placed on file.

Motion Carried.

b) Director of Recreation – Hants Aquatic Centre – Pool Governance Committee

MOVED by Councillor Matheson and Warden Dauphinee that the correspondence regarding the Hants Aquatic Centre Pool Governance Committee be received and placed on file.

Motion Carried.

K. Kehoe, Director of Recreation reported the Pool Governance Committee met last year and discussions were held regarding the potential costs that could come

with having to replace large pieces of the pool facility, with the pool liner as a major consideration. She noted the committee felt at that time that the capital reserve should be increased from \$2,000 to \$6,000 per year. She confirmed, after discussions with the Director of Finance and CAO, the proposal being recommended to Council for consideration. She confirmed the CAO has been in contact with the Town of Windsor's CAO who is aware of the proposed recommendation which is a slight change from that which was forwarded by the Pool Governance Committee.

She reported that she is also submitting a recommendation for the approval of the Fee Structure and the Society Budget for the 2015/16 fiscal year adding the figures are included in the municipal budget.

MOVED by Warden Dauphinee and Councillor Brown that a recommendation be made to Council to approve an increase in the funding allocation to the Hants Aquatic Centre Capital Reserve of \$6,000 for the 2015-16 fiscal year without an automatic annual increase by Canadian Price Index as requested by the Governance Committee. Instead, Council instruct staff to encourage a more appropriate basis for the annual reserve amount, likely based upon the estimated replacement cost for the pool liner within the time frame anticipated to be replaced.

Motion Carried.

MOVED by Warden Dauphinee and Councillor Campbell that a recommendation be made to Council to approve the 2015 Fee Structure as attached and recommend the proposed Hants Aquatic Centre Society Budget for fiscal year 2015-16.

Motion Carried.

c) Director of Finance – Financial Estimates Year End March 31, 2015

MOVED by Councillor Campbell and Warden Dauphinee that the correspondence regarding the Financial Estimates Year End March 31, 2015 be received and placed on file.

Motion Carried.

Martin Laycock, Director of Finance reported this is a snapshot into a couple weeks of April and cautioned there are still invoices coming in for the end of March. He offered he doesn't anticipate any significant issues from the auditors. He reminded there was a shortage of vacation accrual as previously discussed that needed to be dealt with, and money was set aside this year and needs be



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included in future budgets. He explained he was able to move some of the projected surplus into that area to lessen the need for the accrual in future years if not eliminate it. He confirmed that he projects a slight surplus this year. He clarified now that a Reserve Policy has been established it states any surplus should go into the operating reserve unless Council directs otherwise, or if the operating reserve is maxed it would then go towards debt.

9. Reports of Other Committees

There were no reports of Other Committees.

10. Correspondence

a. April 2, 2015 – Andrew Hilden – Brooklyn Rink Collapse

MOVED by Warden Dauphinee and Councillor Campbell that the correspondence dated April 2, 2015 – Andrew Hilden – Brooklyn Rink Collapse be received and placed on file.

Motion Carried.

b. April 7, 2015 – Heather Bennett – Proposed New Rinks in West Hants

MOVED by Warden Dauphinee and Councillor Campbell that the correspondence dated April 7, 2015 – Heather Bennett – Proposed New Rinks in West Hants be received and placed on file.

Motion Carried.

c. April 7, 2015 – Stan Kochanoff – Plan B and Other Alternatives to the Arena Situation

MOVED by Warden Dauphinee and Councillor Campbell that the correspondence dated April 7, 2015 Stan Kochanoff – Plan B and Other Alternatives to the Arena be received and placed on file.

Motion Carried.

It was clarified that the Municipality is completely separate from the Newport Rink and has no say over how the Newport Rink Society proceeds with the rebuild. It was also noted that the Birthplace of Hockey project is completely separate from the Newport Rink.

d. April 14, 2015 – Recreation Nova Scotia

MOVED by Warden Dauphinee and Councillor Campbell that the correspondence dated April 14, 2015 – Recreation Nova Scotia be received and placed on file.

Motion Carried.

11. Miscellaneous/New Business

Warden Dauphinee reported that this is Councillor Campbell's last meeting as he is moving out of the area. He thanked him on behalf of himself and Council for being such an asset to the Municipality and wished him well in his future endeavors.

12. In Camera Session

MOVED by Councillor Matheson and Warden Dauphinee to move in camera to discuss personnel issues at 6:30 p.m.

Motion Carried.

MOVED by Councillor Matheson and Warden Dauphinee to come out of camera at 6:55 p.m.

Motion Carried.

CAO Osborne reported this was a new process for circulating in camera items where the contents were posted in a SharePoint folder with limited access. She explained once the meeting is over the items will be deleted from the folder and the official copy will be kept with the Municipal Clerk. She requested if any councillor downloaded the documents to please delete them immediately. It was agreed to continue with the new process.

There was a brief discussion on whether documents could be released from in camera sessions. CAO Osborne suggested if Council wanted to release documents publically to first request staff to redact any private information before released.



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Councillor Pineo expressed concern about past in camera sessions that councillors have been advised not to discuss still. Councillor Matheson suggested that information should be released if it is no longer relevant. CAO Osborne reminded Council there is a current policy in place which states how information from in camera is to be handled. She clarified that Council can choose to release information from an in camera session by the process of a motion. She agreed there are documents that should be released but was hesitant to go back in time and try to release all information as it was part of a past policy.

MOVED by Warden Dauphinee and Councillor Matheson that a recommendation be made to Council to increase pension contributions by 1%, effective April 1, 2015 with a matching contribution of 1% from eligible employees, who are members of the plan, bringing the total contribution from 5% to 6%.

Motion Carried.

MOVED by Warden Dauphinee and Councillor Swinamer that a recommendation be made to Council to approve the contingency expenditure towards salary increases for staff as determined by the CAO and in keeping with the salary classification system.

13. Date of Next Meeting – May 26, 2015
14. Adjournment

MOVED by Councillor Campbell and Councillor Pineo that the meeting adjourn.

Motion Carried.

The meeting adjourned at 7:00 p.m.

Gary Cochrane, Chair

Rhonda Brown, Municipal Clerk