



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS**  
**Committee of the Whole**  
**January 26, 2016 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
	R. Allen	Councillor
	R. Zwicker	Councillor
	P. Morton	Councillor
	G. Miller	Councillor
	C. Osborne	CAO
	M. Laycock	Director of Finance
	K. Kehoe	Director of Recreation
	R. Brown	Municipal Clerk
	J. Woodman	Administrative Assistant
Guests:	B. Carrigan	
	D. Saulnier	
	George Ernst	

There were 6 members of the public in attendance.

1. Call to Order
2. Announcements

Chair Cochrane reviewed the fire evacuation procedures.

He reported there is going to be a major announcement for the Hockey Heritage Center on January 29<sup>th</sup>.

3. Approval of Agenda, including additions or deletions

Addition:

- a. Proclamation – Hockey Heritage Day

**MOVED and SECONDED that the agenda be approved as circulated, noting the additions.**

**Motion Carried.**

4. Approval of Minutes – November 24, 2015

**MOVED and SECONDED that the minutes of November 24, 2015 be approved as circulated, noting any errors or omissions.**

**Motion Carried.**

5. Presentation (s)

Pisquid Canoe Club – Brad Carrigan

Mr. Carrigan reviewed the building renovation project for 2016/2017. He reviewed the total project figures to date and the financing that is required and confirmed, if necessary, there is potential to defer some of the project scope to 2017 or later. He explained they wanted



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a partnership to bridge financing to allow the 2016 completion, with the remaining project scope realized through future provincial funding.

Warden Dauphinee commended the club on all the work they have done on the project. He asked if the club should learn the provincial government will fund the amount required would the Municipality would be notified that additional funding was not necessary. Mr. Carrigan confirmed this would be the case.

Hantsport 3 month Audit

Two reports were circulated; report To Individuals Charged with Governance and the Consolidated Financial Statement as of June 30, 2015 which is the final audit of the Town of Hantsport up to the date of dissolution. The Statement of Operations was also reviewed.

The report on Those Charged With Governance was reviewed with Council which is a summary of the audit work and results. It was noted that the auditors are waiting for approval of the statements by Council and a receipt of the legal reply and the signed management representation letter to finish the audit. It was reported that recommended adjusting entries were posted in the records and are reflected in the financial statements. It was also confirmed there were some adjustments necessary to ensure that the expenses from the Town of Hantsport were reflected in the statements and not the Municipality's records.

The auditors reviewed the internal control letter which the Municipality has a copy of, and confirmed they are obligated to report any significant findings related to the audit. The Auditor stated of the significant items identified the most important would be sensitive accounting estimates and disclosures, noting there is a pension allowance that has been accrued in the financial records and that there could be some estimation uncertainty in the figure then what's recorded on the statement.

**MOVED and SECONDED that the reports regarding the Hantsport 3 month audit be received and placed on file.**

**Motion Carried.**

CAO Osborne reported that the Director of Finance is including in the 2016/17 budget information to show what the full liability is on the pension allowance. She added future funding might be better covered by an area rate or community rate. She confirmed information would be provided during the budgetary process.

**MOVED and SECONDED that a recommendation be made to Council for the approval of the consolidated financial statements by Council.**

**Motion Carried.**

6. Hearing (s) – Dangerous & Unsightly – None

There were no hearings.

7. Business Arising from the Minutes

There was no business arising from the Minutes.

8. Reports of the CAO

- a. Private Road By-Law



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CAO Osborne reported in reviewing the by-laws and policies between the former Town of Hantsport and West Hants, they also reviewed the appropriateness in the way the adoption of the topic was made. She indicated it has come to their attention if Council should choose to enter into an agreement on private roads it must do so by by-law. She added this document is to take the four agreements currently in place and mesh them into a by-law and re-enter into new agreements based on the same terms previously. The bylaw would also prepare for the potential of additional private roads agreements in the future.

The CAO confirmed the Municipal Clerk drafted the by-law which was sent to the current four chalets, and she has received feedback from one. She noted, after some discussion, they have adopted some of the proposed changes made to the text of the by-law which refers to allowing the association's by-law to determine when a vote is a vote and a meeting is a meeting. She advised there was one request made that she is not sure if can proceed based on the MGA which may need to be referred to legal.

**MOVED and SECONDED that the report regarding Private Road By-law be received and placed on file.**

**Motion Carried.**

It was agreed no further action was necessary at this time.

b. Identification By-law, Policy, and Procedure/Practices

CAO Osborne reported staff has been working internally to align the numbering of the policies and by-laws, administration policies and procedures and business practices. She confirmed they also want to align with the current AMA File Management process. She indicated the Municipal Clerk has been reviewing the files to create a hierarchy in order to easily understand internally what document is a business practice, policy or procedure. She confirmed while reviewing the process it was identified that Council, in 1985, created a policy that requires that the Municipality review every by-law at least once per year. She advised the administration recommendation is that it be done every 3 years. She requested that the old policy be rescinded in order to implement the new administrative policy.

**Councillor Matheson gave Notice to Council to rescind the motion of January 8, 1985 which states "... that it be Council Policy to review each By-Law (excluding zoning) at least once per year."**

c. Electronic Voting

CAO Osborne reported that Council requested that staff come back with additional information on the opportunity to initiate electronic voting for future elections and the reports speaks to the background. She noted the report includes attachments on information provided by the AMA. She suggested the report reflects that electronic voting empowers those with disabilities to vote independently and provides convenience to electors. She confirmed the report determined there is no evidence that it increases voter turnout but rather changed the method of those that already vote. She noted the report also includes the results arising from the Town of Windsor using electronic voting over the last two elections.

CAO Osborne reported staff investigated what the cost would be if Council chose to pursue electronic voting. She cautioned if Council wishes to move forward the process would need to start immediately as there are timeline requirements. She explained the first would be to enter into an RFP with the vendor by April and draft and accept a by-law and set of procedures, at least 60 days before the regular polling date, which is August 15.



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The CAO clarified in order for the Municipal Clerk to determine the financial implications she had to make certain assumptions; the first is there would be an election held in all nine districts; next the number of electors would be approximately 12,000; and third there would have to be at least one electronic voter's kiosk in all advanced polls and polling dates.

R. Brown, Municipal Clerk cautioned these were cost estimates which could change due to unknowns.

**MOVED and SECONDED that the report on Electronic Voting be received and placed on file.**

**Motion Carried.**

Councillor Pineo advised she was in favour of electronic voting as she was under the assumption that it would bring out additional voters, however the report shows that the voter numbers didn't change significantly. She indicated that she would be against spending the money to provide electronic voting.

Councillor Daniels expressed she did see it as a convenience for voters, as well as the accessibility factors and reduces the environmental impact. She suggested that she would be in favour and felt it had positive benefits.

Councillor Matheson expressed concern about the opportunity for fraud by using electronic voting and felt the paper ballot was sacred.

It was agreed no action was to be taken.

d. Hantsport By-law Adoption and Publication Policy

CAO Osborne reported this is a housekeeping item and the Municipal Clerk has identified the policy is almost exactly the same as the wording found in sections 168 & 169 of the MGA which is what West Hants follows; however there are two parts which are contrary to the West Hants practice. The most significant is the requirement to mail notice of the change to each householder in Hantsport. Given the number of bylaw and policy changes expected this would be expensive and outside of the budget. As well, it would be not be fair the remainder of West Hants residents who do not receive this extra service.

**MOVED by Councillor Zwicker that notice be given to Council to repeal the By-Law Adoption and Publication Policy of the former Town of Hantsport, most recently approved on May 1, 2007.**

e. Princess West Hants – Princess Hantsport

CAO Osborne confirmed that there is a community group who would like to sponsor Princess Hantsport which have not been appointed by this Council nor have any interest being appointed. She felt to be fair it would be useful of Council to give up interest in the Princess Hantsport banner and allow the community groups to proceed on their own.

The CAO advised the other issue is whether Council would still like staff to pursue a Princess West Hants banner. She cautioned there would be some complications to this in that the Municipality has been advised that West Hants, with the exception of the Windsor catchment area, is not in the valley and therefore not eligible to sponsor a candidate.

**MOVED by Councillor Pineo to give notice to repeal the former Town of Hantsport Annapolis Valley Apple Blossom Festival Participation Policy, approved on March 13, 2013.**



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**MOVED by Councillor Pineo to give notice to Council to rescind the motion of January 12, 2016 which states "...that Council move forward and adopt a policy to support a Princess West Hants with a sponsor amount of \$3000."**

**MOVED and SECONDED that the correspondence regarding Princess West Hants – Princess Hantsport be received and placed on file.**

**Motion Carried.**

f. Provincial Representative Volunteer 2016 for West Hants

CAO Osborne declared a conflict of interest.

K. Kehoe reported that each year the Municipality is permitted to select a provincial volunteer to attend a banquet in Halifax on behalf of all the volunteers in the community. She advised this year the Municipality is recommending that Mr. Paul McCulley be nominated.

**MOVED and SECONDED that the correspondence regarding the Provincial Representative Volunteer 2016 for West Hants be received and placed on file.**

**Motion Carried.**

**MOVED and SECONDED that a recommendation be made that Mr. Paul McCulley be nominated for the provincial Representative Volunteer for the Municipality of the District of West Hants.**

Councillor Miller expressed while he had no question on Mr. McCulley's effort, he did question how someone who worked for West Hants was nominated by an employee of West Hants and approved by an employee of West Hants. K. Kehoe, Director of Recreation confirmed that nominations are received from anyone and reviewed by the Director of Recreation with a recommendation sent to Council for consideration. She explained when she reviews the nominations she considers the volunteering activities that have been completed and additional information is sought after the fact for all the nominees. She suggested Mr. McCulley was chosen for his significant contribution directly to the Municipality. Councillor Miller suggested his main issue is that the individual was nominated by the Director of Recreation's boss, and felt there would be indirect pressure on her. Councillor Pineo reminded Council that the Director of Recreation only makes a recommendation and the final decision is made by Council.

Councillor Daniels reminded Council the key word is volunteer and suggested that had she known how much work Mr. McCulley put in she would have nominated him. R. Brown, Municipal Clerk reminded Council that the Director of Recreation makes the choice with an objective point of view. Warden Dauphinee felt that it comes down to public perception and suggested that the Director of Recreation would not be persuaded to make a recommendation if she didn't feel that it was the best one.

**Motion Carried.**

g. 2016-2017 Budget Timeline

M. Laycock, Director of Finance reported that staff has been working on the budget timeline and offered that they are slightly behind in the process, however felt it shouldn't impact the end date. He anticipates that the budget will be passed in April as per the established policy. He reported that a special budget meeting will be held on March 15 to review the proposed budget and for staff to receive feedback from Council on the proposed approach.



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He mentioned, as staff moves forward in the process, updates will be provided at Committee of the Whole meetings. It was agreed to meet during the day for budget meetings.

**MOVED and SECONDED that the 2016-17 Budget Timeline be received and placed on file.**

**Motion Carried.**

h. Monthly Financial Reporting – Director of Finance

M. Laycock, Director of Finance reported there is a surplus for both West Hants and Hantsport. He pointed out that in prior reporting periods he had left some expenses for Kings Transit for the possibility of an alternative public transportation option, however has since removed this amount. He confirmed another cost which was lower than expected is the amount paid to the Town of Windsor as taxes collected for the Industrial Park. CAO Osborne cautioned although there is a surplus staff suggests that Council not attempt to spend it because of unknown costs that may arise.

**MOVED and SECONDED that the Monthly Financial Report be received and placed on file.**

**Motion Carried.**

Community of Hantsport Deed Transfer Tax By-Law

CAO Osborne reported that staff reviewed the former Town of Hantsport's by-laws and compared them to the Municipality of West Hants's current by-laws. With respect to the Deed Transfer Tax By-law it was determined that the former Town of Hantsport did not have one. She suggested it is an administrative burden to process as currently if a property sells in Hantsport there is a requirement that it be coded differently at the register office and every entry has to be reviewed to ensure it was coded properly when deed transfer funds are remitted to the municipality. The CAO noted there is an opportunity to generate potential new revenue of \$35,000 by adopting deed transfer for the former Town of Hantsport.

Councillor Zwicker expressed concern that it is going to be a new tax to those purchasing a home in Hantsport and suggested it is going to be a different place for some time. He felt the timing is premature and suggested revisiting the issue in a year. Councillor Morton agreed with the Councillor's comments and indicated he wouldn't support the motion. Councillor Pineo reminded that the two units have joined and everything must be equal at some point.

**MOVED and SECONDED that the correspondence regarding Community of Hantsport Deed Transfer By-Law be received and placed on file.**

**Motion Carried.**

**Councillors Zwicker and Morton voted nay.**

**MOVED and SECONDED that a recommendation be made to Council to proceed to a public hearing and Second Reading of the amendment to the Deed Transfer Tax By-Law.**

**Motion Carried.**



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**Councillors Zwicker and Morton voted nay.**

9. Reports of Other Committee
10. Correspondence
11. Miscellaneous/New Business

a. Fire Advisory Sub Committee/Community Engagement /RFP – Councillor Daniels

Councillor Daniels advised that she had an issue with the subcommittee that was created and that she was hearing through the media what was happening. She felt allowance should be made for staff to report back on meaningful conversations across the Council table. She felt that it should include citizen participation and be inclusive of all councillors. She advised that this could not be done efficiently through a subcommittee, adding that information sharing is critical. She noted public assumptions and speculations are avoided if they hear the information first hand, and if they are fully informed on proposed policies and plans there is less likelihood of resistance when implementing them.

She suggested that this cannot be achieved through a selective committee and if there was any rationale how this subcommittee can make future planning any more efficient than allowing staff to do the preliminary work and reporting back to all of Council. She asked that Council consider rescinding the motion asking to create Fire Structuring Committee as it isn't efficient or transparent enough to warrant the need of such a subcommittee. She also asked to see staff facilitate community engagement meetings of those affected. She suggested after the consultants have done their report to allow full participation through dialogue with the community members. She explained that people who are able to participate are citizens with rights and responsibilities, and by better engaging with citizens they become part of the decision making process as they to contribute valuable insight and knowledge of both their communities that could be overlooked by a report.

She noted the citizens are to be inclusive of the building community component and felt because it has been a contentious topic it has caused a lack of trust, disconnect among citizens. She encouraged Council to start communicating more with the citizens during this process. She asked for Council's comments on the matter.

**MOVED and SECONDED that Councillor Daniel's report be received and placed on file.**

**Motion Carried.**

Councillor Pineo clarified that all the meetings are open to the public and open for any councillor to attend. Councillor Miller agreed with Councillor Daniel's comments and felt the issue was important enough that all Council should be at the table during discussions, and reminded that the public does not have the opportunity to speak at the meetings which he felt they should. Councillor Morton agreed and felt that morning meetings were not ideal for those residents who would like to attend.

Councillor Matheson felt the Municipality is getting the input required from the fire fighters who are providing their expertise where to locate their service. Councillor Daniels expressed that she didn't see the need for three councillors to have input when it should be administration and the professional's fire fighters and didn't see any efficiency from the subcommittee.



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Warden Dauphinee clarified that staff will continue with their duties and confirmed the CAO was in attendance at the meeting. CAO Osborne confirmed that staff have drafted up a Terms of Reference for the subcommittee which will refer any recommendations to Council.

b. Proclamation – Hockey Heritage Day

The Warden signed the Proclamation that the Municipality of the District of West Hants hereby proclaims January 29, as Hockey Heritage Day and encouraged all Windsor and West Hants residents to support and participate in the events planned for Hockey Heritage Day at Long Pond.

12. In Camera Session

**MOVED and SECONDED to move in camera at 8:25 p.m. to discuss contract negotiations and personnel matters.**

**Motion Carried.**

The meeting came out of camera at 9:45 p.m.

13. Date of Next Meeting

The next meeting is scheduled for February 23, 2016 at 6:00 p.m.

14. Adjournment

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

**Motion Carried.**

The meeting adjourned at 9:45 p.m.

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Gary Cochrane, Chair

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Rhonda Brown, Municipal Clerk