



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Committee of the Whole Minutes
November 28 , 2017, 6:00 p.m.
Sanford Council Chambers**

Present:	P. Morton	Deputy Warden
	A. Zebian	Warden
	R. Jannasch	Councillor District 1
	K. Monroe	Councillor District 2
	D. Keith	Councillor District 3
	T. Leopold	Councillor District 4
	D. Francis	Councillor District 5
	R. Hussey	Councillor District 6
	J. Daniels	Councillor District 7
	R. Zwicker	Councillor District 10
	C. Osborne	Chief Administrative Officer
	M. Laycock	Director of Finance
	R. Brown	Municipal Clerk
	B. Carrigan	Director of Public Works
	Jeff Hanshaw	IT Technician
	M. LeMay	Director of Planning and Development
	J. Woodman	Administrative Assistant
Guests:	D. Carter	"Hockey Holmes" Heritage Detective
	P. Beazley	Windsor Hockey Heritage Society
	D. Harris	LPG Real Estate Strategies and T. E. A. L

There were 24 members of the public in attendance.

1. Call to Order

Chair Morton called the meeting to order at 6:00 p.m.

2. Announcements

Chair Morton reviewed the standard fire evacuation procedure.

Warden Zebian announced the Christmas Angels telethon will be held on December 3, 2017 and he encouraged everyone to support this wonderful cause.

3. Approval of Agenda, including additions or deletions

MOVED and SECONDED that the agenda be approved, noting the following amendments:

- defer 9 (c) – UNSM Resolution Report until January
- defer 7 (a) – Council Remuneration until January

Motion Carried.

4. Approval of Minutes

MOVED and SECONDED that the Committee of the Whole minutes of October 24, 2017 be approved, noting any errors or omissions.

Motion Carried.

5. Presentation (s)

a. Strategic Planning Results Report

David Harris of LGP Realestate Strategies and T.E.A.L presented the Strategic Planning Results Report.

Councillor Jannasch indicated that he was surprised that he didn't see forestry mentioned and asked if it figured in any of the submissions. Mr. Harris responded that forestry was not included as a specific goal, but offered they received several ideas on creating more compact communities, alternative waste management systems and suggested the forestry and agriculture may be addressed in the Land Use Planning. He noted there was several actions devoted to the MPS review which is a separate process and they felt they didn't need to address all those objectives in the Strategic Plan.

MOVED and SECONDED that the LGP Realestate Strategies and T.E.A.L presented Strategic Planning Results Report be received and placed on file.

Motion Carried.

Chair Morton reported the next step in the Strategic Plan is to host a workshop to review the goals and set priorities in the new year and finalize the plan.

b. A Case of Plain and Simple – "Hockey Holmes" Heritage Detective

The Council of theTown of Windsor joined the meeting for the presentation by video conference. Paul Beazley introduced David Carter noting he is a leading expert with over 30 years' experience on Nova Scotia Heritage.

Mr. Carter presented A Case of Plain and Simple. He suggested there is a way to move forward with this endeavor and suggested he hoped to encourage both units.

Councillor Daniels thanked Mr. Carter for his informative presentation. She noted that she appreciated his focus on esthetics and the use of the term "social hub "and agreed it is more than

just a recreational facility and is the linking of communities worldwide. She liked that he addressed economic clustering within the communities.

Chair Morton thanked Mr. Carter for his presentation.

MOVED and SECONDED that the report A Case of Plain and Simple – “Hockey Holmes” Heritage Detective be received and placed on file.

Motion Carried.

6. Hearing (s) – Dangerous & Unsightly

There were no dangerous & unsightly hearings.

7. Business Arising from Minutes

a. Council Remuneration

This was item was deferred to January 2018.

8. Report of the Chief Administrative Officer

a. Live Streaming

CAO Osborne reported that staff were asked to investigate the possibility of live-streaming of Council meetings and reported that the Director of Finance is here to present the results.

The Director of Finance reported that staff investigated methods and requirements for live-streaming and it was determined that the current video conferencing device (Polycom) owned by the Municipality is sufficient to carry out the requirements for live-streaming of meetings. He indicated that staff also identified that Facebook Live was the preferred medium to broadcast the meetings which is free, and users don't have to be signed up to watch. He cautioned there is a broadcast limit of 4 hours, but that it isn't anticipated as being an issue for the majority of the meetings and if needed the live streaming can be restarted, following shut down by Facebook Live.

The Director of Finance noted that a proposed amendment would be required to the Council Procedural Policy to allow live streaming of meetings via the internet at Council's discretion. He clarified the amendment states that there are no requirements for Council to maintain records of the live-stream, as this could be a costly and technically challenging requirement. He confirmed as per section 6.1 (b) the same Policy, audio records of meetings will be maintained for at least 7 years.

The Director of Finance suggested it is important to note that the recommendation to change the Council Procedural Policy does not obligate Council to move forward with live-

streaming of meetings at this time, nor would it require Council to continue the practice should it be determined not viable. He clarified it is simply a policy change that will enable the current or future Councils to live-stream should they choose to do so.

MOVED and SECONDED that a recommendation be made to Council to amend the Council Procedural Policy COGE-003.00 by adding section 6.1(h) to allow for live-streaming of meetings and add (h) as an exception in section 6.1 (f) as outlined in the Live Streaming Recommendation Report presented at the Committee of the Whole November 28, 2017.

Motion Carried.

- b. Award of RFP WH17-01 – Supply of one (1) new AWD SUV vehicle

It was clarified the lowest tender was not recommended, the recommended vendor had higher cost for the vehicle but there would be savings on operating and maintenance as it would be serviced locally.

MOVED and SECONDED that a recommendation be made to Council to award RFP WH17-01 to Dartmouth Chrysler Jeep Dodge and accept the proposal in the total amount of \$29,478.61, including net HST.

Motion Carried.

- c. Monthly Budget Report – Month Ending October 31, 2017

The Director of Finance stated there was nothing significant to report at this time. Councillor Daniels asked if the sewage collection amount was due to a review of the UARB. The Director of Finance offered this was an error where revenue was put against the wrong expense and was being corrected.

- d. HMCC Audit & Area Rate

CAO Osborne reported that as part of the Area Rate Policy the Director of Finance is obligated to come forward and report on the results of the area rate process for the funding given and how it was applied. She noted that Nick Zamora chair of the Hantsport Memorial Community Centre (HMCC) is present this evening as well.

The Director of Finance reported the results of the 2016-2017 audit for HMCC show a consolidated net surplus of \$145,685. He noted as shown in Note 13 of the HMCC audited statements, the Municipality, through an area rate, contributed \$54,334 for operational expenses. He confirmed that \$10,347 of this total amount has been held back until the completion and submission of the annual audit. He indicated although HMCC showed a net surplus of \$14,685 for the operating period, while section 8.2 of the Area Rate Policy only applies to the specific expenses that are associated with the area rate. He explained the actual expenditures related to the area rate funds are also shown in Note 13 of the audited

statements, and indicates a deficit of \$104. He clarified this minor deficit will be reconciled in the fiscal year 2017-2018.

The Director of Finance advised although HMCC has met the requirements of the Area Rate Policy, there remains a significant surplus for the organization shown for fiscal 2016-2017. He suggested that HMCC has provided an outline of the proposed use of the surplus and indicated they will set aside \$10,000 for an Operational reserve and \$10,000 for a Capital reserve. He advised HMCC also added to this a list of capital projects that have, or will, occur in 2017-2018 fiscal year. The Director noted that Council may want to consider the need of an area rate for HMCC in the upcoming 2018-2019 budget as there were sufficient funds raised through other means to cover the operational costs without the imposition of an area rate. He closed by noting the audit also identified that HMCC has not followed the requirement to file their T1044 Non-Profit Organization Information Return to CRA; however, staff have been advised that HMCC will address the issue very shortly.

MOVED and SECONDED that a recommendation be made that Council accepts the audited financial statements provided by HMCC and that any 2016-17 hold backs and eligible 2017-18 area rate payments be made to HMCC for the purposes of providing the services defined in the 2017-18 budget.

Motion Carried.

9. Reports – Other Committees

a. Fire Restructuring Committee

There was no report of the Fire Restructuring Committee.

b. Police Advisory Board

There was no report of the Police Advisory Board

c. UNSM Resolution Report – Councillor Daniels

This item was deferred to January 2018.

d. UNSM Fall Conference 2017 – Councillor Zwicker

Councillor Zwicker presented his report and asked if there were any questions, there were no questions on Councillor Zwicker's report.

10. Correspondence

a. UNSM 12 Month Notice Letter-WCB Costs

CAO Osborne reported the UNSM and the Department of Municipal Affairs asked the Province when enacting any legislation that may have a financial impact to give the municipalities 12 month notice for budget purposes. The Director of Finance suggested he doesn't anticipate the costs being significant. CAO Osborne clarified the WCB must identify which volunteers it would apply to.

- b. Property Evaluation – Letter from Chair

11. Miscellaneous/New Business

- a. Home Warming – Councillor Zwicker

Councillor Zwicker reported on December 18, 2017 from 6-7:30 p.m. Efficiency Nova Scotia will be hosting a session at the Hantsport Fire Hall on the Home Warming Initiative.

- b. Rotary Club Sign – New Fire Station – Councillor Hussey

Councillor Hussey reported he was approached by the Rotary Club requesting Council and the new fire department's consideration for erecting a sign in front of the fire station to promote their toonie toss, and they offered to build the sign. CAO Osborne reminded there is an outstanding item for staff to report back to Council on the development of a sign policy, and she urged Council if they accept this to make it temporary as there are many organizations who may wish to have the same opportunity. She suggested that Council may want to direct staff to explore the legal issues first and then bring back to Council for consideration.

MOVED and SECONDED that a recommendation be made to Council to direct staff to investigate additional information on the request for the Rotary Club Sign for the West Hants Fire Service Brooklyn Station 2.

Motion Carried.

- c. Windsor Strategy – Sub Committee – Town of Windsor – Hockey Heritage Centre Feasibility Study

CAO Osborne reported that the package includes the unapproved minutes from the Town of Windsor where they discussed the potential process to address the Feasibility Study and be able to move the Hockey Heritage project forward. She noted the Town of Windsor requested that this be brought to Council for discussion and consideration and provide direction to staff on how to respond to the Town.

Councillor Hussey indicated that he along with Councillors Monroe and Leopold attended the meeting and noted the Town is looking to create a sub-committee to examine the Feasibility Study and to make recommendations going forward and get questions answered that came from the study. He advised the Town is suggesting the committee be made up of

the Mayor, Warden, two councillors from each unit and CAOs. He suggested the committee should be created to move the project forward.

MOVED that a sub-committee be created made up of the Mayor, Warden, two councillors from each unit and CAOs.

Warden Zebian cautioned before deciding on a sub-committee that both councils should sit down and discuss the matter first as the project is a substantial amount of taxpayer's money. Councillor Daniels agreed that discussion is required and agreed that the community should have input and suggested citizen members should be involved. CAO Osborne clarified the intention of the sub-committee is not to make any decisions only on how to respond to the Feasibility Study and suggested a committee of 15 might make that more difficult to move it forward. Councillor Zwicker suggested the community group needs to first get together with money before proceeding, he suggested he would not support the motion for a sub-committee.

Councillor Monroe agreed with the CAO's interpretation of the sub-committee purpose and reminded that March 2018 is the deadline for funding and if action doesn't occur the funding from the Province will be lost. Councillor Leopold agreed with the Warden's comments and noted she is not in favour of creating a sub-committee, she offered this is a significant piece of infrastructure and is the first project that is being done jointly with the Town she felt all Council should be involved in the process. Councillor Jannasch agreed the public engagement is crucial for this project and suggested he would not support the motion for a sub-committee. Councillor Francis agreed with the comments that the community should be involved, and all Council should be involved in discussion and making decisions.

Councillor Keith expressed concern over the serious shortage of funding and the lack of public involvement in fundraising. Councillor Hussey expressed concern that the project is not going to move forward and questioned where to go from here. Councillor Leopold referenced minutes from February 14, 2017 where it was discussed that the building would not begin until funding is secured, and fundraising has taken place, adding that Council has since learned the Society does not have the funds as anticipated. She noted at the January 10, 2017 Council meeting the CAO advised neither the funding from the Federal or Provincial government were tied to the museum. CAO Osborne stated that at the meeting she suggested the funding was tied to the Hockey Museum which later was determined was not accurate but was the information she had at the time.

The motion was withdrawn.

**MOVED and SECONDED that a recommendation be made to Council to hold a special Joint Council meeting to discuss moving the Hockey Heritage Center forward.
Motion Carried.**

12. Public Participation

Bill Preston, Hantsport, commented that he was pleased with the Efficiency Nova Scotia session coming up in Hantsport. Mr. Preston expressed concern that there is not a buffer between the main highway and wood cutting on highway 101. He also commented on HMCC's audit and questioned where some of the funds went from the area rate.

13. In Camera

**MOVED and SECONDED to move in camera as per MGA section 22 (2) (e) – Contract Negotiations and MGA section 22 (2) (g) Legal Matter.
Motion Carried.**

**MOVED and SECONDED to move in-camera.
Motion Carried.**

Meeting moved in-camera at 7:53 p.m.
Meeting reconvened at 8:32 p.m.

14. Date of Next Meeting

The next regular Committee of the Whole will be January 23, 2018. There will be a Special Committee of the Whole on December 12, 2017 at 5:30 p.m. for the Strategic Plan.

15. Adjournment

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

Meeting adjourned at 8:34 p.m.

Paul Morton, Chair

Rhonda Brown, Municipal Clerk