



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☒	Councillor Activity ☒
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To: West Hants Regional Municipal Council

Submitted by: Jim Ivey, Windsor South District 11

Date: December 10, 2024

Subject: Amendment to September 10, 2024 Minutes

LEGISLATIVE AUTHORITY:

Municipal Government Act (“MGA”)

Meeting and Committee Procedural Policy July 24, 2024:

Section 9 Meetings and Recordings

Section 10.1 Meeting Decorum and Rules of Debate

RECOMMENDATION or DECISION REQUEST

Council Direct the CAO to have the September 10, 2024 Committee of the Whole meeting minutes amended with a margin notation in the Public Participation section within the discussion point (iv) by Mr. Smith to communicate the following:

Mr. Smith noted his biggest concern was the 2024 results for the Underwood Road meter reported about \$132,000 in revenue based on a consumption report. In his opinion it was a huge concern as in previous years it was only \$600, \$700 or \$410 which leads to something being wrong with that meter.

BACKGROUND

The intent of this motion is not to initiate a verbatim account of Mr. Smith’s comments in this case or for any other minutes we take. It is to correct the essence of how Mister Smith’s comments were reported in the meeting.

Both statements are related to financial data which are important for accuracy (revenue versus a loss and also the period of “in previous years”, versus no period of time referenced).

The original record: (bold and strike-through are for emphasis / clarity)

Mr. Smith noted his biggest concern was the 2024 results for the Underwood Road meter reported **a loss of** \$132,000 in revenue based on a consumption report. In his opinion it was a huge concern as it was only \$600, \$700 or \$410 which leads to something being wrong with that meter.

The corrected record would be:

Mr. Smith noted his biggest concern was the 2024 results for the Underwood Road meter reported about ~~a loss of~~ \$132,000 in revenue based on a consumption report. In his opinion it was a huge concern **as in previous years**, it was only \$600, \$700 or \$410 which leads to something being wrong with that meter.

Property ☐	Public Opinion ☒	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☒
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DISCUSSION

The Path to Amend

The “**MGA**” does not speak specifically to minutes or amending minutes but does direct the need for accuracy of records. Within the policy for Records Management and Destruction it includes a reference that “a photographic, photostatic or electronic reproduction of the record is admissible in evidence to the same extent as the original municipal record and is, in the absence of proof to the contrary, proof of the record. 1998, c. 18, s. 34.

The “**Meeting and Committee Procedural Policy**” Section 9, discusses the methods and general means for undertaking meeting minutes and records.

The “**Meeting and Committee Procedural Policy**” Section 10 identifies that *Robert’s Rules of Order will govern the proceedings of Council and Committees of Council in all cases not provided for in this Policy or an Administrative Terms of Reference.*

Within “**Robert’s Rules of Order**” online the following was sourced at **FAQ 16**
<https://robertsrules.com/frequently-asked-questions/> . The same / similar is found within Robert’s Rules of Order Newly Revised - In Brief.

“If minutes of a previous meeting are corrected, are the corrections entered in the minutes of the meeting at which the corrections were made?”

If corrections to minutes are made at the time when those minutes are originally submitted for approval, such corrections are made in the text of the minutes being approved. The minutes of the meeting at which the corrections are made should merely indicate that the minutes were approved “as corrected,” without specifying what the correction was.

If it becomes necessary to correct minutes after they have initially been approved, such correction can be made by means of the motion to Amend Something Previously Adopted. Since the motion to Amend Something Previously Adopted is a main motion, the exact wording of that motion, whether adopted or rejected, should be entered in the minutes of the meeting at which it was considered. If a correction to previously approved minutes is adopted, the secretary does not actually alter the content of the original minutes, but may make a marginal notation indicating the corrected text or referring to the minutes of the meeting at which the correction was adopted. [RONR (12th ed.) 48:4(5), 48:15; see also p. 153 of RONR In Brief.]

NEXT STEPS

Amend or notate the minutes as referenced in the report and motion to reflect:

Mr. Smith noted his biggest concern was the 2024 results for the Underwood Road meter reported about \$132,000 in revenue based on a consumption report. In his opinion it was a huge concern as in previous years, it was only \$600, \$700 or \$410 which leads to something being wrong with that meter.

FINANCIAL IMPLICATIONS

Staff time to initiate the amendment to the records for the Minutes of September 10, 2024 and to include today's discussion in the current minutes to be drafted for this meeting's minutes.

ALTERNATIVES

Do Nothing – Not Recommended

ATTACHMENTS

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Prepared by: **Jim Ivey, Windsor South, District 11**

Report Reviewed by: _____

Report Approved by: _____

Attachment: Email from Rick Smith -Next Page

From: Rick Smith
Sent: October 31, 2024 11:57 AM
To: Abraham Zebian <Mayor.Zebian@westhants.ca>

Cc: Jim Ivey <jivey@westhants.ca>
Subject: Committee of the Whole Minutes

Caution [External Email]

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Abe.

Would you kindly forward this e-mail / request to all Councillors at your earliest.

I have reviewed the COW minutes dated September 9, 2024, and have identified a correction and an addition to the minutes. I am aware that the minutes have been approved, however I feel that my comments need to be properly documented as this matter has not been resolved.

The minutes on page ten item iv. stated “ reported a loss of \$132,000 in revenue” it should have stated “reported about \$132,000 worth of revenue”.

The minutes on page ten item iv. did not include my following comments “ At \$132,000 per year, did Windsor lose that money in each of the three previous years. Only three because I am relying on details from the that report. Financial statements must be meaningful”.

I trust that Council will review, approve, and correct the minutes accordingly.

Respectfully Submitted

Regards Rick Smith