

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE MEETING MINUTES

A Committee of the Whole Meeting was held Tuesday, September 6th, 2016 at 5:30pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were: Deputy Warden Owen McCarron, Chair
Councillor Mary MacLellan
Councillor Vaughan Chisholm
Councillor Rémi Deveau
Councillor Bill MacFarlane
Councillor Hughie Stewart
Councillor Pierre Boucher
Councillor Donnie MacDonald
Glenn Horne, Municipal Clerk/Treasurer
Beth Schumacher, Deputy Municipal Clerk
Representatives from Keltic Painters

Regrets: Warden Russell Boucher
Councillor Angus Bowie

The meeting of the Committee of the Whole was called to order by the Chair, Deputy Warden McCarron, at 5:31pm.

APPROVAL OF AGENDA

The following items were added to the agenda:

- 11(a) – Discussion regarding plough services on Riverview Lane
- 14(a) – Discussion regarding the dissolution of Committee Memberships
- 14(b) – Discussion regarding concerns with the turn-off from Highway 104 to Dagger Wood Road
- 14(c) – Library Conference attendance request
- 14(d) - Antigonish Film Festival Request

Moved by Councillor MacDonald and seconded by Councillor Deveau that the agenda be approved as amended. Motion carried.

APPROVAL OF MINUTES

Moved by Councillor MacLellan and seconded by Councillor Boucher that the Committee of the Whole minutes of July 26th, 2016 be approved as presented. Motion carried.

Moved by Councillor Chisholm and seconded by Councillor MacDonald that the Committee of the Whole minutes of August 16th, 2016 be approved as presented. Motion carried.

BUSINESS ARISING FROM THE MINUTES

Mr. Horne made reference to the follow-up information that was provided in the agenda regarding the Goshen VFD rate and number of households in the County. Councillor Stewart asked for clarification on who installed dry hydrants in the County. Mr. Horne noted that it was the local fire departments that install dry hydrants.

SYLVAN VALLEY SANITARY SEWER

Mr. Horne introduced a proposal and scope of work that was provided by SNC Lavalin for engineering services related to the sanitary sewer in the Sylvan Valley area. A Feasibility Study into the sanitary sewer options will evaluate whether the existing gravity-fed sanitary collection sewer and what would be required to service the affected properties if the existing infrastructure is abandoned.

Moved by Councillor Chisholm and seconded by Councillor MacLellan that the Committee of the Whole recommends to Municipal Council that the Sylvan Valley Sanitary Sewer Feasibility Study proceed as proposed by SNC Lavalin at a cost of \$9,915.00 + HST. Motion carried.

WATER METER UPDATE

Mr. Horne summarized the information supplied by public works regarding the water meter installation project to date. The project is on track both in terms of budget and timelines, with a completion date of late September or October. A question was asked regarding how situations are handled when the installation team is denied access to a property. Mr. Horne explained that the Municipality and contractor do their best to work with the homeowner to address concerns, but ultimately water service will be withheld for properties refusing to install a meter.

AWARDING OF TENDER FOR COURTHOUSE EXTERIOR REPAIRS

Mrs. Schumacher provided the Committee with a summary of the tenders that had been prepared and advertised over the summer months for exterior repairs to the County Court House. Of the two bids that had been received upon closing of the last posting, the bid by Keltic Painters and Repair, at a total cost of \$17,650.00 plus HST, was being recommended by staff.

Specifically, the work to be completed as part of this tender was explained by Mrs. Schumacher to include:

1. Completely stripping and treating the Court Street side of the building, priming and painting (peaks, windows, frames, sills, clapboards, casings).
2. Painting the corner posts and rear of building
3. Removing the loose paint and covering/sealing exposed wood on the other sides of the building to protect the wood for the winter season; and,
4. Repairing, sanding, staining and sealing the front doors of the Court House and panels above.

Mrs. Schumacher noted that this bid addresses some of the most critical and visible of repairs required to the building in advance of the winter, but that given the tight timeline until the weather no longer permit efficient outdoor painting and the timelines required by the funding requests to Parks Canada, the scope of the work was limited. A new tender will need to be issued over the

winter for the remainder of the necessary repairs to the building exterior, including detailed woodworking, additional painting, and repairs and improvements to the front steps.

Councillor MacFarlane asked about the colours to be used on the building. Mr. Leslie of Keltic Painters and Repair provided some background about the paint type, colours and woodworking components that would need to be addressed both now and with future tenders. Mrs. Schumacher also noted that the Courthouse was going to be returned to its original all-white palette with stained wood doors, but that the division of the work over the winter may result in the building being white on some facades and grey on others for a short period of time.

Moved by Councillor Deveau and seconded by Councillor Boucher that the Committee recommends to Municipal Council that Keltic Painters and Repair be awarded the tender for exterior repairs to the County Court House in the amount of \$17,650.00 plus HST. Motion carried.

PERSONNEL MATTERS (IN CAMERA)

This subject matter falls within Section 22(2) of the Municipal Government Act as a matter that a committee may discuss in a closed session. It is recommended a motion be made to initiate an in-camera session.

Moved by Councillor MacLellan and seconded by Councillor MacDonald that the Committee of the Whole Meeting be adjourned to an In-Camera Session at 5:56pm to discuss personnel matters. Motion carried.

Moved by Councillor Stewart and seconded by Councillor MacLellan that The Committee of the Whole recommends to Municipal Council that Linnea Livingstone be hired for the position of After School Program Coordinator, running for a term of September 6, 2016 to March 31, 2017 (with possibility of extension).

Moved by Councillor Deveu and seconded by Councillor MacFarlane that the In-Camera Session be adjourned at 5:59pm. Motion carried.

CONSIDERATION OF POLICY UPDATES RELATED TO MUNICIPAL COUNCIL

Mrs. Schumacher summarized the staff report and amended policies included in the agenda package, noting the policies that were proposed to be updated and how. Some questions of clarification were asked regarding some of the clauses within the policies.

Staff emphasized that the updates proposed were considered "housekeeping", to updates names, titles, and in the case of policy 14, to update figures cited to reflect the annual updates authorized by the policy.

Moved by Councillor MacDonald and seconded by Councillor MacLellan that the Committee recommends that Municipal Council:

- 1. Adopt the proposed updated versions of Policies 2 (Position of Warden / Deputy Warden), 12 (Committee of the Whole), 14 (Council Remuneration), and 23 (Council Expense Policy); and,*
- 2. Rescind Policies 26 (Council Expense Allowance) and 33 (Council Meeting and Mileage Reimbursement as a Non-Taxable Benefit).*

Motion carried.

REQUEST FOR PLOUGH SERVICE AT RIVERVIEW LANE

Mr. Horne briefed members of the Committee regarding a request that had been made through Councillor MacFarlane for ploughing services to be provided on a section of the private road Riverview Lane to keep access to a fire hydrant clear in the winter months. A question was asked by the Committee as to whether the Municipality held a right-of-way for the waterline feeding the hydrant. Members of the Committee also asked Mr. Horne for some insight regarding how similar situations are dealt with elsewhere in the County and in other jurisdictions.

Mr. Horne noted Policy 12 (Private Road and Municipal Waste Collection Policy), where clause 2.3 states *The Municipality shall not provide nor fund road maintenance or road repairs on private roads*. It was believed that there are other private roads with hydrants throughout the County who do not require winter maintenance to be provided by the Municipality. Staff was asked to look into whether a right-of-way for the waterline exists, and to consult with the local fire departments.

TAX EXEMPTION REQUESTS

Two properties, meeting the criteria outlined in Policy 35 (Tax Exemption for Non-Profit Organizations), have been flagged to be granted tax exemptions. They are:

- AAN#10637635; PID 10123883 (Heatherton Development Culture and Wellness Association)
- AAN#10110211; PID 01266014 (Livingston's Cove Harbour Authority)

Moved by Councillor MacLellan and seconded by Councillor Stewart that the Committee recommends to Municipal Council that the following properties be added to the list of exempt properties listed in Part 1 of Policy 35:

- AAN#10637635; PID 10123883 (Heatherton Development Culture and Wellness Association)
- AAN#10110211; PID 01266014 (Livingston's Cove Harbour Authority)

Motion carried.

Moved by Councillor MacLellan and seconded by Councillor Stewart that the Committee recommends to Municipal Council that the 2016 balances for the above noted properties be written off. Motion carried.

REQUEST FOR "NO LITTER" SIGN IN LIVINGSTON'S COVE

Councillor MacLellan informed the Committee that she had been approached by a member of the community group from Livingston's Cove, which has been doing a lot of work to upgrade and maintain the area. Concerns with litter prompted the group to contact Councillor MacLellan to request the County to supply and maintain garbage bins, which Councillor MacLellan explained could not be done. The group then requested that the County supply/install custom signs with a "no littering" message that had more of a positive tone than traditional anti-littering signs.

Several members of the Committee suggested approaching TIR for signage. Councillor Stewart noted that the installation of TIR "no dumping" signs on the Addington Forks Extension has been effective in reducing issues there. Mr. Horne cautioned that the County providing signage may result in a duty of care to enforce what the sign says, and this should be taken into consideration.

DISSOLUTION OF COMMITTEE MEMBERSHIP

Mr. Horne provided the Committee with some context to this item, noting that, as part of a review of internal and external committee structures and policies, staff were suggesting the dissolution of several specific committees in order to allow a process for appointments to take place in the new Council term by application process. The three committees affected are the Planning Advisory Committee, Police Advisory Board, and the Economic Development and Industrial Park Committee.

Discussion followed regarding ideas for advertising for committee memberships, and a suggestion was made to include information about committee opportunities at polling stations during the election. Questions were asked regarding the status of other committees that Council is involved with, specifically the committee involved with the arena. Mr. Horne suggested waiting until the governance review has been completed for that specific example.

TURN-OFF AT DAGGER WOODS ROAD

Councillor Deveau brought to the attention of the rest of the Committee a concern raised by one of his constituents regarding the safety of the intersection of Highway 104 and Dagger Woods Road. Individuals turning left from the highway onto Dagger Woods Road can bring east-bound traffic to a complete stop if they must wait for west-bound traffic to clear. The concern comes from the proximity of this intersection to the end of the latest phase of the Highway 104 by-pass, being less than a kilometer from traffic going from two-lane divided travel to an un-divided single lane in each direction.

A request was made to have a letter sent, on behalf of Municipal Council, to TIR staff outlining the concerns raised. The Highway Liaison Committee and other appropriate officials should be copied on this correspondence.

LIBRARY CONFERENCE ATTENDANCE REQUEST

Councillor MacLellan requested that the Committee authorize her attendance at the Nova Scotia Library Association conference, taking place September 23-25 at the Pictou Lodge and Beach Resort. Councillor MacLellan will be commuting to/from the event instead of staying overnight, and would only be incurring the expenses of her admission to the conference, and her mileage.

Moved by Councillor Deveau and seconded by Councillor Boucher that the Committee recommends that Municipal Council approve Councillor MacLellan's attendance at the NSLA Conference in Pictou. Motion carried.

ANTIGONISH FILM FESTIVAL

A letter was sent to members of Council on September 5, 2016 by email, on behalf of the Antigonish International Film Festival, requesting extra funding to assist with an unexpected shortfall due to sponsor cutbacks and an increase in one of the costs associated with viewing their films. The letter noted that the same request had been made of the Town.

Mr. Horne noted that the Festival had been provided with some funding during the grant process earlier in the year. The possibility of extending the invitation to use Council Chambers as a film venue for future festivals as an in-kind donation was suggested. The Committee decided to provide

one-half of the \$1000 figure noted as the shortfall, effectively splitting the amount requested between the County and Town.

Moved by Councillor Deveau and seconded by Councillor MacLellan that the Committee recommends that Municipal Council approve a \$500.00 donation to the Antigonish International Film Festival, and offer the use of Council Chambers for film viewing as a further in-kind donation if required. Motion carried.

VIEWING OF MUNICIPAL VIGNETTES

Ms. Feltmate introduced a series of five short videos that have been prepared as a tool for staff and Council to use to enhance municipal awareness. Members of the Committee were asked to provide any feedback and suggestions for where they would like to see the vignettes shared. They will be shared with schools, the County's website, showcased in the front lobby at the Municipal Office, highlighted during Municipal Awareness Week in November, and used as opportunities arise at UNSM, AMANS, conferences, trade shows, and open houses.

In total, the production of the five videos cost just under \$14,000.00. Additional videos may be considered for other topics in the future.

Members of the Committee were impressed with the videos, and thanked Ms. Feltmate and municipal staff for their efforts on the project.

ADJOURNMENT

Moved by Councillor Boucher and seconded by Councillor MacLellan that the Committee of the Whole meeting be adjourned at 7:23pm. Motion carried.


Warden Russell Boucher


Glenn Horne, Municipal Clerk/Treasurer