

COMMITTEE OF THE WHOLE MEETING

A Committee of the Whole Meeting was held Tuesday, June 21st, 2016 at 6:30pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

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

Regrets: None

The meeting of the Committee of the Whole was called to order by the Chair, Warden Boucher, at 6:35pm.

APPROVAL OF AGENDA

The following items were added to the agenda:

- Riverview Lane Hydrant
- UNSM – discussion about resolutions
- Tracadie Fire Department Pond Lake

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

APPROVAL OF MINUTES

Moved by Councillor Deveau and seconded by Councillor MacLellan that the Committee of the Whole minutes June 7th, 2016 be approved as presented. Motion carried.

BUSINESS ARISING FROM THE MINUTES

Mr. Horne noted that a discussion regarding the Hazardous Response Unit was going to be added to the upcoming Joint Council Agenda.

PERSONNEL MATTERS, CONTRACT NEGOTIATIONS (IN-CAMERA)

These subject matters fall within Section 22(2) of the Municipal Government Act as matters 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 Deputy Warden McCarron that the Committee of the Whole Meeting be adjourned to an In-Camera Session at 6:37pm to discuss personnel matters and contract negotiations. Motion carried.

Moved by Councillor MacFarlane and seconded by Councillor Boucher that the Committee recommends to Municipal Council that Devon McGrath be hired for the position of Recreation Programmer for a one (1) year term starting in August 2016, and that Meaghan MacNeil be hired for the full-time permanent position of Physical Activity Coordinator starting July 2016. Motion carried.

Moved by Councillor Chisholm and seconded by Councillor MacLellan that the Committee recommends that Municipal Council enter into the revised lease agreement with Terrapure, as presented by staff. Motion carried.

Moved by Councillor MacDonald and seconded by Councillor Boucher that the In-Camera session be adjourned 6:46pm. Motion carried.

A member of the public joined the gallery when the doors were opened and the meeting resumed from the in-camera session.

LEGION / CACL FUNDING REQUEST

Mr. Horne noted that, further to the presentation made to Council on May 24th, 2016, representatives involved in the Legion / CACL joint project to purchase and renovate the former Philatelic property have submitted a request for confirmation of funding in the form of a letter of support. The amount of the funds being requested has increased from \$30,000 to \$45,000, with the desired delivery of these funds in early 2017.

Mr. Horne noted that following the initial request in May, staff prepared and sent a letter, as requested, noting the municipality's support for the efforts being made by the Legion/CACL in executing this project. Questions were raised by Council as to whether the financial support being requested was an amount to be split by the County and Town municipalities, or if each unit was being asked to provide the same amount of funding. Councillor Boucher asked whether concerns had been raised by neighbours during the community consultation. Mr. Horne noted that while some neighbours had expressed concern with the proposed use, that use was permitted as-of-right in the Town's Land Use By-law.

Council requested that this item be added to the upcoming Joint Council Meeting.

PUBLIC WORKS VEHICLE TENDER

Mr. Horne noted that, typically, the purchase of a new vehicle is included and discussed with in the capital and operating budgets. The operating budget was predicted to be tight for the 2016/17 fiscal year, so the purchase of a new truck was deferred from consideration at that time. Upon revision of estimates following the approval of the budget, a reduction of \$112,000 in the approved expenditures was achieved, stemming from an earlier double-count of the Special District Grants.

Therefore, staff is recommending that a new truck be purchased to support Road Maintenance from this savings. The current vehicle is a 2008 Ford F-150 with approximately 200,000km+. This vehicle will require additional maintenance including a new seat and rust repair in order to be maintained in the municipal fleet.

A tender by invitation was issued to three local dealerships for a 2016 4x4 truck. Two responses were received, and staff is recommending that MacDonald Chrysler Limited be awarded the tender for the quoted amount of \$30,874.00 (plus licensing and HST).

Moved by Councillor Stewart and seconded by Councillor MacLellan that the Committee recommends that Municipal Council award the tender for a new Public Works vehicle to MacDonald Chrysler Limited in the amount of \$30,874.00 (plus licensing and HST). Motion carried.

INSUFFICIENT FUNDS (NSF) CHARGES UPDATE

Mr. Horne provided Council with a brief background of the circumstances of the current \$10 NSF fees levied by the Municipality. Following the most recent water rates study undertaken on behalf of the Municipality, which came into effect in July 2015, a \$20 NSF was set for water bills. As a means of being consistent across the organization, staff is recommending that a blanket \$20 fee be charged for all NSF cheques received by the Municipality.

Moved by Councillor Deveau and seconded by Councillor MacFarlane that the Committee recommends that Municipal Council increase the fee for Non-Sufficient Fund (NSF) cheques received by the Municipality to \$20.00 per cheque. Motion carried.

RECORDS MANAGEMENT PLAN AND POLICY

Mrs. Schumacher provided Council with a brief summary of the background and status of the Municipality's records management efforts. The plan and policy presented to Council outlines the reasons and procedure for implementing a system of organizing and managing all records held by the Municipality, in accordance with the Records Management Manual for Nova Scotia Municipal Units (Second Edition, 2013), which was prepared by the Association of Municipal Administrators of Nova Scotia (AMANS).

Some questions were asked by Council with regards to procedure for taking inventory of records that Councillors have at home, destruction schedules and procedures, and the heritage value of some records warranting preservation. Staff noted that assistance would be provided to Councillors if they wished to bring records to the Municipal office for classification as-per the AMANS guide, and longer-term treatment of records of heritage interest would be explored on a case-by-case basis.

Moved by Councillor Bowie and seconded by Councillor MacLellan that the Committee recommends to Municipal Council that the Records Management Plan and Policy as proposed by staff be approved. Motion carried.

GROUND SEARCH AND RESCUE REQUEST

Further to a funding request received by the Municipality from Ground Search and Rescue, a discussion was held regarding what direction/decision the Committee wished to take. Mr. Horne noted that a Special District Grant in the amount of \$10,500.00 had taken care of the initial amount requested by the organization to assist with the purchase of a building in Monastery. With respect to their request to have the Municipality impose an annual levy, Mr. Horne noted that no other unit amongst those requested for support were looking to enact something similar. No further action was necessary.

DISCUSSION REGARDING EXPENSES POLICY

Councillor MacFarlane brought forward a concern regarding winter access to a fire hydrant on Riverview Lane (a private road). The hydrant serves homes on adjacent streets. Mr. Horne noted that he would look further into the concern and report directly to Councillor MacFarlane.

UNSM RESOLUTIONS

Councillor MacFarlane raised a concern with correspondence received from the Executive Director of UNSM requesting that municipal units not submit resolutions this year in advance of the fall conference. The UNSM Board and staff are working on a new policy with respect to resolutions, which will be presented at that conference with a draft available in September. The concern is that smaller units, which may not have members on the UNSM Board, may lose their ability to be heard. Staff was directed to draft a letter to the UNSM Board voicing concern with not being able to submit resolutions for consideration at the fall conference.

TRACADIE DISTRICT VOLUNTEER FIRE DEPARTMENT POND LIGHTING

Councillor Boucher petitioned for the Municipality to install a streetlight at the Tracadie District Fire Department Fire Pond in Monastery, due to safety concerns.

Moved by Councillor Boucher and seconded by Councillor Chisholm that the Committee recommends that Municipal Council covers the cost of a street light for the Tracadie District Volunteer Fire Department Fire Pond in Monastery. Motion carried.

ADJOURNMENT

Moved by Councillor Bowie and seconded by Deputy Warden McCarron that the Committee of the Whole meeting be adjourned at 7:20pm. Motion carried.

Warden Russel Boucher

Glenn Horne, Municipal Clerk/Treasurer