

## **COMMITTEE OF THE WHOLE MEETING**

A Committee of the Whole Meeting was held Tuesday November 17, 2015 at 5:30pm 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 Pierre Boucher  
                              Councillor Angus Bowie  
                              Councillor Rémi Deveau  
                              Councillor Vaughan Chisholm  
                              Councillor Bill MacFarlane  
                              Councillor Donnie MacDonald  
                              Councillor Hugh Stewart  
                              Glenn Horne, Municipal Clerk/Treasurer  
                              Shirlyn Donovan, Interim Deputy Clerk  
                              Tammy Feltmate, Director Environment, Safety and Community Affairs

The meeting of the Committee of the Whole was called to order by the Chair, Warden Boucher at 5:33pm.

### **APPROVAL OF AGENDA**

The following items were added to the agenda:

- Antigonish Arena Exhibition Use
- Endurance Wind Power Mulgrave Proposal

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

### **APPROVAL OF MINUTES**

*Moved by Councillor Deveau and seconded by Councillor Boucher that the Committee of the Whole minutes for October 20, 2015, be approved as presented. Motion carried.*

### **BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

### **MUNICIPAL VIGNETTES RFP**

Ms. Feltmate presented the RFP for the Municipal Vignettes. The vignettes will connect roles, responsibilities and service delivery with governance, civil society and community. The intent is to inspire civic engagement, education on the role and reality of municipal government and provide transparency on how decisions are made and actions are prioritized within the current structure. Ms. Feltmate reviewed the proposed RFP.

Councillor MacDonald asked if any other Municipalities are currently doing this. Ms. Feltmate said there are not as of yet, it is quite innovative.

Councillor MacFarlane asked if there are any funding sources out there for a project like this. Ms. Feltmate said she has not researched this yet but will once the RFP goes out.

*Moved by Councillor MacDonald and seconded by Councillor MacLellan that Municipal Council approve the Request for Proposals for Municipal Vignettes. Motion carried.*

### **WATER METRES TENDER**

Mr. Horne reviewed the timeline for the Tender which is currently being developed by CJ MacLellan.

Councillor MacFarlane asked if we could include information on the engineers that are working with this project with future communications.

*Moved by Deputy Warden McCarron and seconded by Councillor Boucher that Municipal Council approve the release of the tender for Water Meters. Motion carried.*

### **COUNCIL CHRISTMAS GATHERING**

Three options were presented for Municipal Councils Christmas Party, the Claymore Inn, Maritime Inn and Prissy Pig. Council agreed to have their party on December 4<sup>th</sup> at the Maritime Inn at 6:30pm.

### **FUNDING APPLICATION FOR THE ANTIGONISH COURTHOUSE**

The 2016-2017 funding application for Parks Canada National Historic Sites Cost-Sharing Program has been released with a deadline set for December 4, 2015. Ms. Donovan presented the findings from the Building Audit which was complete in June 2015. Based on the audit, she recommends applying for funding to cover the cost of repainting, demolition of connector and foundation, replace window sills and windows, replace front doors and remove and replace concrete stairs and portico slab. The total estimated costs for the mentioned renovations would be approximately \$68,500. In order to apply for funding, we must prove that the Municipality will finance at least 50% of the cost of the project. Staff is seeking a motion from Municipal Council to allot \$34,250 in the 2016-2017 Budget for upgrades to the Antigonish County Courthouse.

*Moved by Councillor MacLellan and seconded by Councillor Bowie that Municipal Council allot \$35,250 in the 2016-2017 Budget for upgrades to the Antigonish County Courthouse. Motion carried.*

### **SIGNAGE PROPOSAL COMMERCIAL SIGNAGE**

Mr. Horne reviewed information about off-site signage. He recommended to Municipal Council to draft an offsite signage by-law and that the Municipality implement a commercial signage program. Mr. Horne presented three options to Council, to have a Prohibition of off-site signage, keep with the status quo or to permit off site signage.

Councillor McCarron suggested contacting all the businesses that have signs on Post Road and along the 104 in Lower South River and make them aware of the plans instead of going to the media first.

Mr. Horne told Municipal Council that the Chamber of Commerce has been asking for this. Communication with the affected business owners and public would be essential if the commercial signage program were to be initiated. Next steps would be to contact the Chamber and the Downtown Business Association and get their feedback.

### **SIGNAGE PROPOSAL COMMUNITY AND MUNICIPAL PROPERTY IDENTIFICATION SIGNAGE**

The Municipality had been receiving informal feedback over a number of years concerning signage and identification of municipal property, our Municipal Property is under signed.

Also, at the moment there is no coordination of community identification signage. Some communities have signs welcoming guests and residents but the vast majority either have no signage or the standard green banner sign provided by TIR. A program for community identification signage would permit each community to retain a sense of individuality through community-specific images and colours. Mr. Horne went over the proposed budget for community and municipal identification signage.

Councillor MacFarlane said that he has given money out of his district grant for a community sign as have other Councillors.

Council made a consensus for staff to initiate a municipal property signage program.

### **ADJUSTMENT OF INTEREST RATE CHARGED ON SEWER ACCOUNTS**

The finance department is looking to make some changes to the sewer billing. They are working with Diamond Municipal Solutions to add a Sewer billing line to the property tax bills to avoid sending out two separate sets of bills in the same time period. To implement combined billing, the interest rate on the overdue sewer bills would have to be raised from 3% per year to 6% per year to match the interest rate on overdue Property Tax accounts. Notice would be given to the customers who would be affected (presently 297 customers).

*Moved by Councillor Stewart and seconded by Councillor MacFarlane that Municipal Council increase the interest rate charged on overdue sewer accounts from 3% to 6% per annum effective February 1, 2016 and for the sewer bill and property tax to be combined onto the same bill. Motion carried.*

### **STAFF COMPENSATION AND EMPLOYEE POLICIES**

Staff had requested proposals to look at staff compensation, position descriptions and review all HR/Personnel Policies and Procedures. Two proposals were received. Staff recommends to Municipal Council that SPL Development Services is contracted to provide this service.

Mr. Horne said the consultant would have the project complete by March 31, 2016.

*Moved by Councillor Stewart and seconded by Councillor MacLellan that Municipal Council contract SPL Development Services to review staff compensation, position descriptions, as well as HR/Personnel Policies and Procedures. Motion carried.*

### **STAFF REPORT**

Mr. Horne directed Municipal Council to the items noted in the memo. He highlighted that the debit machine has arrived for the landfill and will be installed this week so we should soon be able to accept debit and credit cards at the landfill for payment very soon.

### **STRATEGIC PRIORITIES UPDATE**

Mr. Horne gave a presentation updating the Municipalities Strategic Priorities. Presentation is available with agenda package. Warden Boucher thanked Mr. Horne and staff on all their hard work on the strategic priorities.

### **ADJOURNMENT**

*Moved by Deputy Warden McCarron and seconded by Councillor Boucher that the Committee of the Whole meeting be adjourned at 7:28 pm and reconvene following Municipal Council. Motion carried.*

The reconvened meeting of the Committee of the Whole was called to order by Councillor Boucher at 8:25pm.

*Moved by Councillor Deveau and seconded by Councillor Boucher that the Committee of the Whole meeting be reconvened. Motion carried.*

### **ANTIGONISH ARENA EXHIBITION USE**

Deputy Warden McCarron wanted clarification that the Antigonish Arena will still be the home of the Exhibition. There have been rumors going around that the Exhibition will not be taking place at the Arena anymore and this is not true. Warden Boucher recommended setting up a meeting with the Arena Commission to let them know that the Exhibition will be at the Antigonish Arena. The Commission can then send a letter to the Federation of Agriculture to confirm this.

### **ENDURANCE WIND POWER MULGRAVE PROPOSAL**

Councillor Boucher brought up the Endurance Wind Power Mulgrave Proposal. The Town of Mulgrave holds an approval for two 50 kW turbines under the COMFIT Program. The turbines are eligible for a \$0.499 per kWh rate. Approval for this project expires December 11, 2015. An extension is therefore required by the Department of Energy. The project displays high returns, due to the strong COMFIT rate.

Councillor Boucher will send out more information on the project to Council and they can investigate it further. Municipal Council would like to ask for an extension for consideration of this project until early in the New Year.


**CONTRACT NEGOTIATIONS**

*Moved by Councillor MacLellan and seconded by Councillor Boucher that the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss contract negotiations. Motion carried.*

*Moved by Deputy Warden McCarron and seconded by Councillor Boucher that the In-Camera session be adjourned at 8:49pm. Motion carried.*

**ADJOURNMENT**

*Moved by Councillor Bowie and seconded by Councillor Deveau that the Committee of the Whole meeting be adjourned at 8:49pm. Motion carried.*

  
Warden Russell Boucher

  
Glenn Horne, Municipal Clerk/Treasurer