

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, April 18th, 2017 @ 7:00 pm

Municipal Administration Centre

- 1) Call to Order – Chairman, Warden Russell Boucher
- 2) Approval of Agenda
- 3) Approval of March 21, 2017 Committee of the Whole Minutes
- 4) Approval of April 4, 2017 Committee of the Whole Minutes
- 5) Business Arising from the Minutes
- 6) In-Camera: Personnel Matters (Summer Recreation Staff)
- 7) In-Camera: Contract Negotiations (Records Management Software)
- 8) Approval of Provincial Capital Assistance Program Applications
- 9) Staff Reports
- 10) Adjournment

TO: COMMITTEE MEMBERS
FROM: STAFF
SUBJECT: ***COMMITTEE OF THE WHOLE MEMO***
DATE: APRIL 18TH, 2017

PERSONNEL MATTERS – SUMMER RECREATION STAFF (*In-Camera*)

CONTRACT NEGOTIATIONS – RECORDS MANAGEMENT SOFTWARE (*In-Camera*)

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

PCAP APPLICATIONS

Mr. Horne will present the Municipality's applications to the PCAP program. Applications are being prepared for Sylvan Valley sewer line relocation, enhancements to the Beech Hill Solid Waste Management Facility for the intake and disposal of construction & demolition debris and (tentatively) Somers Road waterline extension. Materials will be provided prior to the meeting.

Also, the Committee is advised that both the proposed Somers Rd and North Grant Waterline extensions did not meet the 66% threshold for local support to move forward with these projects.

Somers Rd: 54% in favour, 44% against.

North Grant: 33% in favour, 66% against.

STAFF REPORTS (*For Information*)

Finance

- Budget season has commenced.
- Effective next pay period all staff and Council will be receiving their pay increases for Fiscal 2017/18. Consumer Price Index for this fiscal year was determined to be 1.4% based on the Statistics Canada website for Nova Scotia.
- Allison Duggan, Director of Finance was asked to sit on the board hiring committee for the Town of Antigonish's new Manager of Finance position.
- Town of Antigonish Water Rate Study – Glenn, Daryl and Allison reviewed the Town's water rate study and submitted questions in addition to what the UARB asked. The questions posed by the UARB were very similar to those posed by the Municipality. Tthe UARB will probe these questions further, but overall we are satisfied with the responses as being reasonable. Staff will attend the public hearing to further learn from the proceedings.

Recreation

Staff received responses to two grant applications that had been made for the Canada Day celebrations. From the Canada 150 Fund Forward Grant, the Municipality was awarded \$16 150 (the full amount requested) for the Canada Day activities and summer activities through Antigonish Culture Alive. From the Canadian Heritage Fund, a grant of \$2750 was awarded for Canada Day activities.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE MEETING MINUTES

A Committee of the Whole Meeting was held Tuesday, March 21st, 2017 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 Donnie MacDonald
 Councillor Hughie Stewart
 Councillor Vaughan Chisholm
 Councillor Rémi Deveau
 Councillor John Dunbar
 Councillor Bill MacFarlane
 Glenn Horne, Municipal Clerk/Treasurer
 Beth Schumacher, Deputy Municipal Clerk

Regrets: Councillor Gary Mattie

CALL TO ORDER

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 additions were made to the agenda:

- Options for well funding
- Proclamations
- Crosswalk on South River Road
- School Options Committee
- Stop sign at Trunk 4 and Beech Hill Road
- Hospital Foundation Fundraising Update
- Flashing Amber Lights on 104 at Dagger Woods

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 Dunbar that the Committee of the Whole minutes of March 7, 2017 be approved as presented. Motion carried.

BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

CANADA 150 UPDATE

Marlene Melanson, Director of Recreation, provided the Committee with a follow-up presentation regarding the proposed Canada 150 Celebration additions to the regular Canada Day celebration hosted by the County, as well as some more information about funding applications and a possible legacy project. Copies of the memo provided at the March 7, 2017 Committee of the Whole meeting were re-distributed to the committee for consideration.

Mrs. Melanson noted that the enhanced Canada Day celebrations as planned would proceed if the funding and grants applied for were secured. If the grant awards were reduced or refused, some changes to the preliminary programming would need to be made. With respect to the proposed legacy project, Mrs. Melanson reviewed the proposal for an outdoor stage at the St. Andrews Junior School yard where the Canada Day celebrations have been held over the last few years, and outlined how this structure could be utilized year-round for programming by the municipalities, schools, and other community groups.

A number of questions followed regarding funding, timing, and the commitment from other identified partners, including the school board. Mrs. Melanson identified that she was looking for a motion from the Committee to proceed with formally requesting contributions from potential funding partners. Discussions with the school board would be ongoing, to work out matters such as access, ownership, and maintenance.

Moved by Deputy Warden McCarron and seconded by Councillor MacLellan that the Committee recommends that Municipal Council make a request to the Town of Antigonish for a contribution to the Canada 150 capital project. Motion carried.

Moved by Councillor Deveau and seconded by Councillor MacFarlane that the Committee recommends that Municipal Council commit a maximum of \$45,500 to a Canada 150 capital project contingent on receiving funding from other partners and having an acceptable agreement with the Strait Regional School Board. Motion carried.

REVIEW OF NON-PROFIT TAX EXEMPTIONS AND GRANT FUNDING

Mr. Horne facilitated a discussion regarding the summary of the non-profit tax exemptions and grant awards provided by the Municipality over the past five fiscal years. The 2014/2015, Municipal Council tied grant expenditures to tax revenue by Policy, giving a percentage of tax revenue for general municipal purpose, minus mandatory contributions, as a maximum amount for grants each year. In preparation for this discussion, Mr. Horne had polled other municipalities in the Province and found that their grant contributions range between 1% and 4% of tax revenue. Mr. Horne asked whether the Committee wanted to consider changing the amount used by the Municipality. Consensus from the group was to stay at 4%.

Mr. Horne then noted that there were four organizations to which the Municipality provides grants, but whose services could be considered indirect municipal services. Those services were the Antigonish Heritage Museum, Antigonish Community Transit, Antigonish Senior Safety Coordinator, and Destination Eastern and Northumberland Shores (DEANS). Collectively, the grants to these groups total almost \$80,000, and removing these would bring the percentage of tax revenue given to community grants down to 3.2%. Discussion followed regarding the optics of the re-categorization of the community grants and the indirect municipal services, and a concern was expressed that there may be a perception that the total amount being provided has been reduced. Consensus from the group was to remove the four organizations from the regular community partnership grant “pot”, and to reduce the percentage

of total tax revenue in that “pot” to 3.2%, but to ensure that efforts are made to communicate that this is a reorganization for budgeting, and not an overall reduction in funding to community groups.

Finally, Mr. Horne requested direction from the Committee regarding how best to address the multi-year contribution to the St. Martha’s Foundation, due to the restrictions in the policy and the specific accounting requirements beyond those applied to annual grants. Consensus from the Committee was to consider the St. Martha’s foundation multi-year contribution outside of the community partnership grant limit of total tax revenue.

NORTHUMBERLAND AND EASTERN SHORE AREA GUIDE ADVERTISING REQUEST

A request has been received for the Municipality to purchase advertising space in the 2017 edition of the Northumberland and Eastern Shore Area Guide at a cost of \$389. Mr. Horne noted that, while the Municipality had purchased space in this publication in the past, it had not purchased an ad in 2016 due to the publication primarily featuring and targeting businesses and tourists in the Pictou/New Glasgow area. Discussion followed. Councillor MacLellan asked to see a copy of the publication before the Committee made a recommendation. Staff indicated that they would have this available at the next meeting.

STAFF REPORTS

Mr. Horne briefly reviewed several of the updates provided by staff in the agenda memo, including a reminder of the next CEDI workshop, and update on the OHS manual overhaul, the Saltscapes exhibition happening later in April, and an update on the Recreation website update.

OPTIONS FOR WELL FUNDING

Deputy Warden McCarron enquired regarding an announcement that came last summer from the Province enabling Municipalities to create financing programs for property owners to install wells, similar to a local improvements project. Mr. Horne noted that, currently, the Municipality doesn’t have anything like this in place, and early fall would be the timeline for having a by-law ready to go with the appropriate due diligence undertaken. It was his understanding that the Province had made this program available in response to water shortage issues last summer in the South Shore. Discussion followed regarding the risks and expenses involved in such a program and the role of the Municipality vs. the private sector in providing financing for these types of projects. The group felt that it would be a good idea to wait and see how the units in the South Shore fare with tool before exploring further.

PROCLAMATIONS

Mr. Horne noted that, in the last month, a number of requests for proclamations had been received by the Municipality. Staff was looking for direction regarding how best to handle these requests, and whether there should be an application process or criteria for considering a submission. The Committee requested that staff prepare a report after reviewing how the issue is handled in other municipalities, for consideration at a future meeting.

CROSSWALK ON SOUTH RIVER ROAD

Councillor MacFarlane requested that staff contact the Department of Transportation and Infrastructure Renewal to request a crosswalk be installed crossing South River Road at Trinity Lane, to provide the residents on Trinity Lane with safe access to the sidewalk on the opposite side of South River Road.

SCHOOL OPTIONS COMMITTEE

The Committee had a discussion about the recent meetings held by the School Options Committee in reviewing the feeder system for Dr. John Hugh Gillis Regional High School feeder system, and in particular, about their recommendation to close the Antigonish Education Centre. The Committee felt that it may be an issue for discussion at a meeting of the Joint Town and County Council Advisory Committee, in advance of the School Board's final decision on the matter, and provided direction to staff to begin arrangements with the Town. Suggested guests at that meeting include representatives from the School Board, Mr. Ford Rice, members of the School Options Committee, and the Hon. Mr. Randy Delorey as MLA for Antigonish.

STOP SIGN AT TRUNK 4 AND BEECH HILL ROAD

Councillor MacFarlane made note of the new solar-powered flashing stop signs at the intersection of Trunk 4 and Beech Hill Road, and requested that staff send the Department of Transportation and Infrastructure Renewal with a note of thanks for making that change to improve safety at that intersection.

ST. MARTHA'S FOUNDATION UPDATE

Councillor Stewart provided the Committee with an update on the efforts of the St. Martha's Foundation fundraising campaign. To date, \$11.5 million of the \$20 million goal has been raised, and the group is keeping up the effort to reach their goal.

AMBER LIGHTS AT HIGHWAY 104 AND DAGGER WOODS ROAD

Councillor Deveau expressed concern that the flashing amber lights that were installed over Highway 104 at the two intersections with Dagger Woods Road have yet to be activated. Councillor Deveau has been in touch with TIR staff, who has indicated that they are waiting on Nova Scotia Power to activate the power feed to the lights. Councillor Deveau requested that staff prepare a letter to Nova Scotia Power encouraging this to take place as soon as possible.

ADJOURNMENT

Moved by Councillor Stewart and seconded by Deputy Warden McCarron that the Committee of the Whole meeting be adjourned at 7:18pm. Motion carried.

Warden Russell Boucher

Glenn Horne, Municipal Clerk/Treasurer

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE MEETING MINUTES

A Committee of the Whole Meeting was held Tuesday, April 4th, 2017 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 (left at 7:35)
 Councillor Mary MacLellan
 Councillor Donnie MacDonald
 Councillor Hughie Stewart
 Councillor Vaughan Chisholm
 Councillor John Dunbar
 Councillor Gary Mattie
 Councillor Bill MacFarlane
 Glenn Horne, Municipal Clerk/Treasurer
 Beth Schumacher, Deputy Municipal Clerk

Regrets: Councillor Rémi Deveau

Gallery: Irene MacLeod, Strait Region Society for Children, Youth and Families

CALL TO ORDER

The meeting of the Committee of the Whole was called to order by the Chair, Warden Boucher, at 5:30pm.

APPROVAL OF AGENDA

Mr. Horne noted that item 10 on the agenda was to be moved to follow item 3. The following additions were also made:

- Antigonish Affordable Housing Update
- CoW agenda item
- Cape Jack Pond

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

VITAL SIGNS PRESENTATION

Mrs. Irene MacLeod, on behalf of the Strait Region Society for Children, Youth and Families, provided the members of the Committee with a brief overview of the society's services and their proposal to participate in a Vital Signs project in 2017 with the Community Foundation of Nova Scotia. The Vital Signs project creates a single summary document for the community, compiling statistics and information from Statistics Canada and other service providers in the community. This summary document can then be used to inform other projects, including planning and the provision/distribution of services in the community. There is also an opportunity to build a "community fund" to help pay for projects or initiatives identified in the report.

The Strait Region Society for Children, Youth and Families is looking for partners in this project, both in terms of funding and information gathering, and would like the Municipality to consider being a supporting partner and funding partner, with a member of Council sitting on the Committee that is being put together for the project. Additional information will be available when a provincial representative makes a presentation to interested community groups at the library in the next few weeks. General questions about the Strait Region Society for Children, Youth and Families followed. Mrs. MacLeod was thanked for her presentation.

IN-CAMERA: ACQUISITION, SALE, LEASE, AND SECURITY OF MUNICIPAL PROPERTY (COUNTY COURT HOUSE; EXHIBITION GROUNDS)

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 Deputy Warden McCarron and seconded by Councillor Dunbar that the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss the Acquisition, Sale, Lease and Security of Municipal Property at 6:05pm. Motion carried.

Moved by Councillor MacLellan and seconded by Councillor Mattie that the Committee recommends that Municipal Council approve the signing of a contribution agreement with Parks Canada’s National Cost-Sharing Program for Heritage Places for the funding of a project pertaining to the Antigonish County Court House National Historic Site of Canada. Motion carried.

Moved by Councillor MacDonald and seconded by Councillor Chisholm that the In-Camera session be adjourned at 6:49pm. Motion carried.

SPECIAL DISTRICT GRANT BALANCE UPDATES

Mr. Horne reviewed the summaries provided of the distributions of the Special District Grants for 2016/2017, and noted the amounts and priorities that they were being held for in the upcoming year, which were as follows:

| District | Balance Remaining | Priority/Priorities |
|----------|-------------------|---|
| 1 | \$0 | n/a |
| 2 | \$8,466 | <ul style="list-style-type: none"> • The Mini Trail Community Centre • Peak Experiences Antigonish |
| 3 | \$0 | n/a |
| 4 | \$16,844 | <ul style="list-style-type: none"> • Graveling Somers Road |
| 5 | \$1,844 | <ul style="list-style-type: none"> • Pomquet Community Centre |
| 6 | \$11,754 | <ul style="list-style-type: none"> • St. Andrews 4H • St. Andrews Softball • Highland Curling • St. Andrew’s Community Centre • LSR Recreation |

| | | |
|----|----------|--|
| 7 | \$8,600 | <ul style="list-style-type: none"> • Heatherton Community Centre (maintenance, repair, activities), • Heatherton Activity Centre and Group Home (maintenance, repair, activities), • Bayfield Harbour Authority (Coastal Trail) |
| 8 | \$8.22 | n/a |
| 9 | \$19,878 | <ul style="list-style-type: none"> • Havre Boucher Sidewalks |
| 10 | \$26,344 | <ul style="list-style-type: none"> • Community Development |

Concern was raised regarding the inclusion of the detailed fund summaries online, due to the sensitive nature of some of the items, and this concern was identified as the “CoW agenda item” addition to the agenda. Discussion followed.

Moved by Councillor MacFarlane and seconded by Councillor that the Committee recommends that Municipal Council approve the Special District Grants balance carry-overs for priorities as identified by each Councillor. Motion carried.

REPORT ON THE WEST RIVER DANGEROUS & UNSIGHTLY FILE

Mr. Horne reviewed an update that had been provided by Sean Donovan regarding the status of the clean-up order at 5417 Highway 7, West River. Mr. Donovan spoke with the exterminator, who verified that efforts to control the rat activity outside of the house were ongoing. A meeting with Mr. Donovan, the exterminator, and the property owner is being coordinated to permit an assessment of the interior of the building. Mr. Donovan is recommending that the clean-up order be extended, with the thirty-day clock beginning once the exterminator has provided staff with a report stating that the dwelling is safe to enter.

DANGEROUS & UNSIGHTLY PREMISES ENFORCEMENT

A conversation was held regarding the Dangerous and Unsightly (D&U) Premises Policy and its requirement for a complaint from a resident to enforce the D&U provisions of the MGA. Staffing considerations, anonymous complaints, and the length of time for issues to be addressed were discussed. Staff will continue to discuss with the EDPC staff that act as the Municipality’s D&U administrators.

REPORT ON UNSM ACCOUNTABILITY AND TRANSPARENCY WORKSHOP

Warden Boucher provided a brief overview of two presentations that were made at the UNSM’s Accountability and Transparency workshop that was held on February 24, 2017. The workshop allowed representatives from various municipal units to discuss the upcoming legislative changes regarding expenses, and to compare how various units throughout the province addressed the reporting of expenses by policy. Discussion followed.

FURTHER CONSIDERATION OF UNDERTAKING A CORPORATE PLAN

This item was deferred to a future meeting of the Committee.

STAFF REPORTS

Mr. Horne briefly reviewed several of the updates provided by staff in the agenda memo, including a reminder of the next CEDI workshop, the Saltscapes exhibition happening later in April, an update on the Black River Music Festival permit process, and PCAP funding availability.

Mr. Horne also asked the Committee for a decision regarding the request to purchase advertising space in the Northumberland and Eastern Shore Area Guide. Discussion followed.

Moved by Councillor MacLellan, and seconded by Councillor MacDonald that the Committee recommend that Municipal Council purchase an advertisement at a cost of \$389 in the 2017 Northumberland and Eastern Shore Area Guide. Motion Carried.

ANTIGONISH AFFORDABLE HOUSING UPDATE

Councillor MacDonald provided the Committee with an update regarding the first phase of the Riverside Estates project. The grand opening was held on March 25th and was well attended. Four units were part of the first phase, and all are occupied. The four residents were chosen from 27 applications. The project was on-budget, and utilized local contractors wherever possible. The next phase of the project is in discussion.

CAPE JACK POND

Warden Boucher reviewed an ongoing concern in his district regarding the flooding of properties and the local rink adjacent to the Cape Jack Pond. He has been in meeting with the Department of Environment, and in discussions with other groups, regarding the size of the outlet opening into the Bay and siltation that has blocked overflow from the pond. Warden Boucher noted that a request may come to Council in the near future for an engineering study for the redesign of this outlet, to reduce flooding risk from the pond and to improve the long-term maintenance of the outlet.

ADJOURNMENT

Moved by Councillor Chisholm and seconded by Councillor Stewart that the Committee of the Whole meeting be adjourned at 8:20pm. Motion carried.

Warden Russell Boucher

Glenn Horne, Municipal Clerk/Treasurer