

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 16th, 2018 5:30pm

Municipal Administration Centre

- 1) Call to Order – Chairman, Warden Owen McCarron
- 2) Approval of Agenda
- 3) Approval of December 19th, 2017 Committee of the Whole Minutes
- 4) Business Arising from the Minutes
- 5) Language Policy Request – Presentation from Lewis MacKinnon
- 6) Causeway Bridge Signage – Letter from Port Hawkesbury
- 7) LeBlanc Dangerous and Unsightly Process Summary
- 8) Legacy 150 Pavilion Update
- 9) Mural Program Update
- 10) Nova Landing – New Sanitary and Stormwater CCTV Inspection, Road Inspection
- 11) HR Policy (Policy #5) Updates
- 12) Staff Reports
- 13) In Camera – Acquisition, Sale, Lease, and Security of Municipal Property; Contract Negotiations
- 14) Adjournment

TO: COMMITTEE MEMBERS
FROM: STAFF
SUBJECT: *COMMITTEE OF THE WHOLE MEMO*
DATE: JANUARY 16TH, 2018

LANGUAGE POLICY REQUEST – PRESENTATION FROM LEWIS MACKINNON

Mr. Lewis MacKinnon has requested the opportunity to speak to the Committee regarding a proposal to consider options for creating a municipal policy to outline the recognition of the linguistic diversity and heritage of the County and community at official municipal events (e.g. Canada Day celebrations).

CAUSEWAY BRIDGE SIGNAGE – LETTER FROM PORT HAWKESBURY

The Mayor of the Town of Port Hawkesbury has forwarded a copy of a letter that she provided to her Town Council at their January 9th public meeting addressed to Premier McNeil regarding a request to include “Unima’ki” to our Canso Causeway Bridge sign, and is encouraging neighbouring Councils to consider sending similar correspondence. Mayor Chisholm-Beaton has noted that a united front in this request is the next step in joining with our First Nations’ communities and building on the success of the One Cape Breton Summit (held in November 2017).

LEBLANC DANGEROUS AND UNSIGHTLY PROCESS SUMMARY

As requested by Council, Mr. John Bain, Director of the Eastern District Planning Commission, has provided a report summarizing the timeline and process for the dangerous and unsightly complaints at the property of Dianne Leblanc, 5417 Highway 7, West River, Antigonish County.

LEGACY 150 PAVILION UPDATE

Director of Recreation, Marlene Melanson, will provide the Committee with staff’s follow-up actions regarding the Legacy 150 Pavilion project, as per the direction provided by the Committee in December.

MURAL PROGRAM UPDATE

Director of Sustainable Communities, Tammy Feltmate, has provided an update on the mural program, as requested.

NOVA LANDING – NEW SANITARY AND STORMWATER CCTV INSPECTION, ROAD INSPECTION

As part of their standing offer with Municipality of the County of Antigonish (MCA), SNC Lavalin Inc. (SNCL) has conducted an engineering review of the CCTV Inspection of the Nova Landing new sanitary and stormwater infrastructure conducted on December 1, 2017. A report summarizing those observations is attached for the Committee’s consideration.

An Engineering letter stating that the Nova Landing road is in compliance with the Municipality of the County of Antigonish subdivision bylaw was also received, and is attached for the Committee’s reference.

HR POLICY (POLICY #5) UPDATES

Staff has prepared a number of updates to the Human Resources policy, as outlined in the attached memo which has been updated based on discussions and directions provided by the Committee at their December 19th meeting.

STAFF REPORTS

Administration

- A new phone system was installed at the Municipal Administration Building on January 8th/9th. By coincidence, an outage of the old phone lines took place due to storm damage, affecting several of the lines in the Administrative Office. The migration of phones to the new system was able to be completed prior to the restoration of the old phone lines, and uptake to the new system has been good.
- Staff has been in the process of reviewing options for software to assist with the process of creating and distributing agendas, creating minutes, and process tracking for action items following a Council or Committee meeting. The intent of considering such software is to consolidate the various mediums for undertaking these tasks into a single tool.
- The Municipality will soon be accepting applications for the Community Grants program, with the deadline this year being the end of February (to coordinate with the Town's deadline). Information regarding the policy and application process can be found on the Municipality's website, and paper copies of the application forms can be made available to interested parties if necessary.

Recreation

- Further to the discussion held at the December 19th Committee of the Whole meeting, an Active Transportation Information and Priority Setting workshop is tentatively booked for Thursday, February 1st, from 5-8:30pm.

Finance

- Glenn and Allison are in Financial Training in Halifax on January 18th & 19th
- Allison has professional development hours for her CPA designation in Halifax on January 22nd
- Daryl and Allison are facilitating a workshop with all staff on January 23rd
- Property Valuation Services Corp (PVSC) will be mailing out the 2018 property assessments on January 15th
- The Tax office is preparing the 2018 tax roll to be input in Diamond

IN-CAMERA –ACQUISITION, SALE, LEASE, AND SECURITY OF MUNICIPAL PROPERTY; CONTRACT NEGOTIATIONS

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.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE MEETING MINUTES

A Committee of the Whole Meeting was held Tuesday, December 19th, 2017 at 5:30pm in the Council Chambers of the Municipal Administrative Centre, 285 Beech Hill Road, Antigonish NS.

Present were: Warden Owen McCarron, Chair
 Deputy Warden Hughie Stewart
 Councillor Mary MacLellan
 Councillor Donnie MacDonald
 Councillor Vaughan Chisholm
 Councillor Rémi Deveau
 Councillor John Dunbar
 Councillor Gary Mattie
 Councillor Neil Corbett
 Councillor Bill MacFarlane

 Glenn Horne, Municipal Clerk/Treasurer
 Beth Schumacher, Deputy Municipal Clerk
 Allison Duggan, Director of Finance
 Tammy Feltmate, Director of Sustainable Communities
 Marlene Melanson, Director of Recreation

Regrets: None

CALL TO ORDER

The meeting of the Committee of the Whole was called to order by the Chair, Warden McCarron, at 5:35pm.

APPROVAL OF AGENDA

The following items were added to the agenda:

- Streetlight Requests
- DTIR Update

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

APPROVAL OF MINUTES

Warden McCarron called three times for any errors or omissions in the November 21st Committee of the Whole minutes.

Moved by Councillor Deveau and seconded by Councillor MacLellan that the Committee of the Whole minutes of November 21st be approved as presented. Motion carried.

BUSINESS ARISING FROM THE MINUTES

Finance staff spoke further to the tax interest write-off request brought forward by Councillor Dunbar at the last Committee meeting. Ms. Duggan reviewed how addresses are received from PVSC and the Land Registry Office, who in turn receive that information from the property owner or their mortgage lender.

Due to how often mail is returned, staff recommended denying this write-off request, as the implications across the County could be financially significant if this decision were to set a precedent for such requests. Discussion followed.

Moved by Councillor Dunbar and seconded by Deputy Warden Stewart that the Committee recommends that Municipal Council waive the interest accrued on the 2017 property taxes for AAN05538505. Motion defeated (2 in favour, 8 against).

FINANCIAL UPDATE

Allison Duggan, Director of Finance, provided the Committee with a detailed review of the year to date expenditures relative to the 2017/2018 budget. Items in the review that noted amounts spent to date was lower or higher than 70-75% of the budgeted amount were discussed in more detail for the Committee's information. Mrs. Duggan was thanked for her presentation and all of her work in preparing the review for the Committee.

RECREATION / MPAL PLANNING

Marlene Melanson, Director of Recreation, reviewed a memo provided to the Committee, providing an update on the status of efforts between Antigonish County Recreation Staff and Recreation & Health personnel from Paqtnkek, who are in the process of finalizing an RFP to obtain consultant services for the development of a Recreation & Physical Activity Plan.

ACTIVE TRANSPORTATION ACTION PLAN TIMELINE

Ms. Melanson further reviewed a memo providing an update regarding the Active Transportation (AT) Action Plan, and the efforts to date of the Active Transportation Committee. Ms. Melanson noted that the next step would be a session with Council and the Active Transportation Committee in the New Year, and that staff would be in touch to make scheduling arrangements.

LEGACY 150 PAVILION UPDATE

Ms. Melanson presented a memo outlining the tender process for the Legacy 150 Pavilion. A call for tenders was issued in November and four contractors submitted bids. A low bidder was identified, however all four bidders came in over budget.

The four companies that bid on the project and their bids were as follows:

- \$186,859 – Dora Construction
- \$180,895 – Rennie Builders (non-compliant)
- \$169,900 – Bird Construction
- \$165,000 – Tate Construction

Ms. Melanson described efforts to date taken with the lowest bidder to try to identify modification to the design in order to further lower the cost to be within the range of funds available for the project. Discussion followed. Direction was provided to staff to meet with Councillor Corbett, Deputy Warden Stewart and the architect to discuss design changes that could bring the total cost of the project down.

MUNICIPAL POLICY #5 – HUMAN RESOURCES ADMINISTRATIVE MANUAL FOR EMPLOYEES

Mr. Horne provided the Committee with a review of the staff report, which summarized the updates proposed to the policy, and the proposed text under consideration. Discussion was then held regarding each of the subject areas under review.

Moved by Councillor Dunbar and seconded by Councillor Deveau that the Committee of the Whole meeting be adjourned at 7:35pm, to reconvene following the Council meeting. Motion carried.

The meeting of the Committee of the Whole was called to order by the Chair, Warden McCarron, at 9:10pm.

Further discussion took place regarding the proposed policy amendments to create a “supportive-parental leave”, and to review the definition of family. Members of the Committee felt that they wanted more time to review the proposed amendments, and requested that the item be deferred to the January meeting.

STREETLIGHT REQUESTS

Councillor Dunbar requested that the Committee consider installing streetlights in two locations in his district. The first area is in Bayfield past Beach Road, where the road comes quite close to the ocean and spray can cause visibility issues, particularly at night. The second location is at the intersection of Summerside Road and Summerside-Bayfield Road.

Moved by Councillor Dunbar and seconded by Councillor Deveau that the Committee recommends that Municipal Council approve streetlights in Bayfield near the Beach Road, and at the Summerside Road & Summerside-Bayfield Road intersection. Motion carried.

Councillor Mattie identified a section of roadway in Monastery, on a curve, where the layout of the existing streetlights has created a difficult pocket of darkness that has caused concern with pedestrians (including children walking home from after-school activities) experiencing “near miss” incidents with vehicles.

Moved by Councillor Mattie and seconded by Councillor MacLellan that the Committee recommends that Municipal Council approve a streetlight on the curve on Highway 4 near the convenience store in Monastery. Motion carried.

Warden McCarron requested a streetlight be installed at the intersection of Highway 316 and Loch Katrine Road. Staff noted that they would be in touch with each Councillor requesting streetlights prior to placing the work requisition, to confirm exact placement.

Moved by Councillor Deveau and seconded by Councillor Chisholm that the Committee recommends that Municipal Council approve a streetlight at the intersection of Highway 316 and Loch Katrine Road. Motion carried.

DEPARTMENT OF TRANSPORTATION UPDATE

Warden McCarron provided the Committee with a summary of a discussion that he had with the Hon. Lloyd Hines, Minister of Transportation. Specific mention was made regarding the condition of the Antigonish-Guysborough Road, and the important link that it provides between the County of Antigonish and the Municipality of the District of Guysborough. Warden McCarron requested that the Municipality send a letter to the Minister of Transportation to request that the condition of this road considered for an upgrade; consensus was provided by the Committee to do so.

IN-CAMERA: ACQUISITION, SALE, LEASE, AND SECURITY OF MUNICIPAL PROPERTY

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 Councillor Deveau 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 9:43pm. Motion carried.

Moved by Councillor Deveau and seconded by Councillor Dunbar that the In-Camera session be adjourned at 9:45pm. Motion carried.

ADJOURNMENT

Moved by Councillor Dunbar and seconded by Councillor Chisholm that the Committee of the Whole meeting be adjourned at 9:45pm. Motion carried.

Warden Owen McCarron

Glenn Horne, Municipal Clerk/Treasurer



Honorable Stephen McNeil
Minister of Aboriginal Affairs
Premier of Nova Scotia
MLA for Annapolis
P.O. Box 726
Halifax, NS B3J 2T3

DRAFT

January (day tentative), 2018

Dear Premier McNeil;

I will begin by telling you about our **One Cape Breton: Future Forward Leaders' Summit** hosted in Port Hawkesbury on November 23rd and 24th 2017. Historically, Cape Breton-wide conferences have taken place in 2012, 2013, 2014, and 2015 to bring together elected officials from all five municipalities on the Island. This year was unique because Cape Breton's five First Nations leaders joined our municipal leaders to talk about our shared future in a first of its kind forum. This provided an opportunity to discuss how First Nations and municipalities can work together to address regional challenges and regional opportunities.

We were quite fortunate to have Danny Graham from Engage Nova Scotia and his team assist. I was also fortunate to have Chief Rod Googoo of Waycobah co-chair the summit who was very successful in engaging our enthusiastic group. The goals were relationship building, having open and honest discussions about the future of Cape Breton Island (informed by the past and the present), and strategic planning and prioritizing. Bringing all 5 municipalities and all 5 First Nations leaders together proved to be a tremendously positive step forward for Cape Breton's future. Examples of collaboration between municipalities and First Nations communities were highlighted and a desire to look for more opportunities to work together was apparent. We received very positive responses from the entire group through the evaluation process with a clear desire to move forward with future initiatives. The One Cape Breton conversations will continue, with a meeting planned with some core leaders in early January.

In addition to sharing this positive initiative, I have a simple request for you as the Minister of Aboriginal Affairs. On November 23rd, we were joined by elder Ma'git Poulette from Waycobah (sister to the late Grand Chief Ben Sylliboy). Ma'git suggested that adding "Unama'ki" to the sign above the Strait of Canso Causeway bridge, to read "Welcome to Cape Breton/Unama'ki" would go a long way in reconciliation. Her idea was widely supported by all leaders present, and I suggested each leader send a letter to support this request.



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“Unama’ki” is Mi’kmaw for “Cape Breton” which means “land of Fog”; I would humbly ask that you consider this request on behalf of Deputy Mayor Hughie MacDougal, Councillors Trevor Boudreau, Mark MacIver, and Jeremy White, and I, Mayor of the Town of Port Hawkesbury.

Like Ma’git, I believe this small token will go a long way in strengthening and reconciling our relationship with our Unama’ki First Nations communities. It will show that they, their history and their language are respected. Today, Unama’ki First Nations membership and our Unima’ki Chiefs readily use this word to refer to their Island and home.

I will make myself available, should the need arise, for any questions or discussions about the One Cape Breton initiative and/or the request to include “Unama’ki” on the Welcome sign above our Canso Causeway Bridge. Also, there is no denying that “Unama’ki” is an important place name to celebrate as part of our culture and heritage of Cape Breton Island.

Yours truly,

Brenda Chisholm-Beaton
Mayor

STAFF MEMO

To: **Glenn Horne, Municipal Clerk Treasurer
Antigonish County Committee of the Whole**

From: **Planning Staff (EDPC)**

Date: **January 16, 2018**

Reference: **Property of Dianne Leblanc, 5417 Highway 7, West River, Antigonish County,
PID 01211952, AAN 00295825**

Background

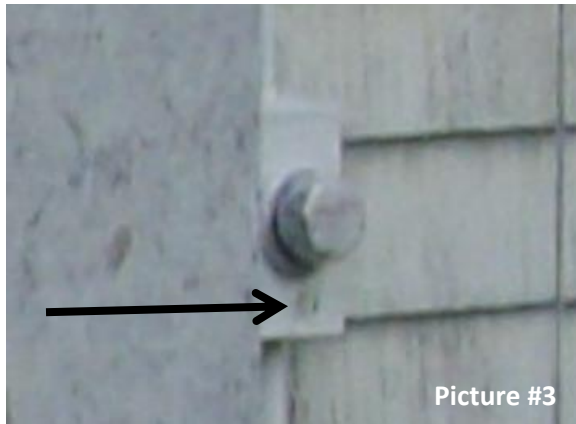
The municipality issued a demolition order relative to the above mentioned property on August 03, 2017 following a recommendation by the dangerous and unsightly premises administrator. After the owner failed to comply with the requirements of the order, the municipality tendered the demolition work. The contractor completed the demolition on October 14, 2017 and filled in the foundation cavity and graded the property. Following the completion of the demolition work, Council inquired about the reasons for the length of the procedure leading to the demolition. The following analysis provides an overview relative to the timeline of events related to this file.

Analysis

The first complaints regarding the above referenced property were received in December 2008. At the time the concerns related to both the exterior as well as the interior of the residence. Outside the building there were significant piles of undelivered bundled newspapers and fliers (See Picture #1) and the front step to the building was rotted and falling away from the residence (See Picture #2). These were the only unsightly or dangerous conditions that buildings officials were able to act upon. The buildings on the property were in good condition and locked at that time. During the inspection performed in January 2009 there was a green tag on the power meter, indicating that the tenant was in



good standing with NS Power (See Picture #3). The one vehicle located on the property was locked with its windows intact. Staff ordered removal of the fliers and the front step. These two conditions were voluntarily remedied by the owner in spring of 2009. The file was closed subsequently.



Following the 2009 procedure, staff repeatedly visited the property in response to dangerous and unsightly premises complaints primarily related to the interior of the building but found the building secured and the grounds well-kept such that it was staff's opinion that the property did not meet the threshold of being considered dangerous and unsightly under the provisions of the *Municipal Government Act*. The *Municipal Government Act* was amended December 10, 2010 following Proclamation by amending the definition of dangerous and unsightly premises in the *Act* to include certain buildings and structures whether or not they have structural deficiencies and also added clause 3(r)(xii): "*that is in a poor state of hygiene or cleanliness*";. While this amendment proved eventually to be helpful, from 2010 to 2016 there was no indications from the exterior of the building that staff should enter the building. Reports from October 2014 still documented that after a thorough inspection of the site, the Dangerous and Unsightly Premises Administrator did not find any external conditions of the building that would warrant action under the *Municipal Government Act*.

The *Municipal Government Act* was again amended January 10, 2012 following Proclamation by adding to the definition of "dangerous or unsightly" the following clause 3(r)(ia): "*an accumulation or collection of materials or refuse that is stockpiled, hidden or stored away and is dangerous, unsightly, unhealthy or offensive to a person,*" however this amendment referenced the "property" section of the definition and not the "property or a building or structure" section.

Nevertheless, since the buildings remained vacant and appeared not to be maintained over the years, some structures had successively reached a condition which met the *Municipal Government Act* definition of a dangerous and unsightly premise by the year 2016. One indication of the continued deterioration of the residence was that Nova Scotia Power removed the power meter this same year.

May 18, 2016 we received another written complaint and visited the property within a few days of receipt. Again the complaint was primarily concerned with the interior of the building. It did mention a rat problem which according to the complaint was being addressed by an exterminator. There were also concerns raised regarding the power being disconnected, pipes freezing and the Municipality acting to disconnect water services. The property however was never connected to municipal water services and

therefore was never disconnected. The property was served by a well located in the rear yard and protected by a small shed visible on Picture #4. The image shows the well shed in a deteriorated state in 2016. During the site visit in 2009 however, this structure was also determined to be sound.

During the summer of 2016 the owner of the property also rented a blue construction debris container, visible in Picture #6, to commence a cleanup of the interior of the building. This was in response to a letter from the Municipal Clerk dated June 28, 2016 requesting the interior of the building be addressed. From our visits to the property however it appeared that the container was only used once, for a minimal amount of household waste, observed in the bottom of the container. The container was eventually removed by the waste management company.

On July 11, 2016 the property was re-visited after receiving new verbal complaints following up on the May 2016 written complaint. This was followed up with a letter July 14, 2016 to Council recommending demolition and removal of the shed and the removal of the derelict vehicle. The Order was posted at the property and sent to the property owner via registered mail. September 28, 2016 we re-visited the property after the Order had expired and noted that there was no compliance made with regards to the Order issued. The Administrator then issued a request for quotes from local contractors to complete the work. The removal of the shed and the derelict car was completed by November 01, 2016.

Due to renewed complaints, the administrator again re-visited the site on November 10, 2016 and noted that the single family dwelling unit was still neither open nor accessible and that the landscape was being maintained (See Picture #5). He also noted that from the exterior there seems to be no indication of structural flaws to the dwelling (See Picture #6).



Shortly after the above visit, further reports about the extent of the rat infestation in the house became known. Apart from traps located on the property we never saw any indication of rats or rat activity on the property, however, the evidence provided by residents was strong enough to re-open the file.

The rat infestation did create a situation where the building was considered to meet the definition of “Dangerous or Unsightly” as it related to Sections 3 (r), (viii) and (xii) of the *Municipal Government Act* which defines dangerous or unsightly to include: property or a building or structure with or without structural deficiencies “*constituting a hazard to the health or safety of the public*” and “*that is in a poor state of hygiene or cleanliness*”.

Subsequently, the owner was ordered to hire a professional exterminator on December 8, 2016. With some delay, a professional exterminator was hired to perform the task. A formal thirty (30) day Cleanup Order was then issued on December 19, 2016 to remove the items stockpiled inside the dwelling. Due to the rat infestation and the professional recommendation from the exterminator the thirty (30) day Cleanup Order did not officially start until the administrator was given notice from the exterminator that it was safe to enter the dwelling. This notice came on April 19, 2017, the owner was notified and the Order came into effect the same day. Once the Order expired and no compliance was received, the administrator then issued a tender to a number of professional disaster cleanup companies to complete the work. Staff then forcefully entered the property by drilling the lock.

When these companies entered the building to assess the situation prior to quoting on the work, the damage inside of the house became fully evident. All of the companies were unanimous in recommending the building be demolished. After the reports from the disaster cleanup companies were received by July 6, 2017, preparation to meet the legislated requirements for a demolition began on July 7, 2017. While the preparation of the orders and tendering for demolition services took some time, all demolition work was completed by October 14, 2017. Consequently, it took the administration about eleven months to process the demolition from the time the property was first determined to meet the Act's definition of dangerous or unsightly to the final completion of works.

Conclusion

A basic principle of duties performed by building inspectors and the dangerous and unsightly premises administrator is to respect private residences and the privacy of their owners. While outdoor inspections can be performed in a non-intrusive way from a distance, inspectors were instructed not to look through windows or request access into residences, unless there was strong evidence that the inside of a building violates the unsightly and dangerous premise provisions of the *Municipal Government Act*.

While the record of complaints for this property is long, the complaints were either a) related to external problems that were efficiently remedied in several instances, or b) they were based on assumptions of neighbours about the interior of the building which could not be verified without an unreasonable intrusion of privacy. Staff had visited the property on numerous occasions over the years and both the external appearance of the building as well as the appearance of the property did not warrant any action beyond those proceedings summarized in Table 1.

However, this situation had changed with the occurrence of the rodent problem. Once this situation became known, the necessary steps were processed at an appropriate pace (11 months from first notice to completion of demolition).



Picture #7 – Oct 17, 2017

Table 1 – Timeline of events

	Issues related to		
Date	Property	Shed	House
	File opened		
January 2009	<ul style="list-style-type: none"> • Old flyers littering the property. • Vehicle on property not determined to be unsightly 		<ul style="list-style-type: none"> • Front Step falling apart
May 2009	<ul style="list-style-type: none"> • Flyers tidied up by owner 		<ul style="list-style-type: none"> • Front step removed by owner
	File closed		
2010 – 2015 Multiple complaints and regular staff visits	<ul style="list-style-type: none"> • no relevant issued determined 	<ul style="list-style-type: none"> • no relevant issued determined 	<ul style="list-style-type: none"> • no relevant issued determined
	File re-opened		
July 2016	<ul style="list-style-type: none"> • derelict vehicle deteriorated such that it now posed a hazard 	<ul style="list-style-type: none"> • shed deteriorated to a degree to pose a hazard 	
August 2016	<ul style="list-style-type: none"> • removal order 	<ul style="list-style-type: none"> • demolition order 	
Oct/Nov 2016	<ul style="list-style-type: none"> • vehicle removed by contractor 	<ul style="list-style-type: none"> • shed demolished by contractor 	
	File closed		
November 2016			<ul style="list-style-type: none"> • reports about rat infestation in house become known
	File re-opened		
December 2016			<ul style="list-style-type: none"> • cleanup order & notice to deal with rat infestation served
January 2017			<ul style="list-style-type: none"> • Owner asks for extension of deadline as the letter has been delivered delayed due to holidays
February / March 2017			<ul style="list-style-type: none"> • professional exterminator hired who advises that no one should enter the property until the rat infestation is remedied
April 2017			<ul style="list-style-type: none"> • professional exterminator deems the house to be safe to enter, inside of house determined to be damaged beyond repair
July – October 2017			<ul style="list-style-type: none"> • Tendering procedure for demolition; implementation of works by lowest bidder
	File closed		

Municipal Mural Overview

The Municipal Mural Program started in 2015; a public call was made for proposals from local artists. Andrew Murray was selected to work on the mural and the Municipality partnered with the Social Justice Committee of the former District Health Authority and the completed mural was installed in January 2016 at the front entrance of the Municipal Administration building at 285 Beech Hill Rd.

In 2016 Havre Boucher was selected as the next community for a mural installation. A public call was made and Elizabeth Tynan was awarded the mural project for Havre Boucher. The artist, along with the Warden and staff met over a series of months to discuss what the mural would represent. The mural was completed. Due to creative differences between the artist & community this mural is being installed at the Municipal Administration building instead of the Havre Boucher Community Centre.

With reflection and considering feedback from all involved we will adjust approach to the Mural Program for 2018 to ensure the community and artist are aligned in their vision for the mural. Pre-determined status check-ins between concept development and completion of the project will ensure alignment throughout.

Recommended steps for Mural Program 2018:

Based on these reflections the proposed steps for the Mural Program 2018 (with months of achievement) include:

1. Call of interest to Council to see what communities are interested in being part of this program for 2018 and naming the recipient community. (February)
2. Naming the physical building/ location of the mural.(February)
3. The local Councillor will identify 3 community members to be part of the concept development and artist identification. Collectively this committee will have 2 meetings to develop concept and approach for call to artists in the community.(February/March)
4. Selection of Artist and further concept development. An additional 2- 4 meetings, including outlining time required for the artist to work on project. (March-May)
5. Installation of Mural (June).

Requirements for Selection of Artist:

1. Submission of examples of previous work. Five to ten images or visual samples submitted with link to site, or on DVD, CD etc.
2. Artist CV
3. Design proposal and artist statement of intent (1 page).

Compensation to Artist:

An honorarium of \$2500 will be provided. This fee will cover the cost of supplies and time, Understanding that this is an honorarium and not meant to place a value on the finished piece of art. The Municipality will cover the cost of printing and installing the mural.

Requirement of Council

Council will name the community(s) for 2018, and Council will be integral in helping form the community committee to develop the concept for the mural and identify and work with the artist on development of the mural. This will require a number of meetings in the community (approximately 6 meetings between Feb and May). Ideally the Councillor whose community is selected will be involved with the unveiling and we can align it with a community celebration.

January 11, 2017

Glenn Horne – Municipal Clerk Treasurer
Municipality of the County of Antigonish
85 Beech Hill Road, Antigonish, NS

Dear Mr. Horne:

Re: Nova Landing – New Sanitary and Stormwater CCTV Inspection

Introduction

As part of our standing offer with Municipality of the County of Antigonish (MCA), SNC Lavalin Inc. (SNCL) has conducted an engineering review of the CCTV Inspection of the Nova Landing new sanitary and stormwater infrastructure conducted on December 1, 2017.

Observations

Upon review of each video, the following observations were noted:

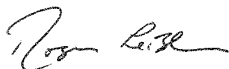
1. At 14.29m between SANMH100A and SANMH100 – looks like two jagged rocks
2. Immediately downstream of MH101 – approximately 1-inch ponding of water for approximate length of 2 – 2.5 m.
3. 8.75m to 12.75m between SANMH105 to Dead End – approximate 1-inch ponding for entire length of pipe.
4. STMH201 to Outfall – approximate 2-inch ponding at last 10m before outfall.
5. 0.25m before STMH205 – small pile of gravel and sand debris

Recommendations

1. The two areas where debris is identified (items 1 and 5) should be cleaned out to prevent the promotion of further accumulation prior to turnover.
2. Gravel after outfall should be reworked to see if ponding can be cleared.
3. The above-noted observations and deficiencies, although not ideal, do not pose a significant concern regarding the system's overall functionality. As such, it is recommended that the Municipality accept the infrastructure in its current condition once the two above noted cleaning / repair recommendations have been addressed.

If there are any questions or you wish to discuss further, please do not hesitate to contact the undersigned, at (902) 863-1220.

Yours Truly,



Roger LeBlanc, M.Env.S., P. Eng.

Senior Civil Engineer

Infrastructure Engineering – Eastern Canada

RL/rl

645334-0006-SLI-C-LET-000-0005_0

January 12, 2018

File: 645334-0006

Eastern District Planning Commission
32 Pain Street, Unit 4
Port Hawkesbury NS B9A 3J8

Attn: John Bain

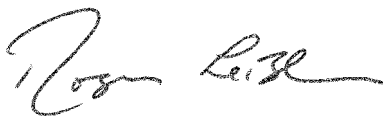
RE: File #AT-S2015-029 - Nova Landing

Regarding the above noted project, the undersigned is satisfied that the subject road is in compliance with the Municipality of the County of Antigonish subdivision bylaw.

Upon review of the application, it is also confirmed that the maintenance bond is in keeping with the requirements of the subdivision bylaw.

Regards,

SNC Lavalin Inc.



Roger LeBlanc, P.Eng.
Senior Civil Engineer

Infrastructure Engineering – Atlantic Canada
Infrastructure

REQUEST FOR DIRECTION

TO: Committee of the Whole
FROM: Beth Schumacher, Deputy Clerk
SUBJECT: *Amendments to Municipal Policy #5 – Human Resources Administrative Manual for Employees*
DATE: January 16, 2018

SUMMARY

Staff is proposing amendments to specific sections of Municipal Policy #5 – Human Resources Administrative Manual for Employees, as outlined in the staff report.

BACKGROUND

In July 2016, Municipal Council approved significant updates to Municipal Policy #5 – Human Resources Administrative Manual for Employees. In the interest of bringing this document forward to Council in a timely manner, several policies that required further discussion and research within this document were approved with placeholders, noting that further consultation with the Staff Engagement Committee (SEC) and Senior Leadership Team (SLT) was to occur.

Further, some housekeeping items in the document have been identified by staff as the policy has been applied over the past year. Staff has prepared a number of proposed changes to specific sections of the policy for the Committee's consideration.

The Committee of the considered the proposed amendments at their meeting on December 19th, and at that time requested that a decision on the item be deferred to a future meeting to allow further consideration. Based on the discussion held at that meeting, staff has removed the proposed changes to the definition of family from the updates under consideration.

CONSIDERATIONS

The following table outlines the section of the policy document that is proposed to be modified, with a brief summary of what change is being made. These sections are also attached to this staff report, as proposed for amendment, for the Committee's review.

Document Policy Reference #	Title	Change Made
02:002	Pension Benefits	Updated to include pension rates and scale. New scales and procedures proposed to be effective on April 1 st , 2018, to allow proposed changes to be reflected in budget
02:009	Employee Recognition	Updated to include information provided by staff regarding options based on community scan, discussed by the Staff Engagement Committee and Senior Leadership Team
02:010	Employee Wellness	Reference to new Municipal Policy 42 – Employee and Council Wellness

03:004	Vacations	Reverted to old policy wording for service levels in order to correct an unintentional interpretation issue (service year start vs. anniversary). Also provided clarification in the wording regarding “renewal” vs. “used for calculations” in procedure, to avoid confusion with use of start date vs. April 1 st vacation allowance renewal
03:011	Parental Leaves	Wording included to provide for 5 day “supportive-parental leave”, formatted to avoid confusion with the E-sanctioned “parental leave”
07:010	Salary Determination	Table with pay levels/amounts removed, as these change with CPI and could cause confusion
06:004	Overtime	Clarification added regarding management OT calculation on public holidays
03:016	Compassionate Leave	Modification re: Definition of Family
03:008	Health Care Appointments	Modification re: Definition of Family

BUDGET IMPLICATIONS

The updates to the Pension Benefits, Employee Recognition, and Supportive-Parental Leave will all have direct financial implications for the Municipality:

Supportive-Parental Leave: The impact of this leave will be in the amount of five (5) paid days of leave for staff members who elect to utilize it.

Employee Recognition: Budget implications of this change are expected to be at an amount around \$1,000 a year. For 2017, this expense amounts to \$650. In 2018, barring any retirements, this expense is anticipated to be \$900.

Pension Benefits: Calculations done by staff anticipates an impact in the 2018/2019 fiscal year of approximately \$24,215.00. This figure could decrease if some staff members elected to not take advantage of any available contribution increases, as per the proposed policy.

NEXT STEPS

Once approved by Council, all changes noted above will come into effect, with the exception of the Pension Benefits, which will not be in effect until April 1, 2018.

PENSION BENEFITS

Administrative Policy Focus: Benefits	Policy: 02:002
Issuing Authority: Municipal Clerk Treasurer	Effective: July 2016 Amended January 16 with changes effective April 1, 2018

Administrative Policy:

Permanent full-time employees of the Municipality are required to join the Municipality's Pension Plan after completing one year of service with the Municipality.

Procedure:

- Employees will receive detailed information from the Municipality's Pension Plan Administrator.
- Automatic deductions will be taken from the employees' paycheque to cover plan premiums.

Year of Service	Employee Contribution	Employer Contribution
Year 2-5	5% of their annual salary	5% of the employee's annual rate of earnings
Year 6-10	7% of their annual salary	7% of the employee's annual rate of earnings
Year 11-20	9% of their annual salary	9% of the employee's annual rate of earnings
Year 21+	7% of their annual salary	11% of the employee's annual rate of earnings

- The contribution increases by both employee & employer through the years of Service graduated table increase on the employee's date of hire anniversary for years of service 2, 6, 11 & 21.
- The increases in employee pension contributions based on the years of service graduated table are voluntary. If for any reason the employee does not wish to step up to the next contribution level (based on their years of service anniversary), then the employee can elect to decrease their pension contribution to a previous contribution level, with a minimum contribution of 5%. The County will match the employee's contribution at the reduced percentage amount.
 - A request for a contribution increase deferral, rollback, and any reversion back to the regular schedule of increase, must be provided to the Clerk-Treasurer by January 1st in any year, and will not take effect until the subsequent April 1st.
 - An employee cannot "buy back" any deferred contributions.

EMPLOYEE RECOGNITION

Administrative Policy Focus:	Policy:
Benefits	02:009
Issuing Authority:	Effective:
Municipal Clerk Treasurer	July 2016
	Amended January 2018

Administrative Policy:

The Municipality of the County of Antigonish is committed to providing a positive and appreciative work environment for its employees at all municipal work sites. A program of recognition is to celebrate the service accomplishments of staff as public servants striving to represent Municipality in service to our community.

Procedure:

- An annual recognition event will be planned by the Staff Engagement Committee (SEC) and others as desired.
- A budget will be approved each fiscal year based on service award levels to be recognized for that year.
- The Warden and Council will acknowledge staff service milestones and retirements as they arise through the calendar year at the appropriate monthly Council meeting.
- Staff will be recognized at the service milestones outlined in the table below:

Years of Service Completed	Award / Monetary Value of Recognition
5	Certificate & gift valued at \$50
10	Certificate & gift valued at \$100
15	Certificate & gift valued at \$150
20	Certificate & gift valued at \$200
25	Certificate & gift valued at \$250
30	Certificate & gift valued at \$400
35	Certificate & gift valued at \$500
40	Certificate & gift valued at \$500

- Retirement from the Municipality will be acknowledged at the next available milestone based on the employee's years of service;
 - e.g., if an employee retires after completing 12 years of service with the Municipality, they will be recognized with an award/gift at the "15 years of service completed" level.

EMPLOYEE WELLNESS

Administrative Policy Focus:	Policy:
Benefits	02:010
Issuing Authority:	Effective:
Municipal Clerk Treasurer	July 2016
	Amended January 2018

Administrative Policy:

A healthy workplace leads to improved satisfaction, employee morale, and a more effective workplace. The Municipality has created a policy, known as the *Workplace Health and Wellness Policy* (Policy #42), which was passed by Council on October 17, 2017. The intent of this policy is to encourage, support and offer health related programs that will assist employees and elected officials in improving their own physical, mental and emotional wellbeing.

A copy of this Policy can be found on the Municipality's website, or alternatively, can be provided by the Municipal Clerk-Treasurer/Designate upon request.

VACATIONS

Administrative Policy Focus:	Policy:
Leaves and Absences	03:004
Issuing Authority:	Effective:
Municipal Clerk Treasurer	July 2016
	Amended January 2018

Administrative Policy:

Employees are entitled to vacation time.

Procedure:

The vacation year is April 1st to March 31st. Entitlement for full time employee in the first year of employment is calculated on a pro-rated basis from start date until the next March 31st as follows: (Days are accumulated at 1.25 days per month).

- Subject to any variation in an employee's contract of employment, entitlement to vacation after the first March 31st following the date of hire is normally calculated as follows:
 - Less than five (5) years of service on April 1: one and one-quarter ($1\frac{1}{4}$) days per month vacation for each month of service to accumulate to a maximum of fifteen (15) working days.
 - More than five (5) years of service but less than ten (10) years of service on April 1: one and two-thirds ($1\frac{2}{3}$) days per month vacation for each month of service to a maximum of twenty (20) working days.
 - More than ten (10) years of service but less than twenty five (25) years of service on April 1: two and one-tenth ($2\frac{1}{10}$) days per month vacation for each month of service to a maximum of twenty-five (25) working days.
 - More than twenty (25) years of service on April 1: Plus one day for each additional year beyond the 25 to a maximum of 30 working days.
- The Employee's start date is the date from which the annual vacation allotments are calculated. The vacation entitlement will be accrued on a pro-rate basis.

Example: Employee had 5th anniversary of employment on July 3rd. In that year, they will receive 3 months accrued at the 1-4 year rate and 9 months accrued at the 5-9 year rate.

$$3 \times 1.25 = 3.75$$

$$9 \times 1.67 = 15$$

Therefore, that employee would be entitled to 18.75 days of vacation during the year where they celebrated their 5th anniversary of employment.

- Seniority shall not apply when vacation leave has been approved in advance.
- If two persons apply for the same dates of vacation leave at the same time, the senior staff person will get priority in regards to vacation leave scheduling.
- Long standing practice at the Municipality is that all administrative employees reserve three (3) days of vacation time to be taken between December 25th and January 1st, the Municipal Administration Centre will then be closed for those days.
- Employees will be required to submit prior to May 1 of each year their vacation request. The request will specify the dates that vacations will be taken for the period ending March 31.
- All but five (5) days must be specified on this schedule. No changes will be made to this schedule unless approved the Clerk Treasurer/Designate. The remaining five (5) days can be taken as required provided sufficient notification is given to the employee's supervisor.
- Vacation schedules are not official until they have been approved by the Clerk Treasurer in consultation with the Senior Leadership Team no later than May 15.

PARENTAL LEAVES

Administrative Policy Focus:	Policy:
Leaves and Absences	03:011
Issuing Authority:	Effective:
Municipal Clerk Treasurer	July 2016
	Amended January 2018

Administrative Policy:

The Clerk-Treasurer / Designate shall comply with the Nova Scotia Legislative Guidelines regarding Parental Leave.

Procedure:

- The Clerk Treasurer/Designate shall comply with the Nova Scotia Legislative Guidelines Regarding Parental Leave.
- While off on parental leave, employees will contribute their share of the Long Term Disability, Life Insurance, Accidental Death and Dismemberment and Dependent Life Premiums as per *Administrative Policies 2:003 and 2:006*.
- Employees have the ability to put their Medical and Dental Benefits plan on hold during their time off.

Supportive-Parental Leave

The Municipality values the time and commitment of employees to their position and to their family. Work-life balance is important, and this includes providing time for permanent full-time employees who are not giving birth to provide support when introducing a new child to the family, either through birth or adoption.

- As a parent of a new child, you may take up to five (5) paid days leave in support of a new child coming into your family (through birth or adoption)
- Notification of an employee intending to take this supportive-parental leave should be given at least two weeks prior to the intended absence if possible, and must be approved by the Clerk-Treasurer / designate.
- This supportive-parental leave must be taken within one (1) month of the arrival of a new child (through birth or adoption).

SALARY DETERMINATION

Administrative Policy Focus:	Policy:
Conditions of Employment	07:010
Issuing Authority:	Effective:
Municipal Clerk Treasurer	July 2016
	Amended January 2018

Administrative Policy:

The Clerk Treasurer is ultimately responsible for determining the amount of the employees' salaries. Although certain factors are used to help determine salaries, the Clerk Treasurer will apply the approved County scale.

Procedure:

- There will be an annual practice of movement within the approved step range for each level based on performance as measured through the employee's professional development plan.
- These practices recognize the annual performance gain of the individual as they move from a new employee in a range to one with five years of experience.
- The outcome is to recognize the increased contribution in 5 years of experience.
- For "acting" assignments where the staff is expected to be fully needed and trained and accountable the best practice is to move staff to a first step in the new level of the position they are working in
- A review of market position on ranges and salaries will be conducted every 3-5 years.
- A policy of cost of living increases based on annual increases in the consumer price index (CPI) is also applied to keep salaries and ranges accurate.
- Employees who reach Step 5 in their respective level will receive CPI increases for each year of service.

OVERTIME

Administrative Policy Focus:	Policy:
Hours of Work	06:004
Issuing Authority:	Effective:
Municipal Clerk Treasurer	July 2016
	Amended January 2018

Administrative Policy:

In order to promote employee wellbeing, overtime is generally discouraged. It is intended that employees will be able to carry out to their responsibilities in normal working hours. However, staff may be required to work overtime.

Procedure:

Non-Management Employees:

- Any prior approved time over 31 minutes after the regular workday is considered overtime.
- Any scheduled time which exceeds 37.5-42.5 hours in a week (Sun – Sat) is considered overtime.
- The Clerk Treasurer/Designate must authorize any overtime hours in advance.
- To ensure employee well-being, the Clerk Treasurer/Designate and the employee shall make every reasonable effort to avoid overtime.
- An employee shall be compensated at a rate of 1.5 their regular rate of pay for overtime worked. The employee may request to bank the hours for additional time off, which shall be referred to as banked time. The decision is at the discretion of the Clerk Treasurer/Designate.

Management Employees:

- Overtime shall be compensated at straight time as time in lieu when pre-approved by the Municipal Clerk Treasurer/Designate.
 - Notwithstanding the preceding statement, overtime worked during public holidays referenced in policy 06:002 shall be compensated at the rates provided for in that policy.