

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, September 11, 2018, 6:30 pm

Council Chambers

Municipal Administration Building

285 Beech Hill Road

Beech Hill, NS B2G 0B4

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1. **Call to Order – Chairman, Warden Owen McCarron**
 2. **Approval of Agenda**
 3. **Approval of Minutes**
 - a. **Approval of June 19, 2018 Committee of the Whole Minutes**
 - b. **Approval of July 17, 2018 Committee of the Whole Minutes**
 4. **Business Arising from the Minutes**
 5. **Continuing Business**
 - a. **On-Site Energy Manager**

Efficiency Nova Scotia and the Province are offering municipalities an opportunity to improve the efficiency of municipal facilities through the services of an Onsite Energy Manager (OEM). An OEM will collect and record the municipality's energy usage and identify opportunities for improvement. They will also support municipal initiatives that have a direct alignment with reductions in GHG emissions and/or the promotion of energy efficiency. The OEM will then also access resources (rebates and grant funding) through Efficiency NS and partners for energy and operational savings.

Funding is available for three OEMs to support municipal partnerships throughout the province. We anticipate there is sufficient interest to allocate all three OEMs. We have reached out to our neighboring municipalities (Antigonish, Guysborough, St. Mary's & Mulgrave) to assess the level of interest in this opportunity. Each have shown interest at the administration level and are bringing it to their respective Council's for consideration. Mulgrave Town Council has approved the motion provided below.

50% of the estimated \$100,000 cost of an OEM will be provided by the Department of Energy through Efficiency NS. The remaining cost is divided among the partnering municipalities. This will be allocated through an Inter-Municipal Agreement among the partners. This funding is available for a 2 years position.

Specific activities of the OEM include:

- Enter all municipal buildings into Portfolio Manager software. This organizes all relevant data, allows for comparison between assets and tracks savings. Set up a process for

maintaining the utility information. At this stage, the OEM would also review NSP billing and ensure that the buildings are on the appropriate rate codes and being billed correctly.

- Using the results of the Portfolio Manager software, find buildings that are low performing from an energy point of view. Complete detailed energy audits on these buildings. This includes reviewing drawings, going on site and confirming equipment types, usage, runtimes, etc. This may include using data loggers and other measurement equipment to determine usage of individual pieces of equipment.
- Based on the audit, develop a scope of work for each building. Some low cost measures may be able to be implemented immediately (ex. Change air handling unit and heating runtimes to match the schedule of the building).
- Compile a ranked list of energy saving projects, usually ranked on simple payback or ROI. This allows for investment decisions to be made.
- Using the budget set aside for energy savings projects (or in the case of projects with less than one year payback, the utility budget), work with the municipality to get quotes and procure the necessary services to complete the projects. OEM acts as project manager for the municipality and has direct interaction with the contractors. OEM also performs QA and Measurement and Verification to ensure equipment is installed and commissioned properly and expected savings are achieved.
- OEM is main point of contact with Efficiency NS to ensure that rebates are maximized. OEM can fill out all required forms and ensure rebates are processed.
- Once the process is well established, the OEM can also start implementing Strategic Energy Management initiatives in the municipality, which includes training all relevant staff to look for energy savings and maximize behavioural savings. This has been especially effective at NS Health Authority and the South Shore School Board, changing behaviours of staff to get significant energy savings.
- As desired, the OEM can also focus on public engagement, and/or interact with council. OEM can also attend relevant meetings (ie. QUEST, CaGBC, etc) and has regular professional development and information sharing with other OEMs. OEM can also apply for funding through FCM, Fed and Prov. Gov't, etc.
- OEM would produce regular reports measuring energy and cost savings and detailing completed work.

Municipal interest must be indicated for consideration by early September. With this background, the Committee is asked to consider the following motion to allow staff to continue to work with partners to explore this opportunity:

That the Municipality of the County of Antigonish partner with neighboring municipalities and First Nation to apply for a dedicated Efficiency Nova Scotia Energy Manager to assess municipal infrastructure for the purpose of determining and accessing opportunities for reduction of energy consumption, and that an inter-municipal agreement be developed among the partners to share the costs equitably.

6. New Business

a. Volunteer Firefighter Medal Discussion

The Committee has been asked to consider purchasing long-service medals and pins for members of volunteer fire departments in the community. This request was brought forward by the Four Valley Volunteer Fire Department, who are looking for support in purchasing medals and pins amounting to \$450 to recognize member service at their anniversary event in November.

b. Arisaig Parish Community Centre Request

Members of the Arisaig Parish Community Centre and the Arisaig Pickleball Club are requesting consideration of the Municipality releasing funds for the development of outdoor pickleball courts at the Community Centre. The group has received quotes for the work, and has developed a timeline for construction that would permit use of the courts next summer season. They have also raised funds locally, as well as from Provincial government sources. They are requesting that the Municipality of the County of Antigonish release the grant funds of \$42,000 to allow them to commence the Arisaig Pickleball Outdoor Court Project immediately.

c. 2018/2019 Water Utility Budget and Statement of Estimates Approval

The Water Utilities budget will be circulated at the meeting. Director of Finance, Allison Duggan, will present the budget and is seeking approval.

The Statement of Estimates (SOE) is a template data entry form that the Province gives each municipal unit to populate with each municipal unit's current Operating Budget and Water Budget. Staff is requesting Council approve the F2018/19 SOE as part of the Provincial requirements.

7. Reports from Inter-Municipal Boards, Committees, and Commissions

- a. **Antigonish Heritage Museum Board**
- b. **Antigonish Arena Commission**
- c. **Antigonish Crime Prevention**
- d. **Eastern District Planning Commission**
- e. **Eastern Regional Solid Waste Management Committee**
- f. **Eastern-Straight Regional Enterprise Network**
- g. **Pictou Antigonish Regional Library**
- h. **RK MacDonald Nursing Home**

8. Community Events

This item provides councillors with an opportunity to briefly bring to the attention of Council events that are taking place in their communities.

9. Additions to the Agenda

10. Adjournment

The next regular scheduled meeting is Tuesday, September 18th at 5:30pm.

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

Committee of the Whole Meeting Minutes

Tuesday, June 19, 2018, 5:30 pm
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

Present were: Warden Owen McCarron
Deputy Warden Hugh Stewart
Councillor Mary MacLellan
Councillor Donnie MacDonald
Councillor Vaughan Chisholm
Councillor Remi Deveau
Councillor John Dunbar
Councillor Neil Corbett
Councillor Bill MacFarlane

Regrets: Councillor Gary Mattie

Staff Present: Glenn Horne, Clerk-Treasurer
Shirlyn Donovan, Strategic Initiatives Coordinator
Tammy Feltmate, Director of Sustainable Communities
Adam Rogers, Solicitor - Boudrot Rodgers Law Firm

1. **Call to Order – Chairman, Warden Owen McCarron**

The meeting of the Committee of the Whole was called to order by the Chair, Warden McCarron, at 5:34pm.

2. **Approval of Agenda**

Warden McCarron called for any additions or deletions to the agenda.

The following items were added to the agenda:

- West River Sewer
- Cameron Kinney Water

Moved By Councillor MacLellan

Seconded By Councillor Corbett

That the agenda be approved as amended.

Motion : Carried

3. Approval of June 5, 2018 Committee of the Whole Minutes

Warden McCarron called for any errors or omissions in the June 5, 2018 minutes

Moved By Councillor MacDonald

Seconded By Deputy Warden Stewart

That the Committee of the Whole minutes of June 5, 2018 be approved as presented

Motion : Carried

4. Business Arising from the Minutes

Councillor MacDonald said that the selection of the new member to be appointed for the Antigonish Heritage Museum Board will be happening soon.

5. Continuing Business

a. Community AED Locations

Mr. Horne provided an update on the locations throughout the County that currently have AED machines. Nine locations were identified, three of which currently have AED's. Those three would be reimbursed for the AED's that they purchased and they will be invited to the training along with the other six.

Deputy Warden Stewart suggested we also put one at Keppoch. Council came to the consensus to add a tenth one at Keppoch.

6. New Business

a. Strategic Priorities Quarterly Updates

Mr. Horne provided a detailed update on the Strategic Priorities, focusing primarily on the Council's "Now" Priorities.

Councillor Dunbar joined the meeting at 5:45 pm.

b. Tax Reduction Request

Mr. Horne reviewed the tax reduction request to the Committee.

The assessment has been decreased for the coming year but because Mr. Crouse did not appeal the assessment during the appeal period the assessment stays as is.

The Committee came to the consensus that tax reduction will not be granted.

c. **H.O.W. Club of Antigonish Request**

The Committee came to a consensus that they would give \$2000 to the HOW Club and follow up with a letter asking them to apply through our Community Partnership Grants Program.

d. **MCIP Funding Application for CEDI Project**

Tammy Feltmate reviewed the resolution with the Committee.

Through the CEDI partnership workshops and team meetings, a number of priorities have been identified that fall within the Climate innovation and/or support sector. Currently two opportunities exist for staff position funding that could support advancing these priorities/initiatives; these funding opportunities would provide 80% - 100% funding for the position over the two year period.

A management agreement needs to be developed between Paqtnkek Mi'kmaw Nation and the County to clearly identify the objectives of the position, physical location, manager, oversight committee, etc. This agreement, along with being awarded funding, would enable the position to be created. The overarching objectives of this position include supporting the transition of our partnership for two years beyond the CEDI facilitation, and advancing our collective energy agenda.

Tammy Feltmate joined the meeting at 6:15 pm.

Moved By Councillor Dunbar

Seconded By Councillor MacFarlane

The Committee recommend that Municipal Council approve the attached Council Resolution to make application to the Municipalities for Climate Innovation Program in partnership with Paqtnkek Mi'kmaw Nation.

Motion : Carried

7. **Reports from Inter-Municipal Boards, Committees and Commissions**

a. **Antigonish Heritage Museum**

Meeting will be held next week.

b. **Antigonish Arena Commission**

The Antigonish Arena Commission is looking to meet very soon. The important pieces of business will be to issue an RFP for audit service and recruitment of the new board.

c. **Antigonish Crime Prevention**

The AGM was June 17th. They are looking to do a fundraiser during the Special Olympics. This Saturday will be the Bike Rodeo.

d. Eastern District Planning Commission

Councillor MacFarlane and Councillor Corbett provided updates. The Town of Antigonish has officially joined the Commission as of July 3rd and they will be moving their location to the Civic Centre.

e. Eastern Regional Solid Waste Management Committee

Next meeting will be June 28th.

f. Eastern-Strait Regional Enterprise Network

g. Pictou Antigonish Regional Library

Councillor MacLellan gave an update that the AGM was held on June 14th. The new chair has been named; John Blackwell. The Antigonish library far exceeds all of the other libraries.

After the audit it was realized that they would not be able to give an increase in salary for staff. PARL will requesting increases in funding so they can give staff a cost of living increase.

Visits to the Antigonish Library in 2017-2018 was in excess of 183000, 76000 materials were borrow from the library and 8000+ went out through the books by mail.

h. RK MacDonald Nursing Home

Councillor MacLellan provided an update for the RK MacDonald Nursing Home. The AGM will be held on Thursday June 21. They have been able to decrease the deficit without affecting staff or residents.

8. Community Events

Members of Council provided updates on the following community events that will be occurring over the summer:

- The Lighthouse Canteen and the Dockside Cafe in Arisaig is opening on July 1st.
- Clan Chisholm will be hosting a Chicken Salmon Supper on July 3rd in Heatherton
- Daryl MacLean Beach Party St Josephs July 21
- Daryl MacLean Beach Party Mini Trail Community Centre July 20
- August 18th Pomquet Acadien Day Celebrations Chez Deslaurier
- Chez Delauriers will be opening for the summer on July 6th
- Heatherton Fun Days, second Saturday in August
- Paqtnkek PowWow, September 21-23
- Salmon Supper in Havre Boucher July 7th
- ACALA Ducky Race July 15th

- Chamber of Commerce Breakfast June 28 7-9am.

9. **Staff Reports**

Mr. Horne updated the committee on the tax sale process. Mr. Horne gave kudos to Vera Rhynold and our tax office staff for their work on the tax sale. Through the tax sale process, there were 193 -14-day notices which went out in September. From these notices \$173,911 was paid. At the auction itself \$102,000 was collected. Mr Horne gave kudos to Vera Rhynold and the entire finance team for coordinating the sale.

The arrears balance goes into our operating account. The \$102,000 goes into a reserve fund for 20 years.

The monitoring system for the solar panels is now live on screen in the foyer. Anyone can check how much power the solar panels are producing.

The auditors are currently here completing our audit.

Recreation is wrapping up their open houses.

Glenn and Allison met with the group of nine municipalities to discuss the option of a shared IT service.

Meaghan MacNeil from recreation left some biking information regarding road safety for all committee members.

Canada Day preparation is underway; progress on the pavilion is good and the facility should be ready in time for the event.

10. **Additions to the Agenda**

Adam Rodgers joined the meeting at 7:19 pm.

a. **West River Sewer and Cameron Kinney Water**

Councillor MacFarlane hosted Community Meetings to discuss the West River Sewer Extension and the Cameron Kinney Hill Water Extension. There was a great turn out for the meetings. Councillor MacFarlane feels as though the projects should only move forward if there is cost share from the provincial and federal government. West River Sewer is a \$1 Million project and without cost sharing the residents would be responsible for \$200,000. He wants the residents portion to be as low as possible. If we wait on provincial and federal funding the residents portion would go down to 12% as opposed to 20%.

On a go forward basis we intend to send out letters for these projects. Councillor MacFarlane wants a condition on the projects that we would have to secure provincial and federal funding. This may extend the projects timeline but will bring the cost down for residents. Once we get approval from residents we can keep the project viable for up to 5 years.

West River Sewer

There are nine properties identified as needing new pumps. Each pump costs between \$8000-\$10000. Councillor MacFarlane is looking for an 80/20 cost share with the municipality and the residents.

Mr. Horne stated that the approach we have taken is everything that is part of the main to the property line, is in our scope and anything from the property line into the house is the responsibility of the property owner.

There are a few different scenarios that we can run in terms of joining these pumps with the total cost of the West River Sewer project. Staff will run these numbers and report back to Councillor MacFarlane.

Moved By Councillor Dunbar

Seconded By Councillor Chisholm

That the Committee of the Whole Meeting adjourn at 7:20pm.

Motion : Carried

11. In Camera – Acquisition, Sale, Lease, and Security of Municipal Property; Contract Negotiations

Warden McCarron reconvened the Committee of the Whole meeting after the Council meeting finished, calling the meeting to order at 9:06pm.

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

Moved By Councillor MacFarlane

Seconded By Councillor Chisholm

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 and Contract Negotiations at 9:06 pm.

Motion : Carried

12. Adjournment

Moved By Councillor Corbett

Seconded By Councillor MacLellan

That the Committee of the Whole meeting be adjourned at 9:38 pm.

Motion : Carried

Moved By Deputy Warden Stewart
Seconded By Councillor Deveau

That the In-Camera session be adjourned at 9:38 pm.

Motion : Carried

Warden Owen McCarron

Glenn Horne, Municipal Clerk/Treasurer

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Committee of the Whole Meeting Minutes

Tuesday, July 17, 2018, 5:30 pm
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

Present were: Warden Owen McCarron
Deputy Warden Hugh Stewart
Councillor Mary MacLellan
Councillor Donnie MacDonald
Councillor Vaughan Chisholm
Councillor Remi Deveau
Councillor Neil Corbett
Councillor Bill MacFarlane
Regrets: Councillor John Dunbar
Councillor Gary Mattie
Staff Present: Glenn Horne, Clerk-Treasurer
Beth Schumacher, Deputy Clerk

1. Call to Order – Chairman, Warden Owen McCarron

The meeting of the Committee of the Whole was called to order by the Chair, Warden McCarron, at 6:17pm

2. Approval of Agenda

Councillor Chisholm asked to include an item regarding a potential rezoning on Somers Road. Councillor Corbett asked for further discussion regarding the power point presentation regarding the West River Sewer Extension.

Moved By Deputy Warden Stewart
Seconded By Councillor MacLellan

That the agenda be approved as amended.

Motion : Carried

3. **Continuing Business**

a. **Consideration of Financial Support for Field of Dreams project,**

Mr. Horne reviewed details regarding the scope of the fully accessible field that is being proposed as part of the Field of Dreams project. Discussion followed regarding the funding that has been committed by other organizations to date for the project. While the facility is within the Town, the Committee recognizes that it also services residents in the County. Consensus around the table was to support a motion to make a contribution of \$50,000 to the project.

Moved By Deputy Warden Stewart
Seconded By Councillor Chisholm

That Municipal Council provide financial support to the Field of Dreams project, which will see an accessible baseball field established at the JH Gillis High School, in the amount of \$50,000.

Motion : Carried

b. **Application to Dissolve the Havre Boucher Village Commission**

Mr. Horne reviewed the steps taken to date regarding the dissolution of the Havre Boucher Village Commission, including notification of any affected parties.

Moved By Councillor Corbett
Seconded By Councillor Deveau

That, pursuant to section 448(2) of the Municipal Government Act, application be made to the Minister of Municipal Affairs to dissolve the Havre Boucher Village Commission.

Motion : Carried

4. **New Business**

a. **Discussion of the By-Law Respecting the Control and Regulation of Dogs**

Mr. Horne provided a review of events in Guysborough that have taken place over the last few weeks, which was followed by an email from a gentleman who noted that he wished to see breed-specific language be removed from the Dog By-law. Mr. Horne noted that the Municipality's by-law is already under review, and any thoughts from Council regarding this latest issue is welcomed. Discussion followed.

b. **Request for a bus Shelter**

Councillor Deveau noted that a family in his District is looking for a bus shelter. A call-out has been done to see if there are any in the County that could be re-

homed, but none have been identified. Discussion followed regarding precedent for bus shelters built or contributed in the past.

Moved By Councillor Deveau

Seconded By Councillor MacDonald

The Committee recommends that Municipal Council provide up to \$500 for the construction of a bus shelter.

Motion : Carried

c. Acadian Forest and Farm School Grant

Mr. Horne provided a verbal update on the status of the farm school that is being developed in the County. The Forest School has been provided a grant through Farm Credit Canada, but that grant must be administered by the County. Paperwork is pending. Approval from Council will be sought once further information is available.

d. Discussion of Municipal Consultation

Mr. Horne provided a brief review of the proposed amendments to Provincial legislation that was circulated by the NSFM earlier this month. These amendments include expenditures that a Municipality can make; a requirement for all municipalities to have a comprehensive Planning Strategy meeting minimum criteria; and finally, shoreline setbacks creating coastal protection zones.

Discussion followed regarding the consultation process for these amendments, both in terms of what has taken place already, and what is anticipated. Concern was expressed, particularly with respect to the coastal protection proposal, and whether sufficient public consultation has taken place. Staff can prepare correspondence to provide to both the NSFM and the applicable provincial departments.

5. Reports from Inter-Municipal Boards, Committees and Commissions

a. Antigonish Heritage Museum Board

Colin MacDonald has accepted to replace Judy Julian as the Municipality's representative on the Heritage Museum Board.

Moved By Councillor MacDonald

Seconded By Councillor Deveau

The Committee recommends that Municipal Council appoint Colin MacDonald as the Municipality's representative on the Heritage Museum Board.

Motion : Carried

b. Antigonish Arena Corporation

Mr. Horne provided an update on the efforts to date for hiring an auditor for the arena, other funding for the arena, the old structure for the Commission has been wound-up and the new structure is in place, and advertisements will soon be the paper seeking interest from members of the public to sit on the Board. Councillor MacFarlane enquired regarding what efforts would be made for women and minorities to be represented on the new Board.

c. Antigonish Crime Prevention

Councillor Deveau provided an update on the Senior Safety Coordinator position, and invited Councillors to utilize this service for any constituents in their riding. The Bike Rodeo took place in June, and a lobster roll sale will be set up in the John Paul Centre and the Anglican Church during the Special Olympics.

d. Eastern District Planning Commission

Councillor MacFarlane provided an update regarding the Town joining the Commission. Trevor Boudreau is now the Chair for the Commission.

e. Eastern Region Solid Waste Management Committee

The next meeting is scheduled to take place in September.

f. Eastern-Strait Regional Enterprise Network

Mr. Horne circulated a letter from the ESREN Liaison and Oversight Committee, requesting each member municipality's consent to the three recommendations outlined in the letter. Discussion followed. Consensus was given by the Committee to support the first two of the three recommendations in the letter, and leave the final item (committing to a three-year funding agreement) until a similar agreement is provided by the Province.

g. Pictou Antigonish Regional Library

Councillor MacLellan reviewed a memo provided by the Pictou Antigonish Regional Library requesting an increase in the grant to allow for a cost of living increase for staff. This issue was discussed at the last meeting in June. The request would be for this year's budget.

Moved By Councillor MacLellan

Seconded By Councillor Corbett

The Committee recommends that Municipal Council increase the Municipal Grant to the Pictou Antigonish Regional Library in the amount of \$3059

Motion : Carried

h. RK MacDonald Nursing Home

Moved By Councillor MacLellan

Seconded By Councillor MacDonald

That the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss Litigation / Potential Litigation at 7:26 pm.

Motion : Carried

Moved By Councillor Deveau

Seconded By Councillor MacFarlane

That the In-Camera Session be adjourned at 7:28pm

Motion : Carried

6. Community Events

Members of the Committee provided information on the following upcoming community events:

- Chicken Dinner at Pomquet Fire Hall on Sunday August 5th, 11-2
- Arisaig Community Dev. having a concert at lighthouse on wharf on the 29th
- Tracadie VFD 50th anniversary on the 4th

7. Additions to the Agenda

a. Potential Rezoning Request on Somers Road

Councillor Chisholm was contacted by a resident who purchased a property on Somers Road in the Tax Sale and wants to develop the property for commercial purposes, but feels that the Planning Commission is not in favour of it. Mr. Horne provided further information: an application has been made to amend the Municipal Planning Strategy, and is in the process of processing that application for consideration by Council in the fall. Staff will follow-up with the EDPC to get further details on the timeline for the application being processed.

b. Power Point Sewer Presentation

Councillor Corbett asked whether the power point presentation that was provided for the West River Sewer Extension could be replicated for any proposed Havre Boucher sewer extension in the Frankville area. Discussion followed.

8. **Adjournment**

Moved By Councillor MacLellan

Seconded By Councillor Deveau

That the Committee of the Whole meeting be adjourned at 7:39

Motion : Carried

Warden Owen McCarron

Glenn Horne, Municipal Clerk/Treasurer