

**MUNICIPALITY OF THE COUNTY OF**  
**ANTIGONISH**

**Committee of the Whole Meeting Minutes**

Monday November 25, 2024, 5:30pm  
Council Chambers  
Municipal Administration Building  
285 Beech Hill Road  
Beech Hill, NS B2G 0B4

Present were: Warden Nicholas MacInnis  
Deputy Warden John Dunbar  
Councillor Mary MacLellan  
Councillor Adam Baden-Clay  
Councillor Richelle MacLaughlin (by Zoom)  
Councillor Shawn Brophy  
Councillor Wayne Melanson  
Councillor Gary Mattie  
Councillor Harris McNamara  
Councillor Sterling Garvie

Regrets: None

Staff Present: Shirlyn Donovan, CAO  
Beth Schumacher, Deputy Clerk  
Allison Duggan, Director of Finance  
Tammy Feltmate, Director of Sustainable Communities  
John Bain, Director, EDC  
Meghan MacGillivray-Case, Legal

Others Present: Kyle Musial, MNP  
Gallery

**Call to Order – Chairman, Warden Nicholas MacInnis**

The meeting of the Committee of the Whole was called to order by the Chair, Warden MacInnis, at 5:31 pm.

**Approval of Agenda**

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

Moved and Seconded

*That the agenda be approved presented.*

**Motion Carried**

**Approval of October 8, 2024 Committee of the Whole Minutes**

Warden MacInnis called for any errors or omissions in the Committee of the Whole minutes of October 8, 2024.

Moved and Seconded

*That the minutes of October 8, 2024 be approved as presented.*

**Motion Carried**

**Business Arising from the Minutes**

There was no business arising from the minutes.

**Delegations**

**C. April Stewart, Paul Smith – Maintenance Concerns with Dunmaglass-MacArras Brook Road**

Ms. Stewart spoke to concerns of the residents along the Dunmaglass- MacArras Brook Road regarding maintenance and the road conditions. A video of the condition of the roadway was shown for the benefit of the Committee. Ms. Stewart noted that the road was graded in October, but no gravel was added. She asked that Antigonish County Council assist with advocacy with the province or another appropriate organization to ensure that the provincial published standard of road maintenance is followed. She also asked for better communication from the Province to residents along the roadway.

Questions from Council to the delegation followed, regarding whether they had spoken to their MLA Michelle Thompson? They noted that they had not, but did write to Premier, the Minister of the provincial Department of Public Works, and Deputy Director of the provincial Department of Public Works, but had not heard back from any of those parties.

Discussion followed regarding the Pictou/Antigonish line and difference in conditions of the roadway on either side of the boundary, the nature of the work being done on the roadway now, and the delegation noted that they were looking for information about who is making decisions and doing the maintenance.

Moved and Seconded

*The Committee recommends that Municipal Council send a letter to Provincial Department of Public Works, the Antigonish MLA, and the Provincial Minister of*

*the Department of Public Works, asking for immediate help regarding the condition and maintenance of the Antigonish part of the Dunmaglass-MacArras Brook Road.*

**Motion Carried**

### MNP Presentation of Financial Statements

Kyle Musial from MNP presented his audit report for the benefit of the Committee, followed by a presentation of the non-consolidated financial statements for the 2022/2023 fiscal year and the March 31, 2023 consolidated financial statements for the municipality. Discussion followed. Members of the Committee had an opportunity to ask questions of Mr. Musial and Mrs. Duggan regarding the budget. Members of the Committee thanked Mr. Musial and Mrs. Duggan for their work on the statements.

Moved and Seconded

*The Committee recommends that Municipal Council approves the March 31, 2023 audited consolidated financial statements for the Municipality of the County of Antigonish.*

**Motion Carried**

### Continuing Business

There is no continuing business.

### New Business

#### Planning Consultation for Housing Density Increase, Zoning, and By-law Review Tender Award

Mr. Bain presented on behalf of Ms. Dunn regarding a request for proposals for consultants to undertake a review of the municipality's planning documents regarding opportunities for density increases. Members of the Committee took an opportunity to ask Mr. Bain questions regarding the scope of the study that is expected.

Moved and Seconded

*The Committee recommends that Municipal Council award **UPLAND Planning + Design consultants** the contract for "Planning Consultation for Housing Density Increase, Zoning and Bylaw Review" for the Town of Antigonish and the Municipality of the County of Antigonish as part of their responsibilities under the Federal Housing Accelerator Fund, at the bid price of \$39,900 + HST for a total of \$45,885.*

**Motion Carried**

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Compensation Review Tender Award

Mrs. Donovan provided a brief background on the last compensation review done and adopted by Council in 2016. She noted that as part of that 2016 review, a commitment was included to review compensation every three to five years. An RFP was issued earlier in the fall, and eight submissions were received. She noted that the timing of the review would allow for implementation of any recommendations in the 2025/2026 budget. Staff is recommending that the tender for the compensation review be awarded to KBRS.

Moved and Seconded

*The Committee recommends that Municipal Council engage KBRS for Compensation Review Services for the total cost of \$26,100 + HST.*

**Motion Carried**

Winter Parking Regulations

Ms. Schumacher provided an overview for the reason and history of the winter parking regulations that are applied to roads and streets under the jurisdiction of the Municipality. Discussion followed regarding whether the municipality should explore establishing a by-law officer position to facilitate the enforcement of these winter parking regulations, in addition to the enforcement of other by-laws. Ms. Schumacher noted that the Committee did request that staff explore that possibility during a discussion at their October 8<sup>th</sup> meeting, and staff will begin work on that assignment in the new year.

Moved and Seconded

*The Committee recommends that Municipal Council approve the signing of the Order for Winter Parking Regulations for 2024-2025, setting out the period from December 1, 2024 to April 15, 2025 as the time in which Winter Parking Regulations will be in effect on roads/streets under the jurisdiction of the County of Antigonish.*

**Motion Carried**

SPCA Officer Appointments

Ms. Schumacher reviewed a request for the Committee to appoint a number of SPCA Investigators as By-law Enforcement Officers for the County for the purpose of enforcing the dog by-law, now that the SPCA was handling dog control services for the municipality. The appointments would be through the Department of Justice. She explained that the number of SPCA staff members being appointed was to provide coverage in the event of illness or vacations.

Moved and Seconded

*The Committee recommends that Municipal Council appoint the following SPCA staff members as By-law Enforcement Officer for the Municipality of the County of Antigonish for the purpose of enforcing the By-Law Respecting the Responsible Ownership of Dogs: Tanner Howatt, Paul Hunter, Jennifer Nolan, Kevin Strooband, Janice Mills, Heather Woodin, and Karen DeWolfe.*

**Motion Carried**

### **Recess of Meeting**

Moved and Seconded

*That the Committee of the Whole meeting be recessed at 7:25pm and reconvene after the Municipal Council meeting.*

**Motion Carried**

### **Call to Order**

Moved and Seconded

*That the Committee of the Whole meeting be reconvened at 8:08pm.*

**Motion Carried**

### **New Business Continued**

#### **Municipal Code of Conduct**

Ms. Schumacher provided the Committee with an overview of the changes made to the Municipal Government Act (MGA) and regulations regarding Code of Conduct. The timelines of required by the regulations for the implementation of a code of conduct, as well as the need for the appointment of an investigator were reviewed. A copy of the model code of conduct found in the provincial regulations was included with the staff report for the Committee's review, along with the municipality's hospitality and expense policies, which require review and a motion of Council before January 31, 2025. Discussion followed, and staff was directed to have the Code of Conduct on the December 10<sup>th</sup> agenda.

#### **Committee Representation by Council Discussion**

Ms. Schumacher introduced the Standing Committees chart, which lists the members of Council and the public that sit on standing, advisory, and inter-municipal or external boards. Vacancies following the election were highlighted, and the floor was opened to the Committee to discuss how they would like to look at filling those vacancies.

A suggestion was made to look at filling non-time sensitive positions at the December 10<sup>th</sup>, 2024 Committee of the Whole meeting. Time sensitive appointments were discussed, being the appointments for the Arena Association Management Board, Eastern District Planning Commission Board, and the Eastern Region Solida Waste Management Committee, and names. Names were put forward for those roles so that they could be filled as soon as possible.

Members of the Committee were asked to consider what committees they would like to be involved in, and the appointments would be formalized at the December 10<sup>th</sup> Committee meeting. Staff offered to find out any information about meeting frequency and timing if those details were missing from the committee summaries supplied to Council.

### Strategic Priorities Discussion

Mrs. Donovan introduced the option of having a consultant undertake a strategic priorities session with Council to assist their development of priorities for the upcoming Council term. Discussion followed. Staff was provided with direction by consensus of the Committee to reach out to Gord MacIntosh to enquire about his availability and to look at dates in January.

### Community Events

- Deputy Warden Dunbar shared that the Heatherston Group Home Holiday Event will be taking place this weekend.
- Councillor MacLellan noted that a Chair Yoga program underway in Arisaig.
- Councillor Mattie shared that a senior event is taking place at the Parish Hall in Tracadie, being a dinner and Rock-a-Thon.
- Councillor McNamara noted that on December 7<sup>th</sup> a Santa Light Tour is planning to take place in Havre Boucher, and on December 14 and 15 Santa's Workshop is planned in the community with an auction with funds raised going to charity. A Food Drive is being organized on December 10<sup>th</sup> by the Volunteer Fire Departments in the district. A variety of sports are underway, and a senior's dance is organized for November 30<sup>th</sup>.
- Councillor Melanson shared that on Sunday December 1<sup>st</sup> a hot turkey for seniors is planned.
- Councillor MacLaughlin noted that the St. Joseph's Community Centre is planning on December 8<sup>th</sup> for an afternoon of performances with donations collected for local charities. The Santa Tour in St. Joseph's is upcoming as well.

- Councillor Baden-Clay shared that the Mini Trails Community Centre has a number of activities listed online.
- Councillor Brophy –asked about when the Christmas Parade has been rescheduled to take place. Staff noted that the parade, cancelled on the 23<sup>rd</sup> due to weather, has been rescheduled for Saturday December 7<sup>th</sup>.
- Warden MacInnis – noted that the Saint Andrews Senior’s Housing Association (SASHA) tree lighting is planned to take place on Friday December 6<sup>th</sup>.

**Additions to the Agenda**

There were no additions to the agenda

**In-Camera Business**

There was no in-camera business.

**Adjournment**

Moved

That the Committee of the Whole meeting be adjourned at 9:03pm.

**Motion Carried**

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Warden Nicholas MacInnis

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Shirlyn Donovan, CAO