

Municipality of the County of Inverness  
Committee of the Whole Meeting  
Thursday, December 15th, 2022  
9:30 am  
Council Chambers

MINUTES

Council: Warden Bonny MacIsaac  
Deputy Warden Catherine Gillis  
Councillor John MacLennan  
Councillor Claude Poirier  
Councillor Blair Phillips  
Councillor Lynn Chisholm

Staff: Keith MacDonald, CAO  
Tanya Tibbo, CFO  
Melanie Beaton, Special Projects Facilitator  
Debbie Nicholson, Administrative Assistant to Council/ CAO  
Erin Gillis, Manager of Operations and Occupational Health and Safety

1. CALL TO ORDER

Warden MacIsaac called the meeting to order at 9:30 am and welcomed all in attendance. Roll call was taken. Warden MacIsaac acknowledged that the land on which we gather is located in the ancestral and unceded territory of the Mi'kmaq people.

2. APPROVAL OF AGENDA

MOTION: *That the agenda be approved as presented.*

MOVED BY: Deputy Warden Gillis

SECONDED BY: Councillor Poirier

MOTION CARRIED

3. STAFF REPORTS

(a) Chestley Carr, Director of Public Works

Recent repairs/maintenance in Public Works include Cheticamp control panels getting connected to SCADA, sewer line repairs in Inverness, and Whycomagh well cleaning.

Additional areas of focus for the Public Works team include temporary work signage training, building repairs in Strathlorne and Port Hood, and Christmas tree maintenance. Streetlight repairs are ongoing in Cheticamp, Inverness and Mabou. Winter maintenance tasks have begun for the

season including snow removal and sidewalk salting. Community Garbage continues to be monitored and removed on an as needed basis. Road repairs were completed at the Water Treatment Plant at 15448 Highway 19. Gravel was stockpiled in key locations throughout the county for winter maintenance. Public Works continues to assist other departments when necessary such as deliveries and water connections, disconnections and repairs.

Lift Station repairs have been completed in all communities. Two new control valves were installed at the Judique Water Treatment Plant. Repairs to the booster pumps on the Broad Cove Banks Road were completed, the discharge line was replaced, and the backup booster pump station was connected to the system.

Sampling to ensure the Municipality meets its approvals to operate have been completed. Well #3 in Inverness had new flow meters installed on each well and Lynk Electric was able to reprogram the well pumps/VFD's so the flow rates on each well can be set.

Multiple projects are in various stages of completion including water treatment plant valve replacements, fencing installation, land clearing, and speed radar sign placement.

#### **(b) Erin Gillis, Operations and Occupational Health and Safety**

Changes to Construction and Demolition (C & D) regulations will come into effect in June 2023 with a graduated enforcement plan beginning with education and ending with a complete removal of treated timbers from the landfill. Communications from our site as well as the Nova Scotia Solid Waste Mangers committee have been submitted to NSECC to review questions and concerns with updated C&D regulations. The holiday waste collection schedule has been finalized with Green For Life (GFL); this will be shared on social media as well as local newspapers.

The excavator replacement is on site and operational at the Kenloch waste management facility. This will allow for a reduction in maintenance costs and operational downtime. A bylaw enforcement plan is in development for 2023. Networking opportunities with bylaw enforcement staff continue.

Provincial reporting and meetings on solid waste enforcement and education continue. The Joint Occupational Health and Safety (JOHSC) continues to meet monthly with an AGM scheduled for next month.

Multiple projects are at various stages of completion including the C&D cell design, historical waste clean up and storage building design and construction. Monthly and /or weekly meetings continue with department staff and external partners.

#### **(c) Tanya Tibbo, Department of Finance**

Over the past month the finance department continued to process multiple payments for property tax and water invoices, as well as many other general receipts. Additional activities in finance include water meter installs, inspections and disconnections, accounts payable processes, land issues, title changes, assessment changes, the water rate study review and the Capital Budget and Audit Committees tasks and priorities. Staff are reviewing fire area rates to ensure that the correct rates are being levied. 17 certificates of sale were mailed to purchasers of tax sale properties and previous owners of properties. The 2023 Property Valuation Services Corporation

Assessment review was presented to Council. The 2022-2013 General Operating Budget as of November 30, 2023 was made available to Council. Multiple Requests for Proposals are under evaluation or were recently awarded. Many meetings both internal, and with external partners continue.

**(d) Charlotte MacDonald, Recreation and Wellness and the Department of Tourism**

The Accessibility and Seniors Safety Coordinator term position has been filled, with the successful candidate starting on December 5, 2022. Funding applications were completed and submitted for Active Communities, Celebrate Canada, and Recreation for Everyone. Projects proposed within this application include expansion of loan equipment program, continuation, and expansion of the Virtual Instructor Pilot (VIP) Program. The Physical Activity Master Plan Project is proceeding on time. The last day for the School Based Fall programming is December 21, 2022. Winter guided hikes continue to be promoted by the Municipal Physical Activity (MPAL) coordinator. Preparations for the Municipal Staff Appreciation Event planned for December 15<sup>th</sup> are underway. Multiple meetings took place in recent weeks including Port Hood Park Development, VIP Program, Heritage and Culture Event, Department Heads, Recreation Master Plan and Wellness Committee. The Seniors Safety Survey Report prepared by Maggie MacDonald was provided to Council today.

**(e) Melanie Beaton, Special Projects**

A large amount of work continues to be advanced by the Special Projects Team. The large majority of construction activities for the Sanitary Sewer and Water Main Replacement Project in Inverness/Strathlorne has wrapped up for the season. The remaining 10 sets of water and sewer services were installed for the vacant lots along Silverwood Lane, Inverness. Municipal staff began the process of surveying the locations of our existing gate valves, curb stops, fire hydrants, manholes (including pipe inverts), and various other chambers related to water, and wastewater. Many internal complex infrastructure projects continue. Staff have responded to multiple funding opportunities. Municipal facility upgrade projects continue to advance in Strathlorne and Port Hood. Recreation facility and community projects are ongoing in various communities throughout the Municipality. Meetings continue with consultants, stakeholders and external partners.

**4. COMMUNITY GRANT APPLICATION**

**Chéticamp Salmon River Association – Wild Salmon Watershed, Stream Restoration**

The request of Council is \$5,000.00

*Recommendation to fund this request in full with funds coming from District 1's CDC budget.*

**5. AAN 06353592 – REQUEST TO REMOVE INTEREST**

On November 28th, 2022, Mrs. Shatford contacted the Municipality upon receipt of an arrears notice. She stated that she had mailed a cheque prior to the August tax deadline, however, there is no record that the cheque arrived at the Municipality. She is requesting that interest be written

off. Ultimately, it is the responsibility of the property owner to ensure that their payment has been received by the Municipality. The Municipality bears no responsibility for payments not received. The Finance Department recommends that Council does not write-off the interest on AAN 06353592 as the cheque was not received by the Municipality.

*Recommendation that the interest applied to AAN 06353592 not be written off.*

## **6. WHYCOCOMAGH VOLUNTEER FIRE DEPARTMENT LOAN GUARANTEE**

*Recommendation to approve a loan guarantee for the Whycomomagh Volunteer Fire Department in the amount of \$375,000.00 for the purposes of purchasing a new pumper truck.*

## **7. 2023 PROPERTY ASSESSMENT AND MARKET OVERVIEW**

The following items were presented by Tanya Tibbo, Director of Finance regarding the 2023 Municipal Tax Role Profile:

- Provincial Assessment Values
- Municipality of the County of Inverness Assessment Values
- Changes in Values (Commercial and Residential)
- Market Activity
- Residential Dwelling Sales by Year Built
- Residential Dwelling Assessment and CAP overview.

## **8. MUNICIPAL VENDING BY-LAW**

The Vending By-Law was made available to Council at the December 1 2022 meeting. Council will review it prior to the next meeting and bring forward any suggested edits or amendments.

## **9. CAPITAL BUDGET ADJUSTMENT REQUEST: STAFF FACILITY FOR THE KENLOCH WASTE MANAGEMENT FACILITY**

The staff lunch facility at the Kenloch Waste Management facility is in need of replacement. A trailer unit is available for purchase for a cost of \$67,507.00. The Chéticamp Outfall Project Budget has extra funds to cover this expense.

*Recommendation to move \$67,507.00 out of the Chéticamp Outfall Project Budget to cover the cost of a staff lunch facility at the Kenloch Waste Management Facility.*

## **10. POLICY AND PROCEDURE MANUAL UPDATE**

Council was provided with a draft version of the newly updated Municipal Policy and Procedure Manual. This document will be discussed in further detail at the next Council meeting in January 2023.

## **11. CORRESPONDENCE: CODE OF CONDUCT CONSULTATION REPORT**

A report was received from Mayor Mood, Code of Conduct Working Group Chair summarizing the feedback received during consultation with Municipalities and Towns.

## **12. NEXT MEETING DATE**

January 12 2023 3:00 pm, Regular Council

## **13. ADJOURNMENT**

**MOTION:** *That Council adjourn at 10:22 am*  
**MOVED BY:** Councillor Poirier  
**MOTION CARRIED**