

Committee of the Whole Meeting
Thursday, September 18th, 2025
9:30 am
Council Chambers

MINUTES

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

Staff: Keith MacDonald, CAO
Melanie Beaton, Deputy CAO
Morgan Murray, Director of Culture and Community Development
Erin Gillis, Chief of Operations
Michelle Coffin, Governance and Bylaw Researcher
Debbie Nicholson, Administrative Assistant to Council/CAO
Krista MacInnis, Recreation Coordinator
Megan Wludyka, Chief of Communications

1. CALL TO ORDER

Warden MacIsaac called the meeting to order at 9:30 am and welcomed all in attendance. Roll call was taken.

2. LAND ACKNOWLEDGEMENT

Warden MacIsaac acknowledged that the land on which we gather is located in the ancestral and unceded territory of the Mi'kmaq people.

3. APPROVAL OF AGENDA

MOTION: *That the agenda be approved as presented.*
MOVED BY: Councillor Phillips
SECONDED BY: Councillor Gillis
MOTION CARRIED

4. STAFF REPORTS

(a) Chestley Carr, Department of Public Works

Department staff continue to work collaboratively across divisions to maintain essential services, respond to emergencies, and progress important infrastructure and safety initiatives. Monthly highlights include:

Water and Wastewater Operations team:

- Planning for Guidelines Canadian Drinking Water Quality (GCDWQ) 5-year Maximum Acceptable Concentrations (MAC) to ensure long term compliance.
- Water supply monitoring – municipal well levels are closely tracked through the summer to ensure the safety and supply of water. Consistent rainfall is necessary to restore well levels, with mandatory conservation measures a possibility.
- Hydrant inspections are ongoing, replacement of key components continues at the Inverness, Whycomagh and Cheticamp wastewater treatment plants.

Infrastructure:

- Service leaks and water main breaks were addressed throughout the municipality.
- Leak detection training in Whycomagh resulted in improved levels.
- Buildings and Grounds – furnace inspections, basement reinstatement at Port Hood administration building, streetlight servicing, municipal road checks, lawn maintenance, snow removal vehicle preparation.
- Safety tours and site assessments with operators and the Onsite Safety Advisor.
- Training and Compliance – transportation of dangerous goods, Class 3, Traffic Control, CPR, Fall Arrest, Confined Space and Manhole Inspections.

(b) Erin Gillis, Operations Department

Solid Waste Management:

- The new Point-of-Sale (POS) system and Strong Data scale tracking software are now fully operational at Kenloch improving traceability of material volumes.
- Ongoing equipment challenges with the backhoes at Kenloch are being managed to maintain site operations.
- \$40,275 in funding for diversion improvement has been approved through Divert NS.
- The updated tipping fee schedule is now in effect.
- During the recent summer heatwave fire contingency measures were put in place.
- Shipping delays occurred at the recycling facility due to equipment issues however all stockpiled material has now been cleared. Diversion programs continue to perform well.
- Solid waste education initiatives are ongoing (battery recycling, garbage box maintenance).

Bylaw Enforcement

- Newly implemented software to support bylaw reports, investigations, summary offence tickets and workflow.

- Bylaw enforcement policies have been created, vending unit inspections are ongoing, reports of dog control issues, stray livestock, and illegal dumpsites have been addressed.

Occupational Health and Safety

- Support to trenching, excavation, traffic control, respiratory protection, chemical storage, and contractor management. Monthly JOHSC meetings continue.

Emergency Management

- A review of community comfort centers, processes, and agreements is underway.

Ongoing Projects Update

- Kenloch storage building, EPR Review and Assessment, Pleasant Bay Waste Audit, Collections Route Review, OHS Policy Development, Bylaw updating (dogs, solid waste, animal control), Nova Scotia Guard Community Sessions.

(c) Jason Calder, Department of Recreation and Community Wellness

Recreation Program Initiatives and Highlights:

- The Playfinder registration platform rollout went smoothly.
- Bike repair trailer has inspected all department fleet bikes.
- Runners have registered and completed 7 of the 8 races in the County Running Circuit.
- MPALs met at Point Michaud Beach to share ideas and information related to the program.
- Staff supported many events as part of the festival season.
- The staff wellness garden in memory of Charlotte MacDonald was rolled out in August.
- Adult programming continues, as well as Rec and Community Wellness Planning.
- Meetings continue with MPALs, JOHSC, Wellness Committee, Playfinder, Pickleball and Tennis Try it Events, Safety Training and the EDIA committee.

Youth Programming summer highlights

- Alba Fa 'Play Gaidhlig' Soccer Camp – over 40 participants along with 3 professional players.
- Inverness Impact, Girls at Bat, Softball Clinic & Tournament- in partnership with the Blue Jays JaysCare Program, the Cape Breton West Softball Association, RML Contracting and the Get Active team.
- Art Programs – a weekly event in Port Hood and pop up events throughout the county.

Meetings

- Participaper Committee, COVE programming, CTV Your Morning feature, Rec Department bi-weekly check in meetings, bi-weekly check in with the CAO.

(d) Melanie Beaton, Deputy CAO

The following projects were updated:

Complex Infrastructure Projects

- Inverness Wastewater Treatment Plant

- Inverness Outfall
- Port Hood Outfall
- Judique Wastewater Treatment Plant and Outfall
- Judique Dam Rehabilitation
- Port Hood Lift Station # 1
- Port Hood and Chéticamp Lift Station Replacements

Linear Infrastructure Projects

- Central Avenue Water & Wastewater Replacement

Facilities/Buildings/Roads/Active Transportation

- Jajiktek Seawall Trail
- Central Avenue Complete Streets
- Active Transportation Planning Whycocomagh
- Foyer Père Fiset
- Port Hood Community Park
- Destination 252 Signage Plan
- Multi-Court Recreation Facility

Planning and Development

- Development & Servicing

Joint Committees, Foundational Documents, and Core Competencies

- Asset Management & Asset Inventory Development
- Sewer Discharge Bylaw

(e) Christina MacDonell, Finance Department

Department Highlights:

- 2024-25 Audit – In cooperation with former Director of Finance.
- Water Meter Updates – staff continue to complete the remaining meter upgrades throughout the County and assisting with GIS mapping of standpipes.
- Purchase Order Policy – currently under development.
- Provincial Reporting is underway (SOB-A, SOB-E, FIR)
- Property Tax Collections – processing of payments (annual deadline was late August).
- Tipping Fee Invoices – staff are accessing Strong Data to begin working through the backlog to issue invoices.
- Water Bills – In conjunction with the Town of Port Hawkesbury to be trained on issuing water bills so they are ready for the end of September.
- Employee benefits meetings occur monthly.
- Introductory call with committee member regarding priorities and goals of the audit committee.
- Multiple requests for proposals, requests for quotations and tenders are either open, awarded, or currently being evaluated.
- Processing tax payments and reconciling accounts is ongoing.

(f) Morgan Murray, Department of Culture and Community Development (CCD)

Major Projects and Initiatives Updates:

- Healthcare Recruitment and Retention- Phase 1 is complete, Phase 2 is underway, and Phase 3 funding is secured. Planning continues for a 5-year plan, career fairs, and expanded award programs.
- Spaces & Places- The Community Hall Handbook is being piloted. The Whycocomagh library expansion is moving forward. Planning support for provincial facility improvement applications for winter 2026 is underway.
- Culture & Heritage- Working with arts and culture organizations to improve governance, financial stability, and program impact. The asylum commemoration plan has been written and is to be presented to neighbouring municipalities. The Heritage Property Program refresh nearly ready to launch.
- The Transportation Strategy Engagement is live with six community sessions this fall.
- Funding applications have been submitted to support youth retention projects.
- Community Grant Support
 - Grants to Organizations – 7
 - Community Development – 10
 - Cultural Centres Operating – 5
 - VIC Operating – 5
 - Seasonal Employment Support – 21
 - Beautification and Gardening – 14
 - Culture and Heritage Programming & Events – 1
 - Youth Leadership – 1

5. PROCLAMATION: NATIONAL DAY FOR TRUTH AND RECONCILIATION AND ORANGE SHIRT DAY

The following proclamation was read by Warden MacIsaac:

***WHEREAS** the Government of Canada has designated September 30 as the National Day for Truth and Reconciliation, a day to honour the Survivors of residential schools, their families, and communities; and*

***WHEREAS** this day provides an opportunity for all Canadians to reflect upon the history and ongoing impacts of residential schools, and to commit to meaningful action in the spirit of reconciliation; and*

***WHEREAS** the Municipality of the County of Inverness recognizes the importance of listening, learning, and fostering relationships with Indigenous peoples, including the Mi'kmaq, whose traditional and unceded territory we share; and*

***WHEREAS** the National Day for Truth and Reconciliation is also known as Orange Shirt Day, a movement that began to acknowledge the harm caused to Indigenous children in residential schools and to affirm that “Every Child Matters”.*

***THEREFORE** I, Bonny MacIsaac, Warden of the Municipality of Inverness County do hereby proclaim September 30, 2025 as “Truth and Reconciliation Day” in the Municipality of Inverness County.*

We encourage all residents to honour this day by reflecting, learning, and taking action to advance reconciliation in our communities.

6. PROCLAMATION: BRITISH HOME CHILD DAY

The following proclamation was read by Warden MacIsaac:

***WHEREAS** From 1869 to 1948, over 100,000 children of various ages emigrated from all parts of the UK to Canada, where they served as indentured farm workers and domestic help. These children are collectively known as “British Home Children,”; and*

***WHEREAS** Over 25,000 of these children bravely fought for our country during World Wars I and II. All have significantly contributed to the growth of numerous cities across Canada; and*

***WHEREAS** Over four million Canadians are direct descendants of these British Home Children residing across Canada; and*

***WHEREAS** On September 28, 2025, Canadians will once again mark National British Home Child Day, a day proclaimed by the Government of Canada in 2018 and British Home Child Day in Nova Scotia, proclaimed by the Government of Nova Scotia in 2011, to recognize the lives and legacies of the over 100,000 British Home Children sent to Canada between the late 19th century and the 1970s; and*

***WHEREAS** During National British Home Child Day in Canada, various venues across the country and around the globe will take part in the “Beacons of Tribute” to honour the legacy of the British Home Children and their descendants.*

***THEREFORE** I, Bonny MacIsaac, Warden of the Municipality of the County of Inverness do hereby proclaim September 28, 2025 as “National British Home Child Day” in the Municipality of the County of Inverness.*

7. PRESENTATION: ELISE MUNRO, LONDON YOUTH SCIENCE FORUM

Elise Munro is a resident of Glengarry, West Mabou and is a Grade 12 student at Dalbrae Academy. In July and August of 2025 she attended the 66th London International Youth Science Forum (LIYSF). LIYSF is a not-for-profit social enterprise that welcomes 500 science students aged 16-21 to London annually. During her time in London, Elise was the Canadian flag bearer for the opening ceremonies, attending multiple lectures, attended the science bazaar, and visited laboratories and Oxford University. Elise plans to study engineering once finishing high school.

8. PRESENTATION: KRISTA MACINNIS, GET ACTIVE SUMMER REVIEW

The Get Active program is founded on the principles of fostering relationships, trust, and community in Inverness County. Three returning and six new students helped facilitate a wide range of activities throughout the municipality from May 1 to August 31 2025. A total of 185 activities were supported (144 municipal and 44 community). This summer, there was a significant increase in community groups excited about partnering with the Get Active team. Notable examples include the Special Olympics, Alba FA 'PlaySoccer' Program, the Inverness Impact Girls Softball program, the Port Hood Triathlon, Wave Volleyball Club, Margaree Highland Games, and various community races and festivals.

9. RESOLUTION: FCM GROWING CANADA'S COMMUNITY CANOPIES

Council provided consensus to participate in the following initiative:

***Whereas,** the Municipality of the County of Inverness has the following interest: in planting trees, shrubs, and plants along the Central Avenue corridor (upon the completion of the Municipal infrastructure replacement project in Inverness NS), to contribute to community beautification, promote active transportation, positively impact public health and wellbeing, and realize environmental benefits including biodiversity and ecological resilience.*

***Whereas,** the Municipality of the County of Inverness is undertaking Municipality of the County of Inverness - Central Avenue Tree Planting.*

***Be it resolved** that Inverness County Council acknowledges that the Municipality of the County of Inverness is applying for a funding opportunity as a lead applicant, from the Federation of Canadian Municipalities' Growing Canada's Community Canopies initiative for Municipality of the County of Inverness - Central Avenue Tree Planting.*

Inverness County Council also recognizes that the lifetime contribution from the Growing Canada's Community Canopies initiative will not exceed \$10 million for tree planting within our municipality,

inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.

10. COMMUNITY DEVELOPMENT GRANT APPLICATIONS:

- **District 2: Cranton Cross Road Community Centre, Partial Roof Replacement**

The Request of Council is \$3,995.73.

Recommendation to fund this request in full with funds coming from District 2 CDC Funds.

- **District 3: Inverness Regional Minor Ball Association, Ned MacDonald Memorial Ballfield Door Upgrades**

The Request of Council is \$5,343.43.

Recommendation to fund this request in full with funds coming from Recreation Facility Funds.

- **District 6: North Mountain Cultural & Recreation Association, 3 small projects**
 - 1. Replacement of Clapboard Siding on the Shore Operations Building
 - 2. Replacement of Aluminum "Welcome to North Mountain" Sign
 - 3. Website Design: MarbleMountainCommunity.com

The Request of Council is \$2,774.29.

Recommendation to fund this request in full with funds coming from District 6 CDC Funds.

11. J CLASS ROAD SUBMISSION 2026-27

Members of Council who have J Class Roads within their district were reminded to submit their preferences for road upgrades to staff by the end of the day.

12. REPORT AND RECOMMENDATION TO COUNCIL: BYLAW ENFORCEMENT

Three policies were presented to Council for consideration:

- Special Constable and Bylaw Enforcement Officer Policy
- Safety Procedures for Bylaw Enforcement Tools and PPE Policy
- Use of Force in Bylaw Enforcement Policy

MOTION: *That the Special Constable and Bylaw Enforcement Officer Policy as presented in today's Council package is approved by Council.*

MOVED BY: Deputy Warden Chisholm

SECONDED BY: Councillor Phillips

MOTION CARRIED

MOTION: *That the Safety Procedures for Bylaw Enforcement Tools and PPE Policy as presented in today's Council package is approved by Council.*

MOVED BY: Councillor MacLennan

SECONDED BY: Councillor Gillis

MOTION CARRIED

MOTION: *That the Use of Force in Bylaw Enforcement Policy as presented in today's Council package is approved by Council.*

MOVED BY: Councillor MacLennan

SECONDED BY: Councillor Poirier

MOTION CARRIED

13. FIRST READING: REPEAL OF BYLAW 25 – BUILDING BYLAW

MOTION: *That First Reading is given to the Repeal of Bylaw 25 Building Bylaw. Second Reading will be given on October 2, 2025.*

MOVED BY: Deputy Warden Chisholm

SECONDED BY: Councillor MacLennan

MOTION CARRIED

14. NOTICE OF MOTION

Notice was given to Council that during a future meeting the following bylaw will be presented for Council's consideration and discussion. All relevant information will be in the Council package in advance of the discussions.

Bylaw 36 – Pensions (repeal)

15. CORRESPONDENCE

- Eastern District Planning Commission: July & August Building Statistics
- Nova Scotia Federation of Municipalities: Invite for Nominations to the 2025 Board of Directors Election
- Nova Scotia Federation of Municipalities: Municipal Governance Survey

16. NEXT MEETING DATE

October 2nd, 2025 – 9:30 am; Regular Meeting of Council

Councillor MacLennan left the meeting at 11:13 am.

17. IN CAMERA

MOTION: *That Council move to “In Camera” at 11:14 am to discuss a contract item and a human resources item.*

MOVED BY: Councillor Phillips

SECONDED BY: Councillor Gillis

MOTION CARRIED

MOTION: *That Council move out of “In Camera” at 12:14 pm.*

MOVED BY: Councillor Gillis

SECONDED BY: Councillor Poirier

MOTION CARRIED

MOTION: *That Council approve staff to proceed with the purchase of a skid steer and a solid waste collection vehicle, with the final allocation of the capital cost to be determined at fiscal year end, drawing from either the Gas Tax Fund, the Capital Reserve, or through the reallocation of underspent monies within the General Capital Budget.*

MOVED BY: Deputy Warden Chisholm

SECONDED BY: Councillor Gillis

MOTION CARRIED

18. ADJOURNMENT

MOTION: *That Council adjourn at 12:15 pm.*

MOVED BY: Councillor Phillips

MOTION CARRIED