

Committee of the Whole Meeting  
Thursday, December 11<sup>th</sup>, 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  
Erin Gillis, Chief of Operations  
Morgan Murray, Director, Culture and Community Development  
Christina MacDonell, Director of Finance  
Debbie Nicholson, Administrative Assistant to Council/CAO  
Megan Wludyka, Chief of Communications  
Krista MacInnis, Recreation Coordinator  
Madeleine McCarron, Governance and Bylaw Intern

### 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 on 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 Poirier  
SECONDED BY: Deputy Warden Chisholm  
MOTION CARRIED

#### 4. STAFF REPORTS

##### (a) Chestley Carr, Public Works

###### Recent Accomplishments:

- Significant safety and operational improvements at the Whyccocomagh WWTP.
- Fire Hydrant replacement in Port Hood.
- Lift Station # 5 Port Hood – pump replacement.
- Well # 2 in Mabou received regulatory approval to operate and withdraw water.
- Staff provided support to NSECC audits performed in Port Hood and Inverness.
- Winter operations equipment have been serviced in anticipation of snow removal/salting.
- A new replacement backhoe has been procured and received.
- Standpipe replacement and repairs.
- Water main break in Inverness was addressed.
- Routine generator maintenance to ensure uninterrupted operation during power outages.
- Inspections and repairs are conducted regularly by staff at municipal facilities.
- Various standpipe replacement and repairs.
- Staff continues to support solid waste collection in We'koqma'q.
- Cold patch or gravel applications are done since the seasonal closure of the asphalt plant.
- Staff met with the Nova Scotia Department of Public Works to review the 2026 construction program for Inverness County.

##### (b) Erin Gillis, Operations

###### Major Projects and Initiatives:

- Curbside Collection Route Review – creating a master list of curbside collection stops.
- Solid waste efficiency plans – diversion bins and POS system at Kenloch Transfer Station.
- Staff are taking training on Extended Producer Responsibility regulations.
- Planning is underway for 2026 ACAP community clean up initiatives.
- Solid Waste Education continues with the waste wizard app and sort guides.
- Training programs include skidsteer and sidewalk machine, respiratory protection and trenching and excavation.
- Bylaw Development – dog control, solid waste management, animal control and littering.
- Review of website for bylaws, resident contact options, forms and payment links.
- Funding request to support the creation of a REMO (Regional Emergency Management Organization) was submitted to the Department of Emergency Services.
- Staff are reviewing comfort Centres to standardize processes and supports offered.
- A partnership is being developed with the Red Cross to assist with emergency planning, resourcing and shelter identification.
- 525 metric tons of waste and 300 metric tons of C&D were shipped to GFL Guysborough.

### **(c) Department of Recreation and Community Wellness**

Recreation Program Initiatives and Highlights:

- The Santa for Seniors initiative has been established for the Christmas season.
- The Winter Snowshoes series is planned for the winter months.
- Staff attended the Recreation Nova Scotia – Recreation Leadership Training Focus Group.
- Sensory skating in collaboration with the local schools and Autism Nova Scotia is beginning in Inverness and Port Hood.
- The Learn to Skate program is underway at the Mabou arena for children aged 4-6 years.
- A Murder Mystery night was held at the Hillsborough Hall.
- Whycomomagh and Chéticamp are hosting holiday crafting sessions.
- Holiday Escape Room planning is underway for the month of December.
- Staff participated in the Service + Healthcare Fair at Cape Breton Highlands Education Centre/Academy, connecting with a new group of students and showcasing the full range of programs and opportunities offered by the Get Active team across the county.
- The Junior Scientists club has been very well received. Participants learned concepts such as Chemical Reactions, Colour & Light Magic, Air & Pressure and Water Science.
- A Learn to Ski event is planned for February in Margaree.
- A Smart TV user guide will be created.
- Staff participated in the Service + Healthcare Fair at Cape Breton Highlands Education Centre/Academy, connecting with a new group of students and showcasing the full range of programs and opportunities offered by the Get Active team across the county.

### **(d) Melanie Beaton, Deputy CAO**

The following projects were updated:

- Inverness Wastewater Treatment Plant and Outfall
- Judique Wastewater Treatment Plant and Outfall
- Port Hood Wastewater Treatment Plant Outfall
- Whycomomagh Wastewater Treatment Plant and Outfall
- Judique Dam
- Port Hood Lift Station # 1 and # 3
- Chéticamp Lift Station # 3 and # 5
- Central Avenue Water and Wastewater Replacement
- Central Avenue Complete Streets
- Jajiktek Seawall Trail
- Whycomomagh Active Transportation Planning
- Foyer Pere Fiset
- Port Hood Community Park
- Destination 252 Signage Plan
- Port Hastings Roundabout

- Port Hastings and Port Hawkesbury Infrastructure Planning
- Source of Supply (Chéticamp/Inverness/Mabou/ Port Hood)
- Veteran’s Memorial Court
- Generator 375 Main Street
- Chéticamp Wastewater Treatment Plant Digester
- Community Centre Improvements in Meat Cove and Pleasant Bay
- Inverness Multi-Court Facility
- Source Water protection Planning for all 6 water supplies
- Asset Management and Asset Inventory Management
- Annual Water Utility Reporting
- Sewer Discharge Bylaw
- Development and Servicing
- Funding Application and Reporting
- MPWANS Conference
- Professional Development
- Risk Assessment and Adaptation Plan

**(e) Christina MacDonell, Finance Department**

Department Highlights:

- 2024-25 Audit – internal audit work is complete, goal of December for audited statements.
- FIR report has been released by the province.
- Collection of outstanding tipping fees are ongoing.
- Tax collection efforts continue, with arrears notices being issued where required.
- Staff continue to close out water utility work orders and work with customers to develop payment plans where required.
- Purchase Orders are now required of all staff prior to purchasing.
- Monthly meetings continue with department heads to review respective budgets.
- Multiple requests for proposals, requests for quotations and tenders are either open, awarded, or currently being evaluated.
- The e-billing campaign wraps up today. 216 requests to switch to e-billing were received which will save the municipality approximately \$270 in postage per billing cycle.

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

Major Projects and Initiatives Updates:

- The major construction and set up at the Whycocomagh Library site are complete. The required agreements are in place, books are arriving soon and fundraising efforts have exceeded \$6,000.00.
- Staff have participated in healthcare recruitment and retention activities, supported student engagement, assisted local dentist recruitment efforts and drafted a five year healthcare plan.

- Fourteen organizations have enrolled in the provincial Community Facility Improvement Fund and Access-ABILITY grant clinic programs.
- Municipal administrative support has begun for community-run Meals on Wheels programs, with work underway to secure provincial funding and expand service.
- The department continues to support Inverness County Literacy council in promoting this year's offerings.
- Transportation engagement sessions have concluded, with a final plan being drafted.
- Applications are being submitted to support youth retention projects.
- The department continues to support arts and culture organizations to improve governance, financial stability, and program impact.
- A meeting held with the Cape Breton Partnership to support business growth in the county.
- The Heritage Property Program continues.
- 8 Community Development grants were issued in the last month.

5. SECOND READING: DEVELOPMENT AGREEMENT FOR A CONSIGNMENT STORE ON PID 50292820, HIGHWAY 252, WHYCOCOMAGH

**MOTION:** That Council give Second Reading for a Development Agreement for a consignment store on PID 50292820, Highway 252, Whycomomagh.

**MOVED BY:** Councillor MacLennan

**SECONDED BY:** Deputy Warden Chisholm

**MOTION CARRIED**

6. SECOND READING: AMENDMENT TO THE CHÉTICAMP PLAN AREA LAND USE BY-LAW TO REZONE PID 50102276, LA PRAIRIE, INVERNESS COUNTY, TO RURAL COMMERCIAL GENERAL (RC-2)

**MOTION:** That Council give Second Reading for an amendment to the Chéticamp Plan Area Land Use By-law to rezone PID # 50102276, La Prairie, Inverness County, to Rural Commercial General (RC-2).

**MOVED BY:** Councillor Poirier

**SECONDED BY:** Councillor Phillips

**MOTION CARRIED**

7. NOTICES OF MOTION

This is notice to Council that during a future meeting the following bylaws and policies will be presented for Council's consideration and discussion. All the information that you will need will be in your packages in advance of the discussions.

- Regulation of Animals Bylaw (repeal and replace)
- Nuisance Bylaw (new)

- Noise Bylaw (repeal and replace with Nuisance Bylaw)
- Private Fire Hydrant Bylaw (new)
- Sewer and Wastewater Connection Fees (amendment to Fees Policy)

**8. CORRESPONDENCE**

- November Building Statistics from the Eastern District Planning Commission were provided to Council.

**9. 2026 COUNCIL MEETING SCHEDULE (January – June)**

	Regular	Committee of the Whole
January	8 <sup>th</sup>	22 <sup>nd</sup>
February	5 <sup>th</sup>	19 <sup>th</sup>
March	5 <sup>th</sup>	26 <sup>th</sup>
April	2 <sup>nd</sup>	16 <sup>th</sup>
May	7 <sup>th</sup>	21 <sup>st</sup>
June	11 <sup>th</sup>	18 <sup>th</sup>
July	9 <sup>th</sup>	16 <sup>th</sup>

**10. NEXT MEETING DATE**

January 8th, 2026 – 9:30 am; Regular Meeting of Council

**11. ADJOURNMENT**

MOTION: *That Council adjourn at 9:59am.*  
 MOVED BY: Councillor Phillips  
 MOTION CARRIED