

May 1, 2017

The Municipal Council for the Municipality of the County of Pictou met in the Council Chambers of the Municipal Administration Building on Monday, May 1, 2017 at 7:00 p.m.

**PRESENT**

Dist.	1	Clr. Don Butler
	2	Clr. Deborah Wadden
	3	Clr. Darla MacKeil
	4	Clr. Ronald Baillie
	5	Deputy Warden Wayne Murray
	6	Warden Robert Parker
	7	Clr. David Parker
	9	Clr. Peter Boyles
	10	Clr. Randy Palmer
	11	Clr. Andy Thompson
	12	Clr. Chester Dewar

**IN ATTENDANCE**

Donn Fraser, Solicitor, MacIntosh, MacDonnell & MacDonald  
Brian Cullen, CAO/Municipal Clerk-Treasurer  
Karen E. Cornish, Deputy Municipal Treasurer  
Carolyn MacIntosh, Deputy Municipal Clerk  
Jane Johnson, Recording Secretary

**BY APPOINTMENT**

Cindy MacKinnon, Managing Director, DEANS (Destination Eastern & Northumberland Shores)

**CALL TO ORDER**

Warden R. Parker called the meeting to order and requested that Councillors stand and take a moment in silence to pray or simply reflect, as may be their preference, to help Council focus and properly do the work of the County.

**AGENDA**

It was moved by Clr. D. Parker and seconded by Deputy Warden Murray that the agenda be approved as circulated.

Motion carried.

**MINUTES**

It was moved by Clr. Boyles and seconded by Clr. Turner that the minutes of March 6, 2017 be approved as presented.

Motion carried.

**CORRESPONDENCE**

Correspondence was received and acknowledged from the following:

(a) Min. Communities, Culture & Heritage – Advising that internal processes have begun to fill the NS Provincial Librarian position and it is expected that the position will be advertised in the coming weeks.

(b) Cards of appreciation (uncirculated) for 4-H financial assistance have been received from Morgyn Hynes, Austin Fraser, Kyla MacLeod, Alesha Dennis, Shelby Clark, Anna Smith, Ella Gunn & “Tyler”. Thank you notes were also received from the North Nova Education Centre and Salt Springs Elementary School.

### **RECOGNITION OF INDIVIDUALS & GROUPS**

There was no recognition of individuals and groups.

### **COMMUNITY ANNOUNCEMENTS**

Clr. Boyles informed Council on May 12, 2017 there will be a ham & salad take-out dinner at the Linacy Fire Hall.

Clr. Butler reported that on May 20, 2017 the Merigomish & District Fire Department is having lobster take-out meal.

Clr. D. Parker reported that as of 5:00 pm yesterday their local gas and service station closed and the reason they are losing this business is because of government regulation. They cannot sell the property unless they spend \$30,000 on environmental studies and if those tests came back negative they would have nothing to sell. It is just a sad situation when small rural businesses are forced out of business by government regulation.

Warden R. Parker reported that on May 9, 2017 it is the 25<sup>th</sup> anniversary of the Westray Disaster and a commemoration service will be held at 6:30 p.m.

### **PRESENTATION – DEANS, CINDY MACKINNON (7:05 P.M.)**

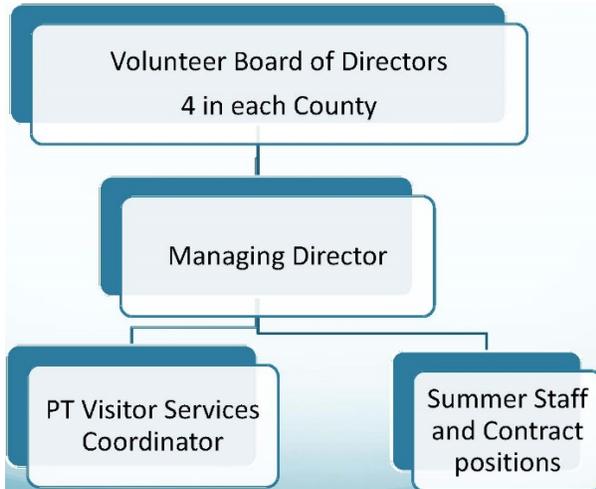
Ms. Cindy MacKinnon, Managing Director of Destination Eastern & Northumberland Shores met with Council and gave a brief presentation on the 2017 marketing & development Initiatives of DEANS as follows:



## What is DEANS?

Destination Eastern and Northumberland Shores is a registered non-profit, destination marketing organization.

We are a Regional Tourism Industry Association recognized by the provincial government.



Northumberland Shore – Pictou and Antigonish Counties  
Eastern Shore – Eastern Halifax Regional Municipality and  
Guysborough County. A total of 12 municipal units.



## OUR VISION

DEANS facilitates sustainable and economic tourism growth through marketing, communication and education in partnership with community stakeholders.



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DEANS focuses on 3 main pillars as an Association:

1. Destination Marketing Organization

2. Visitor Servicing

3. Industry Partnerships to enhance tourism product development and economic development impact



### **2017 Marketing Initiatives**

- Production of two regional visitors guides
- Produced a Northumberland Shore

map highlighting attractions

- Nova Scotia

Motorcycle Guide

- Gala Awards Dinner
- Discover Pictou County

Night

## 2017 Marketing Initiatives

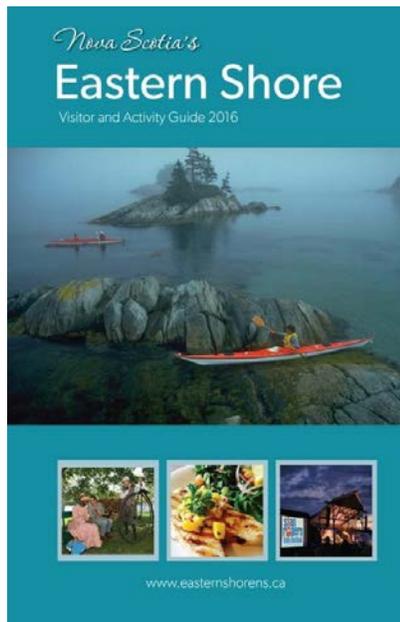
- Increased partnership with Northumberland Ferries Ltd•

Assist with several local events ie, Tall Ships, Cruise Ship visits

- Saltscapes Expo 2017

- Motorcycle show 2016  
and upcoming 2017

- Rewardyoursenses.com



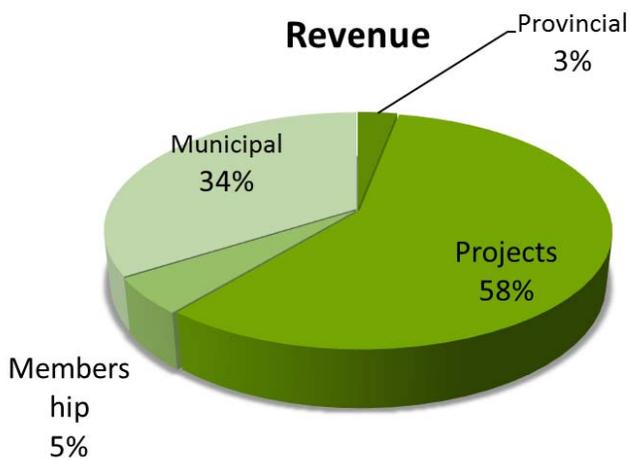
## 2017 Marketing Initiatives

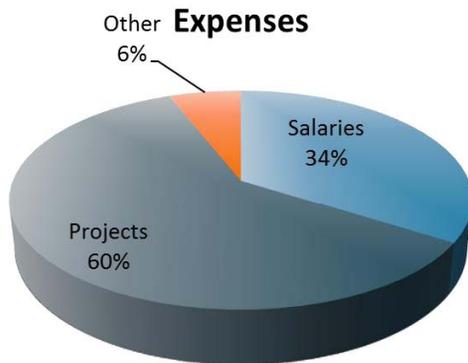
- Maintain 3 Visitor Centres and support 6 others within our region
- Increased Social Media campaign
- Collaboration with Wild Islands Tourism Advancement Partnership
- Inspiring content program collaboration



2017 budget \$221,423

2016 budget \$379,257





### **Pending funding approvals**

- Market Research with brand testing
- Inventory Assessment –measure true tourism dollars

- Inventory of audio/visual assets
- Event strategy -Community Economic Development –training for economic impact, inclusive of sporting events

### **Pending funding approvals**

- Market Research with brand testing
- Inventory Assessment –measure true tourism dollars

- Inventory of audio/visual assets
- Event strategy -Community Economic Development –training for economic impact, inclusive of sporting events
- All projects above lead to website to lure and sell with a buy button and DEANS dollars
- Mini TMAC –travel media opportunity
- Industry FAMiliarization tours
- Encourage tourism champions and Community engagement
- Visitor Services
- Halifax waterfront
- VIC positive aging program

### **Tourism Business Builders**

- Ambassadors program –TIANS
- Business Development workshops Mystery shop
- Green project –pilot for our area
- Branding –look ,feel, design
- How many kms of coastline
- Market testing –Toronto, New England, Quebec, Alberta

Clr. Turner asked if they are expecting a “Trump Bump” this year and Ms. MacKinnon replied that it was definitely taken into consideration. The Canada 150 celebrations will see a lot of traffic because of that and the dollar will also have an effect.

Clr. D. Parker referred to DEANS financial statements and asked the rationale for cutting that core funding.

Ms. MacKinnon responded that it was cut across the board to all associations but she cannot answer why because she does not know the rationale.

Clr. MacKeil reported that she recently did a community clean-up at the Ferry Terminal and she asked Ms. MacKinnon if there were any plans for that area.

Ms. MacKinnon responded that there is nothing that is visually appealing when you drive off the ferry so they want something that is going to catch a person’s eye. She informed Council that there is new signage going onto the ferry and some things will have to go into Wood Islands as well. They are presently working on an event that is going to happen in September with the ferry and this will be the first time it has been done in Nova Scotia. If things go well this summer at the Visitor Information Center and the ferry they are hoping to submit another funding application in partnership with them in Eastern PEI to do another “Music on Deck” program.

Clr. Butler asked if literature has been developed to promote area day trips in the County and Ms. MacKinnon replied that they do not have anything at this time.

Clr. Butler reported that there will be additional cruise ships coming to Pictou County this year and asked if there will be an effect outside the Town of Pictou with these additional tours.

Ms. MacKinnon replied that 2 ships are coming in the fall and all we can do is present opportunities for excursions but it is really up to the passengers.

Warden R. Parker reported the building at the rotary is for sale and he asked if there has been any negotiations at all with the Province.

Ms. MacKinnon replied that the building went up for surplus last fall and the Town of Pictou has put in a submission to look into it.

Warden R. Parker thanked Ms. MacKinnon for the presentation and the update on the up-coming tourist season. (7:25 p.m.)

## **FINANCIAL SERVICES COMMITTEE REPORT**

Clr. D. Parker presented the report of the Financial Services Committee as follows:

### **FINANCIAL SERVICES COMMITTEE REPORT**

For information purposes the Financial Services Committee submits the following report on the activities of the Committee for the month of April:

1. Reviewed report of the Recreation Coordinator for the months of February and March.
2. Considered several request for financial assistance. (Resolution to follow)
3. Acknowledged receipt of a response from The News assuring that delivery standards for the distribution of flyers in District 5 will be improved.
4. Discussed the appointment of a non-elected representative to the Hector Arena Commission (Resolution to follow). The Committee has agreed to the appointment of an Ad Hoc Recreation Strategy Committee and a Municipal Audit Committee and will be making recommendations on membership at a future meeting of Council. A resolution amending the Committees of Council Policy to add the Municipal Audit Committee as a standing committee of Council will follow.
5. Agreed to recommend the adoption of a Sidewalk Policy to Council. (Resolution to follow)
6. Received a briefing from the CAO on the Deed Transfer Tax Trust.

7. Agreed to write the Minister of Education in support of including information on Nova Scotia's role in defending Canada during WWII in the education curriculum.
8. Agreed to recommend an amendment to Schedule "A" of The Tax Exemption & Tax Reduction policy to include property recently acquired by the Pictou County Snow Riders. (Resolution to follow)
9. Reviewed the list of Accounts Paid for the month of March.

DATED at Pictou, N.S. this 1<sup>st</sup> day of May, 2017.

(Sgd.) David Parker  
Ronald Baillie

### **MOTION**

It was moved by Clr. D. Parker and seconded by Clr. Baillie that the report of the Financial Services Committee be received for information purposes.

Motion carried.

### **PROPERTY SERVICES COMMITTEE REPORT**

Clr. Thompson presented the report of the Property Services Committee as follows:

#### **PROPERTY SERVICES COMMITTEE REPORT**

For information purposes the Property Services Committee submits the following report on the activities of the Committee for the month of April:

1. Reviewed and discussed the reports of the Building Inspector, By-Law Enforcement/Dog Control Officer and Warden for the month of March.
2. Received an update on the status of capital projects. Construction on the McLellan's Brook/Upper Plymouth Wastewater Phase II Project has resumed and is expected to be completed by the middle of November. Design of the Abercrombie and Springfield Estates Wastewater Extension Projects is currently underway; completion is expected to take one month. Tenders will be called as soon as possible; it is expected that both projects will be completed by the middle of November. A meeting with the Green Acres Road Residents Committee has been arranged for April 20<sup>th</sup>. The Alma Sidewalk Project is ready to go to tender. No new progress has been made on the Riverton and MacGregor Avenue Sidewalk Projects as priority was given to other capital projects over the past month.
3. Agreed to write the Minister of Transportation seeking road improvements to Route 289 from the railroad tracks in New Glasgow through to the store in Little Harbour.
4. Agreed to write the Minister of Transportation inquiring about the time-line to complete improvements to the Murray Road and the Harris Road.
5. Agreed to request that the Lorne Station and Glengarry Roads be placed on TIR's list for consideration of re-paving.
6. Agreed to proceed with the purchase of two digital display speed signs.
7. Discussed the disposition of the former River John School Property at the expiry of the current lease to the River John Community Action Society and instructed administrative staff to list the

property with a realtor for a reasonable price and request that all offers be accompanied with a business plan. In the interim the Director of Public Works & Development has been asked to investigate potential environmental risks associated with the former school structure.

DATED at Pictou, N.S. this 1<sup>st</sup> day of May, 2017.

(Sgd.) Andy Thompson  
Randy Palmer

### **MOTION**

It was moved by Clr. Thompson and seconded by Clr. Palmer that the report of the Property Services Committee be received for information purposes.

Motion carried.

### **MUNICIPAL ALCOHOL PROJECT**

Clr. Wadden reported that the Committee continues to work with the larger festival organizers to promote Safe Drives to and from our festivals, such as Riverfront Jubilee, Pictou Lobster Carnival and Trenton Fun Fest. I have not received any information from any of the councillors here concerning events held in your respective areas, especially those which are considered family events and do not promote alcohol. We are trying to make a list of all that goes on in our area so would appreciate hearing from you. I will only forward those events I receive from you, I do not intend to come up with the list myself. Our next meeting is scheduled for April 13<sup>th</sup>.

On a sadder note, we met with Kent Corbett from the Lobster Carnival Committee at our last MAP meeting and we understand he has fallen ill since then. We wish Kent a speedy recovery and want him to know his presence will be missed at our meetings.

### **ECONOMIC DEVELOPMENT WORKING GROUP**

Clr. Turner reported the Working Group met in the Council Chambers on April 12, 2017 and it was agreed that a letter be sent to the Minister of Municipal Affairs regarding the REN. Clr. Turner read the letter as follows:

“Dear Minister Churchill:

In 2015, the six (6) municipal units in Pictou County formed the Economic Development Working Group. The Working Group consists of two elected representatives from each of the municipalities and has an approved mandate as follows:

To encourage measurable growth in the Pictou County economy that will result in sustainable increases in employment that provides a living wage. The Working Group will provide a leadership role by working with organized groups, individual entrepreneurs and business leaders to encourage a positive environment for economic development and business attraction through education, communication and promotion of our community. The Working Group, together with our partners, will identify and address roadblocks and opportunities to make Pictou County a leader in the new world economy. By communicating with our municipal councils and business community, the Working Group will assist in retaining and growing our current employers while attracting new business opportunities and entrepreneurs.

When the Province of Nova Scotia announced the recreation of Regional Enterprise Networks, the Pictou municipalities were placed in with municipal partners from Antigonish and Guysborough Counties. The municipal units concluded that the alignment of these

counties did not seem to fit, or reflect traditional working arrangements. With unsuccessful negotiations in this REN, the Municipalities shifted their focus to REN 4, which included Colchester and Cumberland Counties. Negotiations advanced and seemed to be nearing a successful conclusion when several municipal units decided to not advance a REN.

Over the last several months, the Councils expressed a desire to revisit the idea of joining a REN. To that end, an approach was made to Eastern Strait REN to determine if the six units could become participants in that agency. We have been informed that inclusion of the Pictou County units could detract from implementation of their strategic plan and that there is an unwillingness to consider the partnership at this time. While disappointing, we respect their decision.

The six (6) municipalities support the REN model for developing economic opportunities and prosperity for the region; however, we have seemingly reached an impasse in the development of a REN to serve this area. On behalf of the Municipality of the County of Pictou, the Towns of New Glasgow, Pictou, Stellarton, Trenton and Westville, we request that consideration be given to allow the municipalities to begin the process of developing a Regional Enterprise Network within Pictou County that is fully supported by government.

Thank you in advance for your consideration of our request.

Sincerely,

Robert Parker, Warden  
Economic Development Working Group Chair"

Warden R. Parker pointed out the work of the Municipal Economic Working Group is held up until we receive an answer from the Provincial Government. There was some discussion on hiring a facilitator but in the end it was decided to put that on hold for now and wait until we get an answer from the government.

**RESOLUTION – MUNICIPAL GRANTS**

Clr. Dewar presented a resolution to Council as follows:

RESOLUTION

BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that Council approve the payment of the following Municipal Grants:

Municipal Services:

Riverton Community Club	\$ 1,216.75	Extension of deadline to utilize unspent balance of \$2,000 grant originally approved on July 6/16
District 13 Rec. & Plan. Comm.	61.00	Re-purposing of unspent balance of a \$3,000 grant originally approved in 2015 & extended in 2016. Funds to be used to purchase a lawn mower.

Council:

Northumberland Reg. High School	1,000.00	Graduation Expenses
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Fed. of Canadian Municipalities	<u>1,207.26</u>	Legal Defense Fund Contribution
	\$ 2,207.26	
Pictou Co. Trails Assoc.	\$ 313.82	Extension of deadline to utilize unspent balance of \$20,000 installment, originally approved by Council on June 8/16

DATED at Pictou, N.S. this 1<sup>st</sup> day of May, 2017.

(Sgd.) Chester Dewar  
Andy Thompson

**MOTION**

It was moved by Clr. Dewar and seconded by Clr. Thompson that the preceding resolution be adopted as presented.

Motion carried.

**RESOLUTION – HECTOR ARENA APPOINTMENT**

Clr. MacKeil presented a resolution to Council as follows:

**RESOLUTION**

BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that Council approve the following nominations for the 2017/18 Council term:

<b>OUTSIDE BOARDS</b>	
Hector Arena Commission (Non-Elected)	Ken Pettipas (to November, 2018)

DATED at Pictou, N. S. this 1<sup>st</sup> day of May, 2017.

(Sgd.) Darla MacKeil  
David Parker

**MOTION**

It was moved by Clr. MacKeil and seconded by Clr. D. Parker that the preceding resolution be adopted as presented.

Deputy Warden Murray reported that he would not support this motion because of the way it was done.

Motion carried. (Nay Vote: Deputy Warden Murray)

**RESOLUTION – COMMITTEES OF COUNCIL POLICY**

Clr. D. Parker presented a resolution to Council as follows:

## RESOLUTION

BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that Council adopt the following policy with respect to Committees of Council:

POLICY # 2017-05-04



### **MUNICIPALITY OF THE COUNTY OF PICTOU COMMITTEES OF COUNCIL POLICY**

In accordance with Section 23(1) (c) of the *Municipal Government Act*, being Chapter 18 of the Revised Statutes of Nova Scotia, 1998, the Municipal Council for the Municipality of the County of Pictou hereby enacts a policy with respect to committees of Council as follows:

1. The Council hereby establishes the following standing committees:
  - (a) Committee of the Whole Council;
  - (b) Executive Committee;
  - (c) Financial Services Committee;
  - (d) Property Services Committee;
  - (e) Audit Committee.
  
2. (1) The Financial Services Committee shall nominate:
  - (a) at the regular November meeting of Council, the members to all standing committees and other committees for a period of one year;
  - (b) at the regular November meeting of Council, the members to all boards and commissions where a vacancy exists due to the expiration of the term of office of any such member, and the Municipality is authorized to fill such vacancy;
  - (c) at the April meeting of Council suitable persons for appointment to District and County offices as are required by By-Laws or Statutes of Nova Scotia, for a period of one year.
  
- (2) Every such nomination shall be subject to the approval of the Council, to be determined at the meeting at which such nomination is presented, unless otherwise expressly provided, and the Council may reject any nominee of the Financial Services Committee and appoint another in his stead.
  
- (3) If any Councillor appointed a member of a standing committee, or a committee other than a standing committee, ceases to be a Councillor, he shall thereupon cease to be a member of such Committee, and the Financial Services Committee shall, subject to the approval of the Council, appoint another to fill the vacancy for the remainder of the term.
  
- (4) A vacancy happening in respect of any member appointed by the Council, or any board or commission, may be filled by resolution of the Council, at any meeting, and without giving any notice of motion.
  
- (5) The Council may, by a majority vote, remove any member of a committee, or any member of a board or commission, which it has power to appoint.
  
- (6) Notwithstanding anything in this by-law, in any election year, at the regular November meeting, Council shall appoint a nominating committee consisting of three members of

Council as a special committee of Council and the nominating committee at that meeting shall nominate all members of the standing committees of Council.

3. (1) Special committees consisting of at least three members may be appointed from time to time, for the purpose of inquiring into and reporting upon any matter referred to such committee by resolution of the Council.
- (2) It will be the duty of all committees to report on matters referred to them by the Council. The report shall be in writing, signed by the Chairman or a majority thereof. If the committee is not unanimous, the minority may submit a separate report. Such reports shall be filed in convenient form, and be preserved as part of the records of the proceedings of the Council.
- (3) A number of three members or a majority of members of each special committee, whichever is the greater, shall form a quorum of such committee.
4. (1) With the exception of the Executive Committee, the standing and special committees of Council shall elect a Chairman and a Deputy Chairman from among their members.
- (2) The standing and special committees of Council may constitute such subcommittees as they deem necessary to the proper discharge of their duties.
5. The Warden shall be a member ex-officio of all standing and special committees and shall be entitled to vote at any meeting thereof.
6. (1) A majority of members of each committee shall form a quorum of each committee.
- (2) Every standing committee shall, by resolution, determine the time and place of the regular meetings of such committees, provided, however, that the Chairman may call other meetings of such committee at such time and place as he deems advisable.
- (3) If the Chairman determines that a quorum of the Committee will not be present for any meeting of the committee to be held as provided in subsection (2) of this section, he may name another day for the holding of such meetings, or may cancel such meeting.

#### **EXECUTIVE COMMITTEE**

7. (1) The Executive Committee shall consist of the Warden, who shall be Chairman, and all members of Council.
- (2) The Clerk shall act as secretary of the Executive Committee.
- (3) The Committee shall, by resolution, determine the time and place of the regular meetings of such Committee, provided however, that the Chairman may call other meetings of such Committee at such time and place as he deems advisable.
- (4) If the Chairman determines that a quorum of the Committee will not be present for any meeting of the Committee to be held, as provided in subsection (3) of this section, he may name another day for the holding of such meeting, or may cancel such meeting.
- (5) The Executive Committee shall consider and report on matters arising in relation to the following subjects:
  - (a) community economic development;

- (b) emergency measures;
  - (c) human resources matters, including:
    - ( i) acting as the interviewing panel for all management positions to be hired by the Municipality;
    - ( ii) negotiating, for later ratification by Council, any labor contracts with employees of the Municipality, or their representatives;
    - (iii) dealing with all labor-related issues, including employee grievances, under any collective agreement or otherwise;
    - ( iv) dealing with any other personnel-related issues.
  - (d) any other matters as from time to time are assigned to it by Council or committees of Council.
- (6) For greater clarity, in order to fulfill its mandate, the Committee may engage any expertise required.

**FINANCIAL SERVICES COMMITTEE**

8. (1) The Financial Services Committee shall consist of all members of Council.
- (2) The Clerk shall act as Secretary of the said Committee.
- (3) The Committee shall, by resolution, determine the time and place of the regular meetings of such Committee, provided however, that the Chairman may call other meetings of such Committee at such time and place as he deems advisable.
- (4) If the Chairman determines that a quorum of the Committee will not be present for any meeting of the Committee to be held as provided in subsection (3) of this section, he may name another day for the holding of such meetings, or may cancel such meeting.
- (5) The Financial Services Committee shall consider and report on matters arising in relation to the following subjects:
- (a) all financial matters, in accordance with governing legislation;
  - (b) drafts of by-laws, policies as provided for in the *Municipal Government Act*, agreements, easements, leases, and any other documents or any other matter of legal nature;
  - (c) proposals and suggestions for amendments and additions to by-laws, policies as provided for in the *Municipal Government Act*, and enactments of the Legislature relating to municipal affairs;
  - (d) all matters relating to the issue of licenses of every nature or kind in the Municipality;
  - (e) nominations;
  - (f) recreation;
  - (g) any other matters as from time to time may be assigned to it by Council or committees of Council.

## **PROPERTY SERVICES COMMITTEE**

9. (1) The Property Services Committee shall consist of all members of Council.
- (2) The Clerk shall act as Secretary of the Property Services Committee.
- (3) The Committee shall, by resolution, determine the time and place of the regular meetings of such Committee, provided however, that the Chairman may call other meetings of such Committee at such time and place as he deems advisable.
- (4) If the Chairman determines that a quorum of the Committee will not be present for any meeting of the Committee to be held, as provided in subsection (3) of this section, he may name another day for the holding of such meeting, or may cancel such meeting.
- (5) The Property Services Committee shall consider and report on matters arising in relation to the following subjects:
  - (a) municipal services;
  - (b) all matters relating to land and buildings owned or under the control of the Council with which the Council is authorized to deal with under the by-laws or Statutes of Nova Scotia, and which the Council has not assigned to any other committee;
  - (c) waste water management;
  - (d) building inspection;
  - (e) by-law enforcement;
  - (f) dog control;
  - (g) any other property services-related matters or such other matters as from time to time are assigned to it by Council or committees of Council.

## **AUDIT COMMITTEE**

10. Purpose:
  - (1) The purpose of the Audit Committee is to provide advice to the Council on matters relating to audit and finance.
  - (2) The other purposes of the Committee are to:
    - (a) fulfill the requirements as outlined in Section 44 of the Municipal Government Act; and
    - (b) assist the Council in meeting its responsibilities by ensuring the adequacy and effectiveness of financial reporting, risk management and internal controls.

### **Composition**

- (3) The Audit Committee shall consist of five (5) Members of the Council.
- (4) The Members of the Audit Committee shall be appointed by the Council as follows:

- (a) Warden
  - (b) Deputy Warden
  - (c) The chair of the Financial Services Committee
  - (d) Two Council members
  - (e) Two (2) members appointed at large.
- (5) The term of each appointment shall be for two (2) years.
- (6) The Chair and Vice-Chair shall be elected annually in November, by the Members.

### **Duties and Responsibilities**

- (7) The Audit Committee shall:
- (a) review the qualifications, independence, quality of service and performance of the External Auditors annually; and
  - (b) recommend to the Council the appointment or discharge of the External Auditors;
  - (c) carry out the responsibilities of the Audit Committee as outlined in subsection 44 (2) of the *Municipal Government Act* , including:
    - i. reviewing, in detail, the financial statements of the Municipality with the External Auditors,
    - ii. evaluating internal control systems and management letters with the External Auditors,
    - iii. reviewing the conduct and adequacy of any internal audit undertaken,
    - iv. reviewing matters arising out of any internal audit that require further Investigation, and
    - v. undertaking other actions determined by the Council to be the duties of the Audit Committee; and
    - vi. review with management and the External Auditor and recommend to the Council for approval, the annual audited financial statements.

### **Finance and Risk Management**

8. The Audit Committee shall:
- (a) review with Finance management the financial forecast and performance indicators to be presented to the Council;
  - (b) review annually the debt and interest risk management activities proposed for the upcoming year by management;
  - (c) review annually with Finance management and report to the Council on the appropriateness of financial accounting policies, disclosures and forecasts;
  - (d) ensure the adequacy and effectiveness of the systems of internal control in relation to financial controls and risk management as established by Administration;
  - (e) review with management, risk management and financial implications coming from such risk and implications, including: Environmental, Human Resources, Operational and the insurable risks and insurance coverage strategy of the Municipality; and
  - (f) review, as required, any other policies, procedures, forecasts, reports or process as agreed to mutually by the CAO and the Committee.

### **Other Duties and Responsibilities**

9. The Audit Committee shall review and make recommendations on proposals coming to the Council outside of the annual budget or tender process including:
  - (a) new programs or services not yet approved or funded;
  - (b) programs or services that are being substantially altered;
  - (c) proposed changes in any operating or project budget items;
  - (d) the commitment of funds where there is insufficient approved budget;
  - (e) new or increased capital projects not within the approved budget;
  - (f) increases in project budget due to cost sharing; and
  - (g) the creation or modification of reserves and withdrawals not approved in the approved budget.

### **Administration and Procedures**

10. The Audit Committee shall meet no less than four (4) times annually or as determined by the Committee.
11. Administrative and meeting procedures shall be in accordance with the policies established by the Municipal Council.
10. The Council may at any time, by resolution, amend or add to the committee structure of the Council as herein established.
11. All former policies heretofore enacted with respect to committees of Council are hereby repealed.

DATED at Pictou, NS this 1<sup>st</sup> day of May, 2017.

(Sgd.) David Parker  
Ronald Baillie

### **MOTION**

It was moved by Clr. D. Parker and seconded by Clr. Baillie that the preceding resolution be adopted as presented.  
Motion carried.

### **RESOLUTION – TAX EXEMPTION & TAX REDUCTION POLICY**

Clr. Palmer presented a resolution to Council as follows:

#### RESOLUTION

BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that the Tax Exemption and Tax Reduction Policy be amended to add the following to “Schedule A”:

<b>AAN</b>	<b>OWNER</b>	<b>PROPERTY</b>	<b>EXTENT OF APPLICATION</b>	<b>CHARITABLE #</b>
10610524	Pictou County Snowmobile Club	Lands & Buildings at Brookville Road, Brookville	The whole of the lands & buildings at Brookville of the owner	

DATED at Pictou, NS this 1<sup>st</sup> day of May, 2017.

(Sgd.) Randy Palmer  
Andy Thompson

**MOTION**

It was moved by Clr. Palmer and seconded by Clr. Thompson that the preceding resolution be adopted as presented.

Motion carried.

**RESOLUTION – SIDEWALK POLICY**

Clr. Thompson presented a resolution to Council as follows:

RESOLUTION

BE IT RESOLVED by the Municipal Council for the Municipality of the County of Pictou that Council adopt the following policy with respect to sidewalks:

**POLICY # 2017-05-45**



**MUNICIPALITY OF THE COUNTY OF PICTOU  
SIDEWALK POLICY**

**PURPOSE**

- 1) The purpose of this Policy is to assist the Municipal Council in evaluating, selecting, and implementing options relative to sidewalks by outlining the underlying philosophies and processes to be followed.

**OBJECTIVES**

- 2) The objectives of this policy are to:
  - a) To set forth the administrative procedures for residents to request the Municipality to install new sidewalks along provincial or municipally owned and maintained roads or streets.
  - b) To set forth the administrative procedures for the implementation of an area rate to a neighbourhood or service district to install a sidewalk.
    - i) To set forth the administrative procedures to be followed by the Municipality upon implementation of an area rate.
  - c) To address safety issues and enhance walkability within the Municipality.

- d) Provide a meaningful framework to evaluate requests for sidewalk installations.

**GENERAL POLICY**

- 3) In order for a sidewalk to be considered for implementation the Municipal Council must allocate the appropriate financial resources as part of its annual operating budget. The financial resources shall include:
  - a) Expenditures related to the capital cost of installation
  - b) Expenditures related to the annual maintenance
  - c) Expenditures related to the capital costs of repairing sidewalk installations
- 4) Sidewalks are pedestrian pathways within road right-of-ways, physically separated from vehicular traffic.
- 5) Residents or property owners on a provincially or municipally maintained street without sidewalks may petition the municipality for support to install new sidewalks.
  - a) The municipality may require that the sidewalk be installed at the expense of the adjacent property owners in accordance with the provisions of this policy and the bylaws of the Municipality.
  - b) Residents may initiate the process by submitting a petition indicating the street or streets where sidewalks are to be installed.
  - c) The petition must be accompanied by:
    - i) a written explanation that identifies the primary resident contact(s),
    - ii) reason for the request,
    - iii) the area in need of sidewalks
- 6) Upon receipt of the petition, a Committee of Council, shall review the petition and score the project based upon Schedule A. This score shall be known as the Priority Score.
  - a) The Committee shall be made up of 6 members of council and shall include
    - i) The councillor from district that the petition has been received. The councillor shall serve as chair of the committee and be nonvoting; and
    - ii) Five other councillors, nominated by the financial services committee.
- 7) The decision to proceed or not to proceed with any sidewalk is always within the discretion of the Municipal Council, and is subject to any conditions the Municipal Council may choose to attach to any decision, and no decision to proceed with one program will serve as precedent for any other program.

**AREA RATES**

- 8) The Council may provide a subsidy for an area rate from the general rate in the amount or proportion approved by the council
- 9) An information letter shall be provided to all property owners within the area to be affected, either by Canada Post or door to door delivery.
- 10) The letter shall contain:
  - a) Detailed information on the area rate being proposed,
  - b) The need for the expenditure; and
  - c) An estimate of the area rate charge.
- 11) The Property Owners shall be requested to provide their opinions and return a form provided by the Municipality indicating whether they support the implementation of the area rate and the manner in which the rate shall be implemented.
- 12) The Property Owner will be provided a minimum of 14 days from the date of mailing of the information letter to return their opinions and comments on the proposed area rate.
- 13) If no response is returned, Council will conclude that the owners are in agreement with the area rate.
- 14) The Municipality shall provide an envelope with postage prepaid for residents to return their form described in section 11.
- 15) The results of the information received from property owners shall be presented to the Property Services Committee by the Chief Administrative Officer.
- 16) The Property Services Committee will examine the opinions received from property owners and will determine if an area rate should be recommended by a resolution or motion of Council.
- 17) Without limiting the generality of the foregoing, the Municipal Council may require additional consents, easements, and funding regardless of anything contained herein to the contrary.
- 18) The Municipality generally will only proceed with a project that requires cost sharing from adjacent landowners if 75 percent of the property owners located on either side of the street are in acceptance of an area rate required to finance the capital cost of installation.

**Area Rates Administration & Calculation**

- 19) The approved scoring as described in section 6 of the policy shall determine if the adjacent landowners to the proposed project will be required to contribute to the capital cost of installation.
- 20) Cost sharing on the installation of new sidewalk projects shall be based upon the following:

<b>Priority Score</b>	<b>Municipal Contribution</b>	<b>Property Owner Contribution</b>
>66	100	0
51-65	75	25
36-50	50.00	50.00
21-35	25	75
0-20	0	100

- 21) For the purpose of this policy the capital improvement cost shall be the net cost of the project, should the municipality be able to secure cost sharing from any other sources.
- 22) All area rates shall be subject to financing or administration charges.
- 23) If the Municipality is required to finance the capital improvements borrowing through the Municipal Finance Corporation or its lending institution, financing and administration charges shall be calculated at the actual rate of interest incurred by the municipality for financing the loan.
- 24) If the Municipality finances the capital improvements through its own reserve funds or operating budgets then the financing and administration charges shall be calculated at the lesser of rates that the Municipality would normally have incurred for such a borrowing from the Municipal Finance Corporation or the municipality's lending institution for a debenture or loans of similar term and principal.
- 25) An area rate shall continue from fiscal year to year fiscal year up to a maximum of 10 years or until such time as all debt relating to the project is retired or Council pass a resolution canceling the area rate.
- 26) An area rate shall be based upon an annual uniform per lot charge and shall be applied to all properties including residential, resource, or commercial lots that have frontage on the road.
- 27) Accordingly, the Municipal Council may adjust or disregard one or more of the provisions listed herein, or employ other considerations not listed herein, where the Municipal Council has determined that such action is desirable in its discretion.
- 28) This Policy may be discontinued at any time and for any reason, and remains subject at all times to having available funds, which the Commission is under no obligation to provide or to allocate to any particular project.
- 29) All sidewalks in existence as of the effective date of this policy and contained in Appendix A are exemption from the provisions of this policy.
- 30) All prior policies, procedures and or protocols with respect to sidewalk construction and implementation are hereby repealed.

DATED at Pictou, NS this 1<sup>st</sup> day of May, 2017.

(Sgd.) Andy Thompson  
Chester Dewar

## Evaluation Criteria

- |  |                       |
|--|-----------------------|
| <b>1. Development</b>  | <b>(6 points)</b>     |
| a. Adjacent Commercial Development: City Centre/Business Parks | 6                     |
| b. Regional Commercial   | 4                     |
| c. Other Commercial  | 2                     |
| <br><b>2. Existing Facilities</b>                              | <br><b>(4 Points)</b> |

a. Existing Pedestrian Route/Footpath: Yes	4
<b>3. Employment Proximity:</b>	<b>(6 Points)</b>
a. < 0.5 km	6
b. 0.5 - 1.0 km	4
c. 1.0- 1.5 km	2
<b>4. Other Local Interest Proximity:</b>	<b>(4 Points)</b>
a. High interest	4
b. Medium interest	2
<b>5. School Proximity:</b>	<b>(10 Points)</b>
a. < 0.5 km	10
b. 0.5 - 0.9 km	7
c. 1.0 – 1.4 km	4
d. 1.5 – 2.0 km	1
e.	
<b>6. Proximity to Seniors Complex, Licensed Day Cares, etc.</b>	<b>(10 points)</b>
a. < 0.5 km	10
b. 0.5 - 0.9 km	7
c. 1.0 – 1.4 km	4
d. 1.5 – 2.0 km	1
e.	
<b>7. Proximity to Public Facilities (Hospital, Library, Recreation): (10 Points)</b>	
a. < 500 m	10
b. 0.5 - 0.99 km	7
c. 1.0 -1.4 km	4
d. 1.41 -2.0 km	1
<b>8. Posted Traffic Speed:</b>	<b>(8 Points)</b>
a. 80 + km/h	8
b. 70 km/h	6
c. 60 km/h	4
d. 50 km/h	2
e. 40 km/h	1
<b>9. Daily Traffic Volume:</b>	<b>(8 points)</b>
a. > 5000 vpd	8
b. 3,000– 4,999 vpd	6
c. 1,000– 2,999 vpd	4
d. 500–999 vpd	2
e. 0– 499 vpd	1
<b>10. Road Lanes</b>	<b>(8 points)</b>
a. Four lanes	8
b. Three lanes	4
c. Two lanes	2
<b>11. Construction Constraints/Utilities</b>	<b>(8 points)</b>

- a. Clear Corridor 8
  - b. Feasible with some alterations 4
  - c. Congested with obstructions 2
- 12. Sidewalk Continuity (8 points)**
- a. 75-100% 8
  - b. 50-75% 6
  - c. 25-50% 4
  - d. 0-25% 2
- 13. Formal Request (5 points)**
- a. Received: Yes 5
- 14. High Proportion of Vulnerable Users: (5 points)**
- a. Yes 5

**MOTION**

It was moved by Clr. Thompson and seconded by Clr. Dewar that the preceding resolution be adopted as presented.  
Motion carried.

**RESOLUTION – FIREMAN ACCIDENT INSURANCE**

Clr. Butler presented a resolution to Council as follows:

**RESOLUTION**

WHEREAS request for proposals for the provision of accident and life insurance coverages for the Volunteer Firefighter and Auxiliaries;

WHEREAS proposals were received from the following:

<u>Broker</u>	<u>Underwriter</u>	
JP Financial Limited	VFIS CANADA	\$25,853
JH Fraser and Associates	Provident/Accident	\$28,315

WHEREAS the CAO reviewed the proposals to ensure that the submissions met the requirements of the proposal call and had determined that the submission by VFIS meets the needs or exceeded the requirement set forth in the Request for Proposal Call;

WHEREAS the Fire Liaison Committee concurs that the proposal from VFIS is the best proposal;

**THEREFORE BE IT RESOLVED** by the Municipal Council for the Municipality of the County of Pictou that Council accepts the proposal from JP Financial and VFIS of Canada for the provision of the accident and life insurance coverages for the Volunteer Fire Fighter and Auxiliaries.

DATED at Pictou, NS, this 1<sup>st</sup> day of May, 2017.

(Sgd.) Don Butler  
Deborah Wadden

**MOTION**

It was moved by Clr. Butler and seconded by Clr. Wadden that the preceding resolution be adopted as presented.

Clr. Dewar asked if this new proposal provided better coverage for firemen with age and the CAO replied that this policy does not have age restrictions and has very broad language around post-traumatic stress disorder coverage which is desirable. By comparison, the other proposal had a lot of restrictions on PTSD coverage.

Clr. D. Parker reported that he was very pleased we found a solution that covers age and meets our objectives.

Clr. Butler pointed out that if we continued with the present policy we would end up paying more than the new policy that has the added benefits.

Motion carried.

**RESOLUTION – WESTVILLE ROAD GSA**

Clr. Turner presented a resolution to Council as follows:

**RESOLUTION**

WHEREAS residents of the General Service Area (GSA) of Westville Road expressed concern with the name of the GSA sharing the same name as road found within the community;

WHEREAS the Municipality undertook a community consultation and made contacted all land owners within the GSA of Westville Road to determine if there was an issue with the name Westville Road and to seek possible solutions to the issue with the GSA name;

WHEREAS the residents of Westville Road were divided on a solution to the issue of naming the GSA of Westville Road differently with exception of those living near the Mount William Road;

WHEREAS the Municipal Council can authorize changes to the Nova Scotia Civic Address File and General Service Areas;

WHEREAS upon recommendation of the Committee of the Whole, held March 27, 2017, the Municipality sent proposed changes to the General Service Area of Westville Road to the Nova Scotia Geomatics Centre and Emergency Measures Nova Scotia for review and comment;

THEREFORE BE IT RESOLVED by the Municipal Council that the boundaries for the General Service Area of Westville Road be altered in accordance with the recommendations of the Committee of the Whole and the Nova Scotia Geomatics Centre.

DATED at Pictou, NS this the 1<sup>st</sup> day of May 2017.

(Sgd.) Larry Turner  
Peter Boyles

## **MOTION**

It was moved by Clr. Turner and seconded by Clr. Boyles that the preceding resolution be adopted as presented.

Motion carried.

## **JUNE COUNCIL MEETING DATE**

Warden R. Parker informed Council the June Council meeting date will be changed to June 12<sup>th</sup> to avoid a conflict with the annual conference of the Federation of Canadian Municipalities.

## **MERIGOMISH RAILWAY CROSSING**

Clr. Boyles reported that Mr. Charlie Baillie a resident of Hillside has a camp in Merigomish behind the Merigomish Community Centre and there is a train track between the Community Centre and Mr. Baillie's camp. The land the camp was built on had a right-of-way long before there was ever railroad tracks laid there. When the tracks were laid there was a crossing installed for access purposes. A few years ago the crossing was removed and never replaced, consequently Mr. Baillie was not able to get to his woodlot nor his camp.

## **MOTION**

It was moved by Clr. Boyles and seconded by Clr. D. Parker that a letter be sent to the railway asking why the railway crossing to Mr. Baillie's property was not replaced and if there are plans to replace it in the future.

Clr. D. Parker reported that the Municipality pays a crossing fee to railway company annually to have our sewer line from Alma to go up and under their railroad to continue towards town. When those right-of-ways were acquired by CN in many cases it split farms and properties in half. Now we have a company that has the ability to make it difficult for descendants of landowners who willingly granted that right-of-way and now they are charging them a fee to cross the right-of-way that they granted. They are getting away with effectively removing the right-of-way, creating a dangerous situation and doing it to the assigns of the people who originally granted them the right-of-way.

Clr. Dewar reported that several months ago he brought up the same situation regarding the trails on the Short Line and he asked if we received any information on that issue.

The CAO replied there was a discussion with the Province on the use of the trails and if you applied for certain funding programs it would dictate what use you could have so Trans-Canada Trail would not fund motorized.

Clr. Dewar stated that he was concerned about the railway charging a person for trespassing if they were going across the right-of-way to their own land.

Clr. Thompson pointed out the rail line that runs along the shore is owned by the Department of Natural Resources.

Motion carried.

## **LINACY SENIORS APARTMENTS**

Clr. Boyles reported that the residents of 6078 Highway 4 in Linacy live in a 5 unit apartment building; all of the residents living at this location are seniors and they are experiencing difficulty seeing on-coming traffic from the left when leaving their driveway and merging onto Highway 4. The property is at the end of a turn in the road and in the winter snow accumulation makes it impossible to see traffic approaching the driveway.

## **MOTION**

It was moved by Clr. Boyles and seconded by Clr. Turner that a letter be sent to Transportation & Infrastructure Renewal asking that the Department look into impaired visibility at 4067 Highway 4, Linary as soon as possible.

Motion carried.

## **FIXED TRANSIT ROUTE**

Clr. Wadden reported that she was extremely bothered by the remarks made by Faus Johnson and Danny MacGillivray from CHAD Transit in regards to Council's decision not to approve the early funding request from June 30<sup>th</sup> to April 14<sup>th</sup> for the fixed route pilot project. This issue arose due to a mistake on Mr. MacGillivray's part on the lead time needed to purchase the required bus. This was really an important piece of information to have correct when Danny and Faus presented the fixed route proposal to Council. Nowhere in the press releases or Letters to the Editor did she read of their mistakes but all she read was the County turned down the project, therefore the deal is done. In his letter Mr. Johnson talks about extensive consultations putting their transit study together, however the group they left out of the consultations was the very group that includes County Council that they expected the main share of the money to come from. When they did come to this presentation they had the wrong information and one of the questions she asked was to somehow include the rural areas using a transfer from the CHAD bus to the fixed route similar to what they have in Antigonish. Especially during the pilot project to have a way to include our rural residents. The only response from Danny was on March 7 indicating Antigonish does have this option but now they are looking at charging a fee but there was no indication the Committee was considering this an option for the project. One of the complaints she has been hearing from the residents in her area was if they wanted to take the bus they would have to walk at least 12 km. to catch it. We do have serious problems with this pilot project in the rural areas. Mr. Johnson states only after a successful pilot could we justify expanding the service to more rural communities. She does realize a lot of work by some went into this project but there was a lot of room for improvement which she did not think really happened. Clr. Wadden emphasized that what Council turned down was the early release of funds to CHAD for the fixed route project before our Operating Budget was approved. In his role as Mayor of Stellarton, Clr. Wadden suggested that Mr. MacGillivray should understand the need to have good consultation and planning before we spend taxpayers' money. She stated, once again, that Council did not turn down this project and questioned if CHAD even considered what pushing this project out to accommodate their mistake in the lead time for purchasing a bus would do. Sadly, Council does not know that because CHAD did not come to Council for questions but just debated it in the news releases and Letters to the Editor.

## **MOTION**

It was moved by Clr. Wadden and seconded by Clr. Turner that a letter be sent to the Board of Directors of CHAD advising that the Municipality has always supported CHAD's requests for funding as Council views transit as an important need in our rural areas; and Council supported discussing the fixed route with budget deliberations with June 30<sup>th</sup> as the deadline, but clarifying that Council turned down the request for an early release of funding for the fixed route proposal as Council did not support being given such a rushed deadline of April 14<sup>th</sup> to approve this project.

Warden R. Parker reported that he made it clear to the media and Danny that we were not turning the project down but Council had concerns and were not in favor of early funding of the project in advance of our own budget approval.

Clr. Thompson reported that he raised the concern about the funding formula the night of the presentation and he still has not received a response as to why and how they came up with that formula.

Clr. D. Parker reported that he was very disappointed with the response from the CHAD Board. They came here with a very town-centered proposal and the only thing they offered was a formula that required the Municipality to pay a significant portion of the project. He suggested that we need to move towards some type of transit and there will be a cost but it also needs to service some of our rural areas.

Clr. MacKeil stated that she received phone calls asking why Council turned the project down but after she explained the situation the residents understood.

Clr. Palmer pointed out Council defeated the motion to advance the funds but some Councillors wanted to take the request to their ratepayers before making a final decision.

Motion carried.

### **RECREATION GRANT \$25,000 – DIST. 13 REC. & PLANN. COMM.**

Clr. Palmer informed the Committee that the Thorburn and Pictou arenas have been receiving recreation grants since the 1970's and in the last few years it has increased to \$25,000. Once the budget is approved the funds are allotted to the 2 arenas. This year he is making a request prior to budget approval because the Thorburn Arena had a fire in the plant room in November, 2016. The arena was closed until January, 2017 and there was no revenue during that time period. Claims have gone into the insurance company but the Arena Manager has not received a pay cheque since last November as well as other regular maintenance bills that have not been paid while final settlement of the insurance claim is forthcoming.

### **MOTION**

It was moved by Clr. Palmer and seconded by Clr. Thompson that Council advance the \$25,000 recreation grant to the District 13 Recreation & Planning Commission for operating expenses at the Ivor MacDonald Memorial Arena grant prior to budget approval.

Motion carried.

### **EMERGENCY RESOLUTIONS**

There were no emergency resolutions.

Clr. Dewar reported that in Pictou County the wind turbines produced 28% of what went into NSP's grid and put power into 45,000 homes.

### **REFERRALS TO COMMITTEES & NOTICES OF MOTION**

There were no referrals to Committees & Notices of Motion

### **CLOSED SESSION**

Council met in closed session at 8:35 p.m. to discuss matters relating to contract negotiations.

### **OPEN SESSION**

Council met in open session at 8:45 p.m.

### **ADJOURN**

It was moved by Deputy Warden Murray and seconded by Clr. D. Parker that the meeting adjourn.  
Motion carried. (8:45 p.m.)

Robert Parker  
Warden

Brian Cullen  
Municipal Clerk