

**WEDNESDAY, MAY 20, 2020 @ 3:00 PM
REGULAR COUNCIL- TELECONFERENCE CALL
GUYSBOROUGH MUNICIPAL OFFICE**

Warden Vernon Pitts called the meeting to order at 3:08 p.m.

ATTENDANCE

20-05-29662

Warden Vernon Pitts
Deputy Warden Sheila Pelly
Councillor Miles MacDonald (via teleconference)
Councillor Neil DeCoff (via teleconference)
Councillor Dave Hanhams (via teleconference)
Councillor Janet Peitzsche (via teleconference)
Councillor Rickey McLaren (via teleconference)
Councillor Fin Armsworthy (via teleconference)

OTHERS PRESENT

Barry Carroll, CAO
Gary Cleary, Deputy CAO
Danita Imlay, Director of Finance
Glen Avery, Director of Public Works
Deborah Torrey, Development Officer
Shawn Andrews, Director of Fire, Emergency & IT
Angie Tavares, Director of Recreation (via teleconference)
Gordon MacDonald, Director of Economic Development (via teleconference)
Bruce MacKeen, Municipal Solicitor (via teleconference)
Kate Jamieson, Deputy Municipal Clerk
Ashley Cunningham, Municipal Clerk (via teleconference)
Media (via teleconference)

REGRETS

APPROVAL OF AGENDA

20-05-29663

MOVED: Deputy Warden Sheila Pelly
SECONDED: Councillor Miles MacDonald
MOTION; **THAT** Council approve the Agenda as presented with addition.
MOTION CARRIED
Addition: Municipal Election – Letter to Minister

APPROVAL OF MINUTES OF REGULAR COUNCIL APRIL 15, 2020

20-05-29664

MOVED: Councillor Miles MacDonald
SECONDED: Deputy Warden Sheila Pelly
MOTION; **THAT** Council approve the minutes of March 16, 2020 Regular council Meeting as presented with no noted errors or omissions.
MOTION CARRIED

DELEGATIONS

BUSINESS ARISING FROM MINUTES

NEW BUSINESS

RED CROSS DONATION

MOVED: Councillor Fin Armsworthy
SECONDED: Councillor Rickey McLaren
MOTION; **THAT** Council approve a donation of \$1,000.00 to the Canadian Red Cross. They will be working in partnership with the Government of Nova Scotia to provide support to the individuals, families and communities impacted by the

20-05-29665

Nova Scotia tragedy with immediate and long-term needs, including resiliency and capacity building.
MOTION CARRIED

COST SHARE AGREEMENT VILLAGE/SUBDIVISION STREETS 20-05-29666

MOVED: Councillor Miles MacDonald
SECONDED: Councillor Fin Armsworthy
MOTION; THAT Council approve the three year Cost Share Agreement No. 2020-011 which expires March 31, 2021. The Warden and CAO be authorized to sign the Agreement.
MOTION CARRIED

Councillor Janet Peitzsche inquired to the status of the correspondence that was forward to the Minister regarding addition J Class roads. Staff will review minutes of the last DOT meeting and get an update.

NS JUSTICE – RCMP BUDGET

Barry Carroll shared a letter regarding the allocated cost to the municipality for the 2020/21 fiscal year represents a 2.62% increase over the 2019/20 cost for the same complement of officers.

BRIEFING NOTE – POLICY MANUAL REVIEW

Ashley Cunningham reviewed a Briefing Note advising the updates and changes that will be taking place in the near future with the Policy Manual. Once the policies are reviewed by Council, they will then - by motion – be recommended for a future meeting, amendment or repeal.

BRIEFING NOTE – POLICY UPDATES: STATION A, PROCEDURAL POLICIES 20-05-29667

MOVED: Councillor Janet Peitzsche
SECONDED: Councillor Rickey McLaren
MOTION: THAT Notice of Intent to Amend *Policy A-1, Adoption of New Policy* is given and the suggested changes and amendments to the policy as outlined be adopted at the next meeting of Council held in no less than 7 days;

AND FURTHER THAT the new amended policy will be titled *A-1 Adoption, Amendment or Repeal of Municipal Policy*;

AND FURTHER THAT Notice of Intent to repeal policies *A-3, Amendment to Policy and A-5, Repeal of Policy* has been given and both will be repealed at the next meeting of Council, held in no less than 7 days.

MOVED: Councillor Miles MacDonald 20-05-29668
SECONDED: Councillor Neil DeCoff
MOTION: THAT Notice of Intent to Amend *Policy A-2 Adoption of New By-Laws* is given and suggested changes and amendments to the policy as outlined be adopted at the next meeting of Council held in no less than 7 days;

AND FURTHER THAT the new amended policy will be titled *A-3 Adoption and Amendment of By-Laws*.

MOTION CARRIED

MOVED: Deputy Warden Sheila Pelly 20-05-29669
SECONDED: Councillor Fin Armsworthy
MOTION: THAT Notice of Intent to Amend *Policy A-4 Wavier of Policy* is given and suggested changes and amendments to the policy as outlined be adopted at the next meeting of Council held in no less than 7 days.
MOTION CARRIED

MOVED: Councillor Neil DeCoff **20-05-29670**

SECONDED: Deputy Warden Sheila Pelly

MOTION: **THAT** Notice of Intent to Amend *Policy A-6 Maintenance of Policy Manual* is given and the suggested changes and amendments to the policy as outlined be adopted at the next meeting of Council held in no less than 7 days;

AND FURTHER THAT the new amended policy will be titled *A-6 Maintenance & Review of Policy Manual*;

AND FURTHER THAT Notice of Intent to repeal policy *A-7 Review of Policy* is given and its contents will be included under the new *A-6 Maintenance & Review of Policy Manual* and adopted at the next meeting of Council held in no less than 7 days.

MOTION CARRIED

BRIEFING NOTE – POLICY UPDATES: SECTION B, PROCEDURAL POLICIES

20-05-29671

MOVED: Councillor Janet Peitzsche

SECONDED: Deputy Sheila Pelly

MOTION: **THAT** Notice of Intent to Amend *B-13 Policy on Committees of Council* is given and the suggested changes and amendments to the policy as outlined be adopted at the next meeting of Council held in no less than 7 days;

MOVED: Councillor Neil DeCoff

20-05-29672

SECONDED: Councillor Miles MacDonald

MOTION: **THAT** Notice of Intent to Amend *B-14 Election of Warden & Deputy Warden* is given and suggested changes and amendments to the policy as outlined be adopted at the next meeting of Council held in no less than 7 days;

MOTION CARRIED

MOVED: Councillor Rickey McLaren

20-05-29673

SECONDED: Councillor Janet Peitzsche

MOTION: **THAT** Notice of Intent to Amend Policy *B-16 Conducting Meetings by Electronic Facilities* is given and suggested changes and amendments to the policy as outlined be adopted at the next meeting of Council held in no less than 7 days.

MOTION CARRIED

BRIEFING NOTE – MUNICIPAL GREEN FUND PROGRAM

20-05-29674

MOVED: Councillor Fin Armsworthy

SECONDED: Councillor Dave Hanhams

MOTION: **THAT** based on the recommendation from the Waste Management Liaison Committee that Council approve the following projects under the 2020/2021, Municipal Green for the amounts shown:

1. Ocean Lake Riders ATV Club
Project: Property Improvements
Amount: \$1,500.00
2. Lincolnville Community Development Association
Project: Property Improvements
Amount: \$1,200.00
3. Little Dover Community Development
Project: Property Improvements (Gardens, etc.)
Amount: \$450.00
4. Milford Haven Home (Recreation Dept)

Project: Backyard Improvements
Amount: \$2,513.11

5. Guysborough County Kids First
Project: Garden Improvements
Amount: \$1,000.00

6. Canso Garden Club
Project: Community Gardening Upgrades
Amount: \$1,215.00

7. Canso Library Resource Society
Project: Community Garden Beds
Amount: \$180.00

8. Canso Seaside Manor
Project: Backyard Deck Improvements (Garden Boxes, etc.)
Amount: \$2,000.00

9. Guysborough and Area Board of Trade
Project: Hanging Baskets/Christmas Wreaths
Amount: \$1,267.50

10. Eastern Tip Trails Association
Project- Trail Enhancements
Amount- \$1,000.00

11. Guysborough & Area Food Bank
Project: Sorting Stations/Containers
Amount - \$2000.00

12. Guysborough District Fish & Game Association
Project: Fish Stocking
Amount: \$3,500.00

MOTION CARRIED

Councillor Armsworthy stated appreciation by all the groups in Canso & Area.

MEMO – MODG COVID19, UPDATE #15, REOPENING PLAN

05-20-29675

MOVED: Councillor Neil DeCoff

SECONDED: Councillor Miles MacDonald

MOTION: **THAT** the Council for the Municipality of the District of Guysborough accept the staff's recommendation relating to operations that have been affected by the Covid19 Pandemic:

THAT all Senior Staff return to regular onsite office duties effective May 29, 2020 based on a final decision that it is safe to do so by the CAO in conjunction with the Warden that will be made on May 28th.

THAT all staff return to regular onsite duties effective June 1, 2020 based on a final decision that it is safe to do so by the CAO in conjunction with the Warden that will be made on May 28th.

THAT mandatory training be carried for all staff on June 1st to familiarize/re-familiarize staff with operating procedures that apply with all staff working together under COVID 19 working conditions.

THAT Staff will take the necessary steps to prepare buildings that are accessible to the public, to be made as compliant as possible based on COVID19 restrictions.

THAT all Municipal Buildings will re-open to the Public on Monday, June 15th with applicable restrictions to certain parts of buildings as may be warranted due to COVID19 guidelines.

THAT Public Council Meetings will reconvene in the Council Chambers on Wednesday, June 17th that Public Committee of the Whole Meetings will reconvene on Wednesday, July 8th

MOTION CARRIED

MEMO – COVID19 PANDEMIC

05-20-29676

MOVED: Councillor Janet Peitzsche

SECONDED: Deputy Warden Sheila Pelly

MOTION: **THAT** the Council for the Municipality of the District of Guysborough accept the staff recommendation to keep both outdoor swimming pools closed during this upcoming summer due to concerns relating to the Covid 19 Pandemic.

MOTION CARRIED

MOVED: Councillor Neil DeCoff

05-20-29677

SECONDED: Councillor Miles MacDonald

MOTION: **THAT** the Council for the Municipality of the District of Guysborough accept the staff recommendation that the Gran Fondo Guysborough for this year be cancelled and that staff would make preparations for the event to be scheduled on September 11, 2021.

MOTION CARRIED

MOVED: Councillor Dave Hanhams

05-20-29678

SECONDED: Deputy Warden Sheila Pelly

MOTION: **THAT** the Council for the Municipality of the District of Guysborough accept the staff recommendation that Recreation Summer Programs such as mobile day camps in the traditional sense be cancelled; that the Guysborough County 55+ Games be cancelled; and that Staff will work with Community partners to compile and organize activities for all ages that maintain all restrictions related to the Covid 19 Pandemic.

MOTION CARRIED

BRIEFING NOTE – COVID19 PROPERTY TAX INTEREST POLICY

05-20-29680

MOVED: Councillor Janet Peitzsche

SECONDED: Councillor Dave Hanhams

MOTION: **THAT** the Council for the Municipality of the District of Guysborough approve the adoption of the new COVID19 Property Tax Interest Policy.

MOTION CARRIED

MEMO – CANSO ELECTRIC UTILITY FINANCIAL STATEMENT MARCH 31, 2020

05-20-29681

MOVED: Councillor Fin Armsworthy

SECONDED: Councillor Neil DeCoff

MOTION: **THAT** Council for the Municipality of the District of Guysborough approve the Financial Statements and Management letter for the Canso Electric Utility for the year ending March 31, 2020 as prepared by Grant Thornton;

AND FURTHER THAT a final report be filed with the Nova Scotia Utility and review Board.

MOTION CARRIED

MEMO – PROJECT FUNDING FROM GAS TAX RESERVES

05-20-29682

MOVED: Councillor Dave Hanhams

SECONDED: Councillor Rickey McLaren

MOTION: **THAT** the Council for the Municipality of the District of Guysborough approve the following worthwhile community projects from the Gas Tax Reserve: \$350,000 will be allocated to build the Salsman Park Marina Facility and the Municipality will contribute \$150,000 of in-kind work; that the Municipality will construct, own and maintain the facility; and the local community will be asked to form a committee to help operate the facility.

\$150,000 will be allocated to develop an Asset Management Plan as will be required under the Gas Tax Program.

\$80,000 will be allocated to upgrade MODG owned parks and trails.

\$70,000 will be allocated to install lights on the outdoor basketball courts in Canso and to fund upgrades to the Canso & Area Arena Entrance.

And \$75,000 will be allocated to fund Kiosks and do site preparation at the Commercial Cable Building Location.

MOTION CARRIED

BRIEFING NOTE – RFP 4 X 4 PUBLIC WORKS TRUCK

05-20-29683

MOVED: Councillor Fin Armsworthy

SECONDED: Councillor Dave Hanhams

MOTION: **THAT** the Council of the Municipality of the District of Guysborough award the purchase of a new Municipal truck to MacDonald Chrysler LTD for the tendered amount of the \$39,815.84 plus HST.

And that the additional amount required be taken from the Public Works Equipment reserve.

MOTION CARRIED

MEMO – MONTHLY CURB SIDE & ANNUAL COMMUNITY BULK WASTE COLLECTION PROGRAM

Gary Cleary advised that the monthly curb side bulk collection has been suspended for April and May due to measures taken related to COVID-19. Whereas the pandemic appears to have peaked, it is anticipated that it will be possible to return to full staff with “social distancing” remaining in place, in June. Also the federal government is offering a fully funded “summer student” program and it is anticipated that both Waste Management and Public Works will each get a few students under this program.

Based on these anticipated changes in daily staffing, if trends continue in relation to COVID-19, it is intended that the monthly curb side bulk collection program will be reinstated for June, July and August with collection to occur on the usual date. (Last collection date of each month for each route). This temporary reinstatement of this monthly program will be advertised: on the Municipal web site, on face book and in the Journal. (This program will be reviewed in August).

Also if trends continue with COVID-19 and summer students are acquired the annual “Community Bulk Container” program will tentatively be carried out the week of July 6th -10th. It is proposed that with “social distancing” requirements still in place that the Household Waste component of the Community Bulk program be excluded for this year only. Again this program would be advertised as usual. Staff will plan to proceed with these curb side and Community Bulk programs as noted and if there is a necessary change you will be advised by e-mail.

BRIEFING NOTE – WAIVER OF FIRE SERVICES POLICIES FOR 2020/2021

05-20-29684

MOVED: Councillor Miles MacDonald

SECONDED: Councillor Janet Peitzsche

MOTION: **THAT** the Council of Municipality of the District of Guysborough waive fire service related policies for the fiscal year 2020/2021, to allow for the releasing of funds for current fiscal year to the fire departments for their continued operational expenses, while responding to the Provincial Directives with relation to the COVID-19 Pandemic. This does not forgive the requirements with prior

year(s) funding. Fire departments are encouraged to find solutions, moving forward, to comply with, as closely as possible, policy requirements.
MOTION CARRIED

GUYSBOROUGH & AREA FOOD BANK – TENTATIVE CONSTRUCTION SCHEDULE

Gary Cleary reviewed a copy of the tentative construction schedule for the new building of the Guysborough and Area Food Bank and a brief update. Breaking soil took place today.

LOWER WHITEHEAD ROAD

Councillor Dave Hanhams noted the severe condition of the roads in Lower Whitehead.

05-20-29685

MOVED: Councillor Dave Hanhams

SECONDED: Councillor Janet Peitzsche

MOTION: **THAT** the Council for the Municipality of the District of Guysborough direct staff to forward a letter to the Minister of Transportation regarding the condition of the roads in Lower Whitehead and request that Transportation and Renewal Infrastructure do improvements during the same time as the update to the Whitehead Canal Bridge which is in their plan.

MOTION CARRIED

MUNICIPAL ELECTION- LETTER TO MINISTER

05-20-29686

A discussion took place and it was agreed by all Council the timing was not appropriate during the COVID19 situation for Election in October 2020.

MOVED: Councillor Miles MacDonald

SECONDED: Councillor Janet Peitzsche

MOTION: **THAT** the Council for the Municipality of the District of Guysborough authorize staff to forward a letter to the Minister advising of their concerns for having a Election this soon in October 2020 during the pandemic.

MOTION CARRIED

COMMITTEES AND BOARDS

RECOMMENDATIONS FROM COMMITTEE OF THE WHOLE

HOME MANAGEMENT BOARD:

05-20-29687

Warden Vernon Pitts noted that both facilities are doing very well under the situation. He commented on the excellent job by all staff. Scrubs have been purchased for both facilities for all staff.

MOVED: Councillor Miles MacDonald

SECONDED: Councillor Janet Peitzsche

MOTION: **THAT** the Council of the Municipality of the District of Guysborough approve the Home Management Board Committee report as presented.

MOTION CARRIED

EASTERN REGION SOLID WASTE MANAGEMENT:

No meeting

EMERGENCY MANAGEMENT OFFICE:

Councillor Finlay Armsworthy stated that a teleconference meeting took place on April 15 and Mr. Andrews presented an update to which minutes are on file. The next teleconference is scheduled for May 20th.

GUYSBOROUGH ADULT LEARNING ASSOCIATION:

Councillor Rickey McLaren noted that staff are off for the summer and making plans for September.

WASTE MANAGEMENT LIAISON COMMITTEE:

Deputy Warden Sheila Pelly noted that they meet via teleconference and recommended approval of the Green Fund projects.

HOME SUPPORT BOARD:

05-20-29688

Deputy Warden Sheila Pelly stated that they met via teleconference last Wednesday of the month and all is going well with no cases of COVID19. They did discuss scrubs.

MOVED: Councillor Fin Armsworthy

SECONDED: Councillor Rickey McLaren

MOTION: THAT the Council of the Municipality of the District of Guysborough approve the Home Support Committee report as presented.

MOTION CARRIED

LIBRARY BOARD:

Councillor Miles MacDonald stated no report.

CANSO ARENA:

Councillor Janet Peitzsche reported that the Arena is now closed until September.

COMMUNITY HEALTH BOARD:

Councillor Neil DeCoff stated they met via Zoom. Discussion was held regarding forming sub committees. Funding and uncertainty of funding is an issue.

STAKE HOLDERS COMMITTEE:

20-05-29689

Councillor Janet Peitzsche stated that teleconference meeting was held and gave an update on the nursing recruitment.

MOVED: Councillor Neil DeCoff

SECONDED: Councillor Rickey McLaren

MOTION: THAT the Council of the Municipality of the District of Guysborough approve the Stakeholders Committee report as presented.

MOTION CARRIED

ANY OTHER COMMITTEE OR BOARD:

VERBAL REPORTS – SENIOR STAFF

CAO REPORT

20-05-29690

Mr. Carroll reported that he has been dealing with COVID19 issues, staff, Election, legal, tax assessments for small business. Thanked all staff with their assistance during these times.

MOVED: Deputy Warden Sheila Pelly

SECONDED: Councillor Fin Armsworthy

MOTION: THAT Committee of the Whole approve the CAO's Report as presented.

MOTION CARRIED

DIRECTOR OF WASTE MANAGEMENT REPORT

20-05-29691

Mr. Cleary stated that all is going well with staff during this pandemic. Mr. Cleary noted that the tender will be going out for foundations for the two 80 x 200 compost buildings.

MOVED: Councillor Neil DeCoff

SECONDED: Deputy Warden Sheila Pelly

MOTION: THAT Committee of the Whole approve the Director of Waste Management's Report as presented.

MOTION CARRIED

DEVELOPMENT OFFICER'S REPORT

20-05-29692

Mrs. Torrey stated that building permits are staying busy and two lots have been sold at the Cutler Brooks Subdivision.

MOVED: Councillor Miles MacDonald

SECONDED: Deputy Warden Sheila Pelly

MOTION: THAT Committee of the Whole approve the Development Officer's Report.

MOTION CARRIED

DIRECTOR OF RECREATION REPORT

20-05-29693

Mrs. Angie Tavares stated that they applied for six grants for summer students. They have received a grant for \$2500.00 to start a grocery delivery for seniors and those that are unable to get out and get their groceries. Jeffrey and Emily are working on a 5 year plan for activities. Plans are under plan to do a survey to residents to inquire plans to keep active during these times. Atv rally has been postponed.

MOVED: Councillor Miles MacDonald

SECONDED: Councillor Janet Peitzsche

MOTION: THAT Committee of the Whole approve the Director of Recreation Report

MOTION CARRIED

DIRECTOR OF FINANCE REPORT

20-05-29694

Danita Imlay updated on the Canso Electric closing accounts, tax department busy and getting ready for General Audit. Recreation staff are assisting during these times which is very helpful.

MOVED: Councillor Neil DeCoff

SECONDED: Councillor Miles MacDonald

MOTION: THAT Committee of the Whole approve the Director of Finance Report

MOTION CARRIED

DIRECTOR OF ECONOMIC DEVELOPMENT REPORT

20-05-293695

Mr. Gordon MacDonald stated that Sable Wind is operating well but Comfit has 2 turbines down as waiting on transformer. Gordon gave update on other projects.

MOVED: Councillor Miles MacDonald

SECONDED: Councillor Rickey McLaren

MOTION: THAT Committee of the Whole approve the Director of Economic Development's Report as presented.

MOTION CARRIED

DIRECTOR OF FIRE EMERGENCY AND IT SERVICES

20-05-29696

Mr. Shawn Andrews updated on the Townsuite software and the alerting system.

MOVED: Councillor Janet Peitzsche

SECONDED: Deputy Warden Sheila Pelly

MOTION: THAT Committee of the Whole approve the Fire, Emergency & IT Services Report as presented.

MOTION CARRIED

DIRECTOR OF PUBLIC WORKS' REPORT

20-05-29697

Mr. Glen Avery advised that staff are completing basic maintenance with Public Works and CLC. Mr. Avery advised that Priscilla Delorey has accepted the position of the Public Works Parks and Facility Labourer and advertising for full time Custodian and Maintenance Labourer.

MOVED: Councillor Miles MacDonald

SECONDED: Councillor Janet Peitzsche

MOTION: THAT Committee of the Whole approve the Director of Public Works Report as presented.

MOTION CARRIED

COMMITTEE BUSINESS

ROUTINE MATTERS

CORRESPONDENCE/NEW BUSINESS:

INTO CLOSED SESSION

20-05-29698

MOVED: Councillor Fin Armsworthy

SECONDED: Councillor Neil DeCoff

MOTION: THAT Council proceed into Closed Session.

MOTION CARRIED (2:02p.m.)

LEGAL

OUT OF CLOSED SESSION

02-05-29699

MOVED: Councillor Fin Armsworthy

SECONDED: Councillor Neil DeCoff

MOTION: THAT Council return to Open Session.

MOTION CARRIED (3:00 p.m.)

INTO CLOSED SESSION

20-05-29700

MOVED: Deputy Warden Sheila Pelly

SECONDED: Councillor Fin Armsworthy

MOTION: THAT Council proceed into Closed Session.

MOTION CARRIED (4:48 p.m.)

PERSONNEL

LAND

LAND

OUT OF CLOSED SESSION

20-05-296701

MOVED: Councillor Miles MacDonald

SECONDED: Councillor Neil DeCoff

MOTION: THAT Council return to Open Session.

MOTION CARRIED (5:00 p.m.)

PERSONNEL

20-05-296702

MOVED: Councillor Miles MacDonald

SECONDED: Deputy Warden Sheila Pelly

MOTION: THAT the Council of the Municipality of the District of Guysborough authorize Staff to contribute \$20,000 to Guysborough Memorial Hospital Foundation, subject to conditions, for the recruitment of physicians.

MOTION CARRIED

LAND

20-05-296703

MOVED: Councillor Dave Hanhams

SECONDED: Councillor Fin Armsworthy

MOTION: **THAT** the Council of the Municipality of the District of Guysborough authorize Staff to confirm acceptance of the purchase price for the assets as discussed in Closed Session with final transfer subject to an acceptable legal and environmental review.

MOTION CARRIED

FUTURE MEETING DATES:

- May 20th @ 5:00 pm EMO (Conference Call)
- June 17, 2020 Regular Council

ADJOURNMENT:

20-05-296704

MOVED:

MOTION: **THAT** the May 20, 2020 Regular/Budget Council meeting stand adjourned.

MOTION CARRIED (5:01 p.m.)

WARDEN

CHIEF ADMINISTRATIVE OFFICER

DATE