

COMMITTEE OF THE WHOLE COUNCIL MEETING
March 19, 2024

The meeting was called to order by the Chair at 7:00 p.m., in the Conference Room, in the Administrative Centre, in Barrington, N.S., with the following members present:

- Shaun Hatfield, Chair
- Jody Crook
- George El-Jakl
- Lindsay (Eddie) Nickerson
- Andrea Mood-Nickerson – Attended Virtually (left meeting at approximately 8:00 p.m.)

- Chris Frotten, CAO
- Lesa Rossetti, Municipal Clerk

APPROVAL OF AGENDA

Being duly moved and seconded that the agenda be approved as circulated.

Motion carried unanimously.

APPROVAL OF MINUTES

Being duly moved and seconded that minutes of the last meeting held March 12, 2024, be approved as circulated.

Motion carried unanimously.

PRESENTATION – JOHN AND SANDRA SHAAR

John and Sandra Shaar appeared before the meeting to request the Municipality to accept ownership of the current parking area and future road in the vicinity of the Lower Causeway Mall. The future road will provide access to planned housing development in the area by Shaar Properties. A copy of their presentation is attached and forms part of the minutes.

Much discussion took place regarding the proposal and direction was given to the CAO to obtain additional information for consideration of members at a future meeting.

Mr. and Mrs. Shaar were thanked for their presentation and left the meeting.

RCMP REPORT

Cpl. Sara Laurie appeared before members to provide the Third Quarter Police Report for the Barrington RCMP.

The report was reviewed in detail and Cpl. Laurie was thanked for her presentation.

OUTSTANDING BUDGET MATTERS

In advance of the meeting, members were provided with a list of outstanding budget matters requiring further direction. The list provided options for each item. A copy of the list is attached and forms part of the minutes.

Items discussed and options selected for each are listed below:

- Tiered Pension Plan Policy – Option 2 selected.
- Low-Income Property Tax Exemption Program – Option 2 selected with addition of another level \$35,001. – \$40,000. = \$100.00
- Stoney Island Beach Washrooms – Option 1– Portable restroom 2 private toilet stalls (2 units)
- Former VIC Building/Barrington Ballfield Washroom and Storage Facility – In order for the matter to be properly researched and provided to members, the CAO will prepare a Staff Report on this matter for the April 9th Committee of the Whole Council Meeting.

The above decisions will be incorporated into the 2nd draft of the Municipal Budget.

MATTERS ARISING FROM PREVIOUS MEETINGS

Agenda Preparation and Publication Standard Operating Procedure

The draft “Agenda Preparation and Publication Standard Operating Procedure” was once again presented with revisions suggested at the January 9, 2024, meeting. A copy of the revised SOP is attached and forms part of the minutes.

During discussion it was suggested that the SOP be amended to provide for the Warden to participate in the development of meeting agendas. It was indicated that this is not necessary as each agenda is approved at the beginning of the meeting at which time items could be removed if necessary.

Resolution COW240305

Being duly moved and seconded that the draft Agenda Preparation and Publication Standard Operating Procedure be deferred to a future meeting.

Motion carried unanimously.

Briefing Paper Re: Recreation Advisory and Marathon Committees

At the November 14, 2023, committee meeting, members were provided with a Briefing Paper on the future of the Recreation Advisory Committee and the Nova Scotia Marathon Committee as they currently exist. At that meeting members were advised that both committees have been evaluated and it is being recommended that advisory groups be established for each, instead of having the Recreation Advisory Committee and Nova Scotia Marathon Committee. Direction was given to staff to make contact with both committees for their feedback.

A meeting was held earlier this month with members of the RAC and Marathon Committee. Members of both committees are in agreement with the development of advisory groups to replace these committees.

Page 3, Committee of the Whole Council Meeting, March 19, 2024.

Direction was given to staff to draft amendments to Policy 59 "Policy on Committees of Council" to reflect this change for consideration of members.

NSFM UPDATE

In advance to the meeting members were provided with a NSFM Monday Memo Summary Sheet covering the period February 19th to March 19, 2024.

ADJOURNMENT

The meeting was adjourned at 9:57 p.m.

Chair

Secretary for the Meeting

FORM "A"

TO BE COMPLETED BY ANYONE

WISHING TO ADDRESS COUNCIL OR COMMITTEE OF THE WHOLE COUNCIL

No decision will be made at the same meeting as your presentation.

Names of individuals making the presentation:

John + Sandra Shaar

Points to be made:

Proposing for MOB to acquire and maintain parking area in Barrington Passage.

See email of proposal.

Purpose and any requests that may be forthcoming from the presentation:

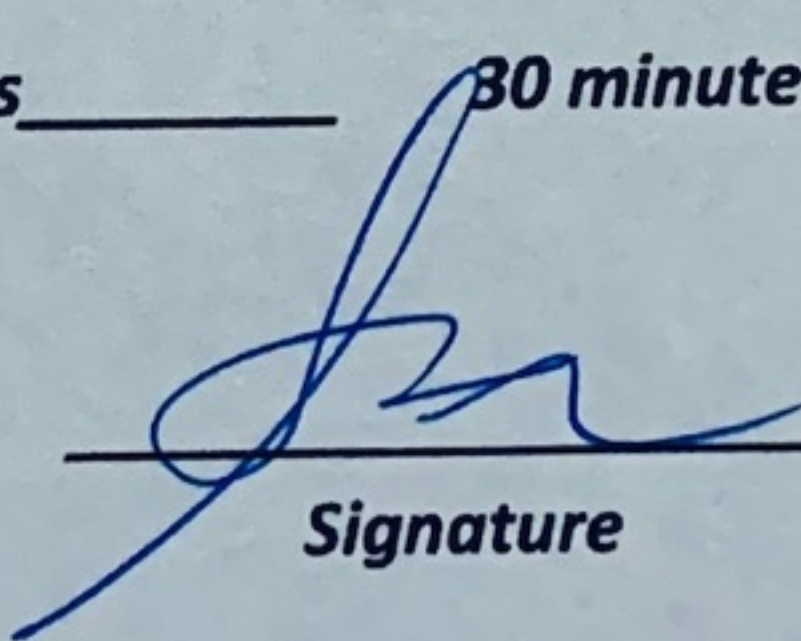
We are asking Council to make a decision regarding the proposal ASAP so we can use this information when knowing how to subdivide the land and to begin the apartment development.

Please attach a copy of your written or power point presentation.

Will your presentation be made in person or virtually? In person

Time requested for presentation:

15 minutes _____ 30 minutes X


Signature

Road and Parking Proposal

Requesting the transfer of ownership of the current parking area and future road from John and Sandra Shaar (soon to be Shaar Properties)) to the Municipality of Barrington.

We own 6.2 acres on the waterfront in the heart of Barrington Passage, with the Cape Sable Island Causeway, and Island View Park and boardwalk on the front, and the Barrington Bay Trail on the back. There is an unobstructed view of the Causeway Beach.

This property will soon be consolidated into one piece but is currently the following four lots of undeveloped land and a parking lot: PID #80052921 (linked to PIDs #82506270, #82550112, and #80052939)

The Municipal Plan includes strengthening our communities with more options for housing. It is our plan to develop this property with, initially, four much needed apartments, to be followed by enough to fill the property. We estimate this to be potentially 12 total buildings, containing 48 apartments. This could house between 98 and 196 people. This new housing should help retain residents in the MOB, from young adults to retirees and to attract newcomers

We are offering the Municipality of Barrington to subdivide the total land into two parcels. One will be the current parking area and future road and the other will be the undeveloped land. The undeveloped land would have Right of Way through the current parking area.

We are requesting that the Municipality take over the road/parking area in order to maintain and beautify the area, being able to charge a road access fee.

By paving the road/parking area, and the section owned by the Department of Transportation and the entrance to Island View Park, the MOB will not only improve the overall look of the area but will increase the viability of the approximately 16 businesses surrounding the road/parking area. There are 13 property owners that use this space and the current condition and size are problems for all.

If the MOB takes over the road/parking area and charges a road access fee, this will create a spirit of co-operation between the MOB and the local business community which will hopefully spur expansion and attract new opportunities.

This acquisition will also resolve the current problems, which include the terrible condition (huge pot holes) and safety concerns. A properly paved, well-marked road and parking area benefits all who enter for business, pleasure and housing.

Another concern is that the parking area sometimes overflows with vehicles, randomly being parked two and three deep in the center. We are willing to also give land for extra parking spots behind the Upper Mall (Salvation Army, NEEDS, Ocean Treasures, Lotus Garden, etc.) to help ease congestions and reduce risks of accidents.

The addition of 12 potential buildings will eventually bring in substantial tax revenue for the MOB that should compensate the MOB for expenses incurred from beautifying and paving the road/parking area and Island View Park

The MOB can recoup it's cost by charging a road accessibility fee.

This land is in the heart of the Municipality of Barrington, near the busiest intersection in Barrington Passage, Shelburne County, connecting the three regions within the municipality – from Cape Sable Island to Charlesville in a westerly direction and also to the Clyde River in the easterly direction.

Within 350m of this property there are eight restaurants, a daycare, two pharmacies, a major grocery store, gas station, and approximately 20 other businesses and some residences. Many additional services and amenities are within one, easily walkable, kilometer. Christmas events are centered here and even the finish line of the annual Nova Scotia Marathon is within sight.

The Strategic Plan for the Municipality of Barrington includes further investment in our beaches, parks and trails, possible sidewalk expansion and general outdoor spaces.

Also, we want to help complete the missing link - joining Island View Park to the Barrington Bay Trail with a walking path.

An application has been made to the province called Connect 2 Program – which, if approved, would be a pathway from the current end of the boardwalk to the Barrington Bay Trail, with additional access parking added. If approved this additional parking will be behind the Upper Mall.

We think MOB ownership of the current and proposed parking area, and future road the new housing development would also be a benefit to the proposed Community Development District

We love our community and feel thankful and privileged to live and work here. We want the Municipality of Barrington to grow and thrive and think we have the resources and expertise to help make it an even better place to be. We don't want seniors to feel

overwhelmed and isolated by needing to maintain a property that has become too large for them, often in one of our a non-central communities. We also don't want our young people to feel they must move away to start lives for themselves. We want to welcome newcomers and add resources and "depth" to make our area more desirable.

Sincerely,

John and Sandra Shaar

At other developments the MOB has aided with the sewer line but here the line is already on the property. Anything else you think we could ask for?

I can add some images too.



Land owned
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Department
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Transportation

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Road

New parking

Path



Island View Park



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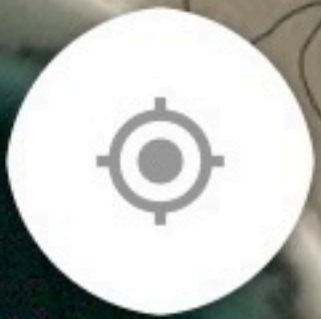
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Legal

**2024/2025 Budget
Outstanding Items**

During our budget meeting, we took note of a variety of potential changes that were discussed. These changes will form part of an adjustment sheet that will be presented to you on April 9. That said, there are 4 outstanding items in which you asked for more options and in which we require further direction to better reflect its impact on the budget. The 4 items were the following:

1. Tiered Pension Plan Policy
2. Low-Income Tax Exemption Program
3. Stoney Island Beach Washrooms
4. Former VIC Building/Barrington Ballfield Washroom and Storage Facility

Here are more options for each item and additional information to consider.

Tiered Pension Plan Policy

The briefing note provided to you at the budget meeting provided the option of implementing a tiered pension plan policy which would have the municipality assume a progressively higher proportion of pension contributions based on an employee’s years of service. The briefing note proposed the following system:

Years of Service	Contribution Structure	
	Municipality	Employee
Years 0-9	50%	50%
Years 10-19	65%	35%
Years 20 and above	80%	20%

The additional cost to the municipality of implementing a tiered pension plan policy under this system was estimated at \$15,000. At the meeting, you requested other options. Here are three others:

Option 1

Years of Service	Contribution Structure	
	Municipality	Employee
Years 0-9	50%	50%
Years 10-19	70%	30%
Years 20 and above	85%	15%

This option would see the years of service maintained as originally presented but increase the contribution percentages in years 10-19 and 20 and above. The additional cost to the municipality of implementing a tiered pension plan policy under this system would be approximately \$18,797.

Option 2

Years of Service	Contribution Structure	
	Municipality	Employee
Years 0-6	50%	50%
Years 7-13	60%	40%
Years 14-19	70%	30%
Years 20 and above	80%	20%

The additional cost to the municipality of implementing a tiered pension plan policy under this system would be approximately \$20,775.

Option 3

Years of Service	Contribution Structure	
	Municipality	Employee
Years 0-6	50%	50%
Years 7-13	65%	35%
Years 14-19	80%	20%
Years 20 and above	90%	10%

The additional cost to the municipality of implementing a tiered pension plan policy under this system would be approximately \$26,700.

Options 2 and 3 would add an extra tier and aligns the categories of years of service to those in our vacation policy. This would standardize the increase in benefits at those milestones and would provide the benefit of a tiered pension contribution earlier in the employee's career.

Low-Income Tax Exemption Program

Our current program, upon which the budget was developed, has the following income brackets and exemptions:

Income Bracket	Exemption
\$0-\$21,422	\$400
\$21,422.01-\$25,502	\$300
\$25,502.01-\$30,603	\$200

We have budgeted \$38,000 for the program but we have expensed the full amount. At the meeting, you requested to review options of increasing the maximum income level and/or the exemption amounts. Here are 3 options:

Option 1

Income Bracket	Exemption
\$0-\$21,422	\$500
\$21,422.01-\$25,502	\$400
\$25,502.01-\$30,603	\$300

This option would see the exemption amounts increased by \$100. This would help offset the amount that those who are already eligible for the program pay towards their tax bill. This option would cost an additional \$10,200.

Option 2

Income Bracket	Exemption
\$0-\$25,000	\$400
\$25,000.01-\$30,000	\$300
\$30,000.01-\$35,000	\$200

This option would see the income brackets adjusted to increase the maximum income level to \$35,000. This would maintain the exemption amounts but we estimate it would help provide an exemption to 25 more households. This option would cost an additional \$8,775.

Option 3

Income Bracket	Exemption
\$0-\$25,000	\$500
\$25,000.01-\$30,000	\$400
\$30,000.01-\$35,000	\$300

This option would see the income brackets adjusted to increase the maximum income level to \$35,000 and increase the exemption amounts by \$100. This would help offset the amount that those who are already eligible for the program pay towards their tax bill and help provide an exemption to approximately 25 more households. This option would cost an additional \$21,525.

Additional Notes

Our exemption program is typically undersubscribed. Although this is likely not a direct indication of need, it's important to keep that in mind.

Although assessments have increased substantially, the cap is actually 4.5% lower than last year.

It is common to see the \$400 exemption that is provided to the lowest income bracket cover the entire tax bill. Increasing the exemption amounts will undoubtedly help those most in need but it may not be as much as you would expect.

Stoney Island Beach Washrooms

Washrooms are desperately needed at Stoney Island Beach. There have been a few options considered but no clear direction has been provided. We currently have \$50,000 allocated in this year's capital budget to drill a well and purchase/build washrooms. At the meeting, you requested additional information on what that \$50,000 could include and other options that could be considered.

First, the \$50,000 currently in the capital budget would likely only cover the cost of drilling a well and building a very basic waterless single-stall washroom. That said, we are concerned that this amount is not sufficient to cover the cost of both so if this option is chosen, consideration should be given to increasing the budget by \$15,000-\$20,000. Here is an example (plans attached at the end of the report) of what could possibly be built within this budget:



Although this option would provide access to water for future development and address the lack of washroom amenities at the beach, there are a few disadvantages to going this route. First, we are 100% certain of future developments so we would be guessing as to where the best location for the well would be. Second, there is no guarantee that we would be able to access a good source of water in the desired location. Third, this would only provide 1 stall. This is not enough based on the usage of the 2-3 portable toilets we've had there recently. Finally, it is likely that it would take until at least June to complete the project.

Here are two other options that would address some of our short and long-term goals:

Option 1

Portable Restroom 2 Private Toilet Stalls



This option would see 1-2 of these units installed at the beach. They would be a short-term, temporary solution but would be an improvement on our portable toilets we currently use. They are very basic and would require tanks outside the structure for waste and water but they are readily available so they would address our immediate need for washrooms. The cost per unit is \$5,000.

Option 2

Additional Portable Toilets



This option would see us purchase 2-3 additional portable toilets – most of which would be accessible and placing all of them in enclosures similar to what is shown above. This would enhance the visual unappealing look of portable toilets and alleviate the issue of not being able to keep up with the usage and pumping.

Additional Notes

At this time, portable toilets or vault restrooms would be our best option. We require an immediate solution at the beach, and we do not have a clear enough idea of future developments to drill a well. There is also a real risk that a good water source could be difficult to find.

All other options are longer-term and most costly. That is certainly a prudent route to take but it would not resolve our immediate needs. That said, minor adjustments could get us by this year if this was your preference.

Former VIC Building/Barrington Ballfield Washroom and Storage Facility

Last year, you began considering the idea of building a multipurpose building at the Barrington Ballfield that would house washrooms, storage space and a canteen. A concept was presented to you, and you requested more information on cost and to consider it during budget deliberations. The cost of the concept was estimated at \$234,000 and it was felt this was too high so we went back to the drawing board.

A downsized washroom/storage combo or a dual washroom-only building was presented to you at the budget meeting. Below is an example of what was presented:



Based on the cost guide and recent tenders in the province for similar projects, we estimated the cost of this concept at \$84,000-\$98,000 for the washroom/storage combo and \$60,000-\$70,000 for the dual washroom-only building. The closest project I could find to this was built in Cumberland in 2017 for \$105,000 (<https://www.amherst.ca/washroom-changeroom-facility-officially-opened-at-lions-park.html>). The capital budget currently has \$80,000 to cover the cost of its construction.

That said, during your discussion at the meeting, the idea of renovating the former VIC building to house these amenities was brought up. This option has not been considered in the past and there

are a number of factors to analyze. *To give us enough time to properly research and analyze these factors and to provide you with enough time to read and digest the information, I will be presenting a staff report to you at the first Committee of the Whole meeting in April.*

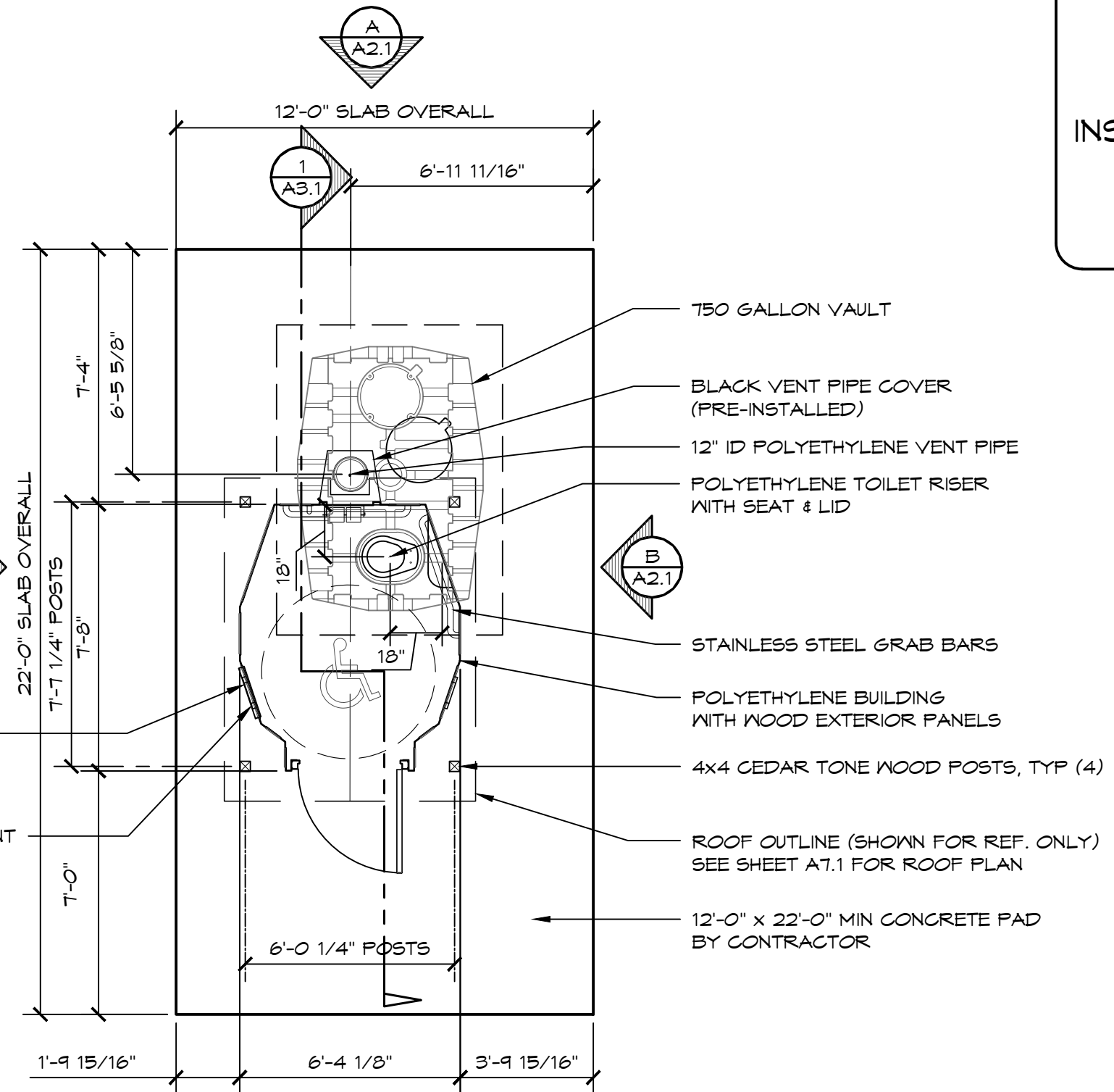
BUILDING LOCATION INSTALLATION NOTES:

1. TO PROVIDE PROPER VENTILATION, THE BUILDING IS TO BE ORIENTED WITH THE BLACK VENT SHROUD IN THE BACK FACING SOUTH. SOLAR HEAT INSIDE THE BLACK VENT SHROUD IMPROVES VENTILATION.
2. SELECT A SITE THAT PROVIDES AN UNOBSTRUCTED AIR FLOW ACROSS THE TOP OF THE 12" VENT PIPE.
3. DO NOT LOCATE BUILDING IN A HOLLOW, BENEATH AN OVER HANG, ON LEE SIDE OF A RIDGE, IMMEDIATELY ADJACENT TO A DENSE TREE LINE, OR IN DENSE BRUSH OR TREES. NOTE: BOTH BUILDING LOCATION AND ORIENTATION ARE CRITICAL TO PROPER VENTILATION OF BUILDING.
4. SITE SHOULD BE IN A WELL DRAINED AREA THAT CAN BE EXCAVATED TO A DEPTH OF 4'-6" AND GRADED LEVEL 12' x 22'

INSTALL INSTRUCTIONS

POLYCARBONATE WINDOW, PRE-INSTALLED TYP. (2)

XV-000-1017 KICK RESISTANT WALL VENT INSTALLED ON-SITE SEE INSTALLATION NOTES



1 FLOOR PLAN
SCALE: 1/4" = 1'-0"

KICK VENT INSTALLATION NOTES:

1. LOCATE VENT UNDER WINDOW ON PREVAILING WIND SIDE OF BUILDING, DO NOT INSTALL THE VENT ON BACK OF BUILDING OR DOOR.
2. TO INSTALL WALL VENT CUT HOLE IN THE WALL THE SIZE OF THE VENT, THEN MOUNT THE VENT IN THE WALL WITH PROVIDED FASTENERS (6) 1/4"-20UNC x 1-1/4" BOLTS WITH SPRING NUT.
3. LOUVERS ARE TO BE POINTED DOWN.
4. DO NOT INSTALL ANY OTHER VENTS, THIS WILL DEFEAT THE SPECIFIED VENTILATION SYSTEM.

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PROJECT:	XXXX
PLAN SET#	XXXXX
DATE:	XX/XX/XXXX
REVISIONS	
REV.	DATE:
DRAWN BY:	ZA

18240 NORTH BANK ROAD
ROSEBURG, OR 97470
(541) 996-3541 FAX (541) 996-8803

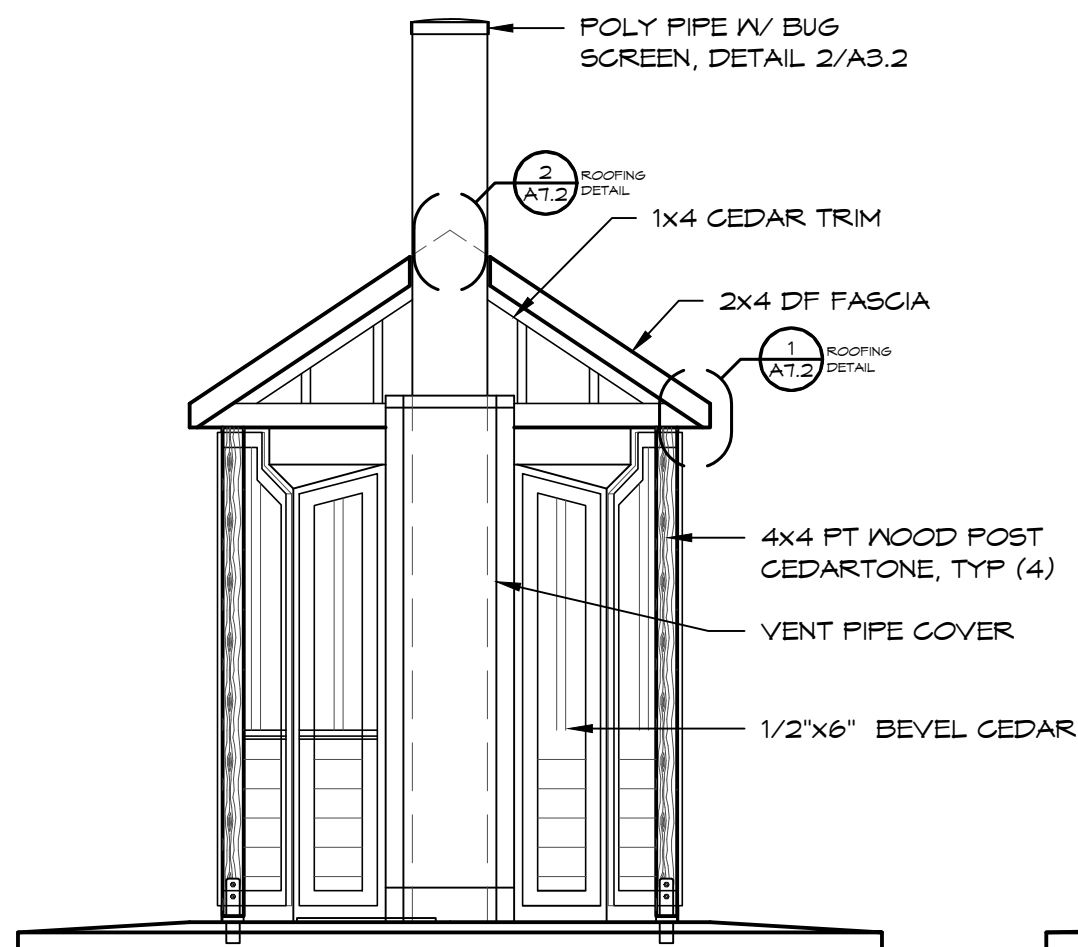


SHEET TITLE: FLOOR PLAN

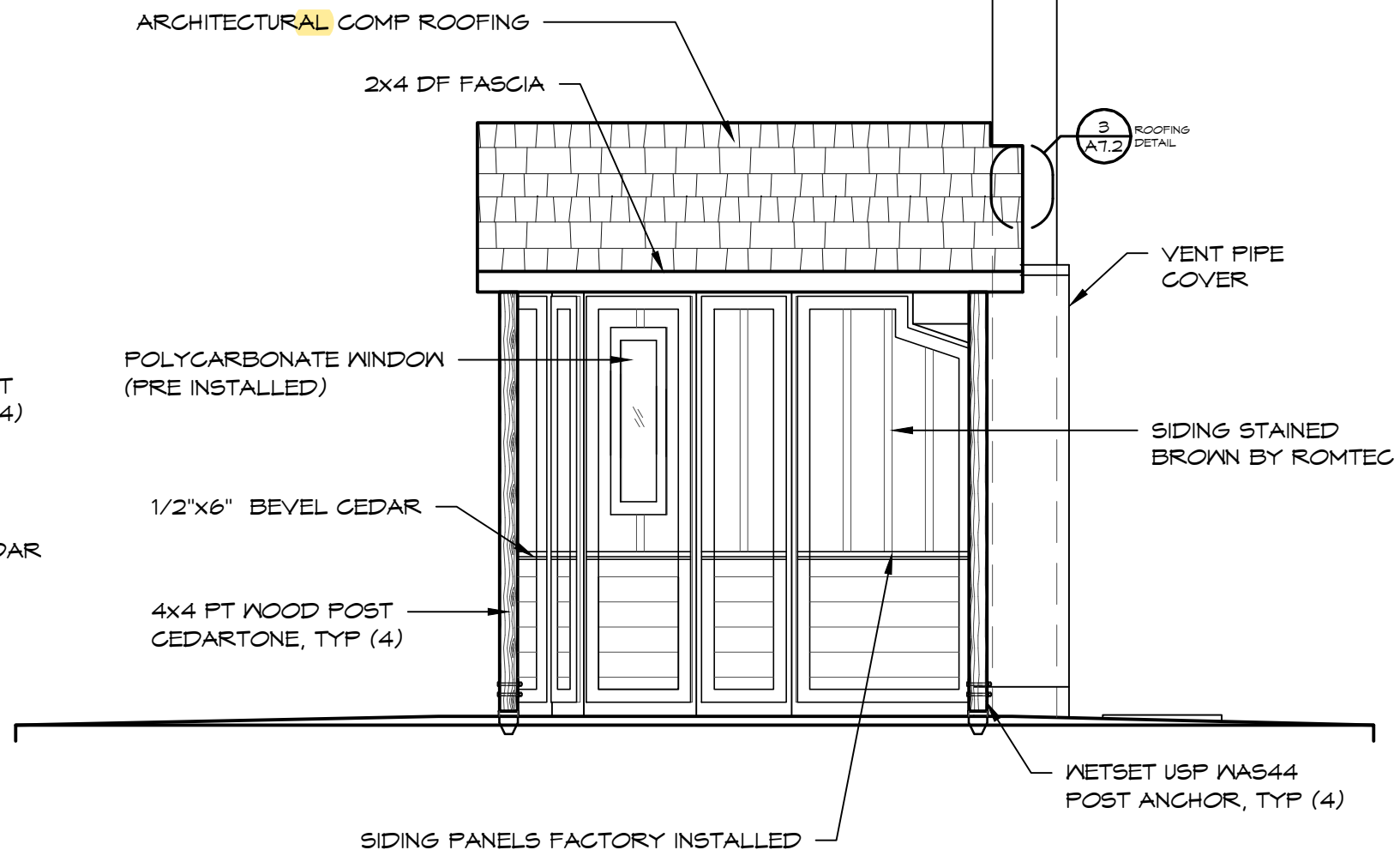
SHEET NO.

A1.1

INSTALL INSTRUCTIONS



A ELEVATION VIEW
SCALE: 3/8" = 1'-0"



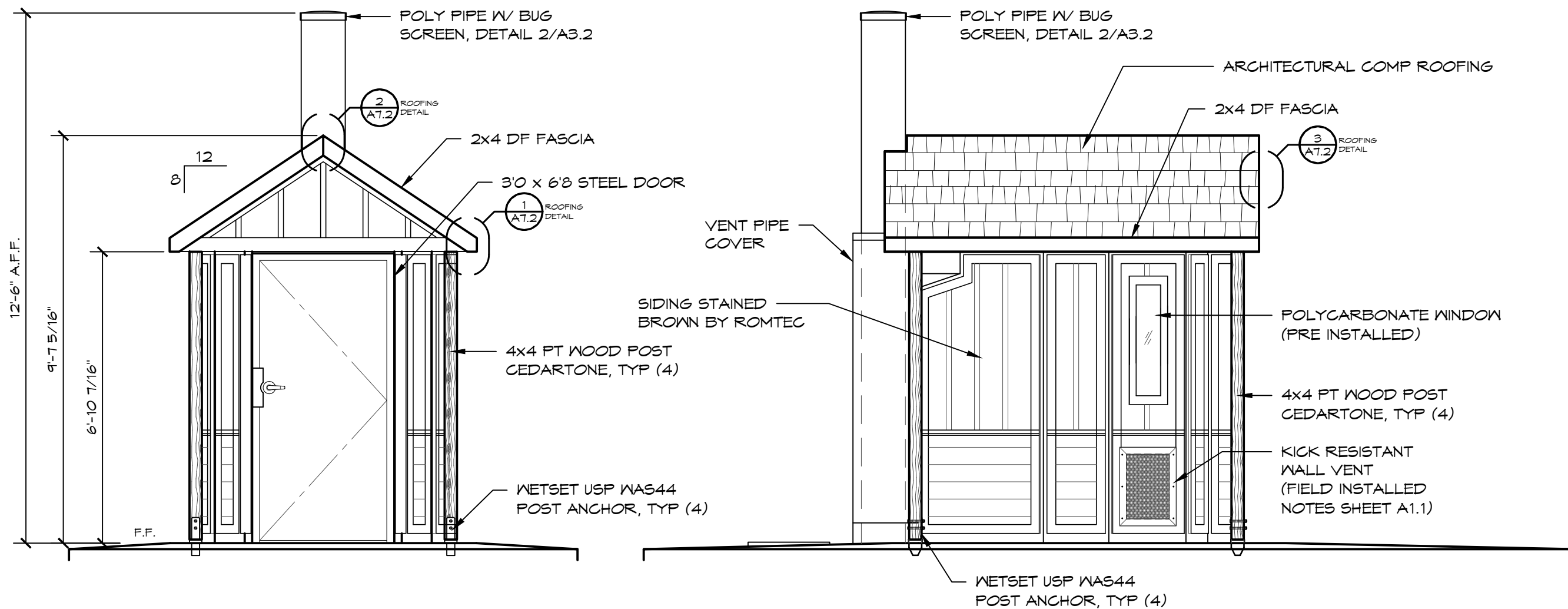
B ELEVATION VIEW
SCALE: 3/8" = 1'-0"

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PLAN SET# XXXXX			
DATE: XX/XX/XXXX			
REVISIONS			
REV.	DATE:	BY:	
DRAWN BY: ZA			

SHEET NO. **A2.1**

INSTALL INSTRUCTIONS



C ELEVATION VIEW
 SCALE: 3/8" = 1'-0"

D ELEVATION VIEW
 SCALE: 3/8" = 1'-0"

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ROMTEC

PROJECT: XXXXX
 SHEET TITLE: ELEVATIONS

PLAN SET#	XXXXX
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SHEET NO.

A2.2

Standard Operating Procedure (SOP)

Committee of the Whole and Regular Council Agenda Preparation and Publication

Purpose:

This Standard Operating Procedure (SOP) outlines the steps and responsibilities for the preparation and publication of the Municipality's Committee of the Whole and Regular Council meeting agendas.

Scope:

This SOP applies to all municipal elected officials and staff involved in the preparation and publication of Committee of the Whole and Regular Council meeting agendas.

Responsibilities:

1. Chief Administrative Officer (CAO):

- Oversees the overall administration and operations of the municipality, including agenda preparation and publication.
- Provides guidance and support to the Municipal Clerk and Directors in agenda-related matters.
- Ensures that agenda items align with the municipality's strategic goals, priorities and policies.
- Ensures compliance with legal requirements.

2. Municipal Clerk:

- Oversees the agenda preparation and publication process.

3. Directors:

- Responsible to submit agenda items and supporting documents within the specified deadlines.

4. Committee and Council Members:

- Responsible to submit agenda items and supporting documents within the specified deadlines.

Procedure:

1. Agenda Request Submission:

1.1. Request Initiation:

- 1.1.1. Elected Officials and Directors submit agenda items and supporting documents to the Municipal Clerk, utilizing pre-established forms and templates. In some cases, requirements outlined in policies 52 and 59 will also be applied.

1.2. Submission Deadline:

1.2.1. Agenda items must be submitted to the Municipal Clerk no later than 6 days before the scheduled meeting date.

1.3. Completeness Check:

1.3.1. Other than for minor corrections, the Municipal Clerk is not responsible for checking the completeness of agenda items. The Elected Official or Director is responsible for ensuring that each submission includes all required documents and information.

2. Compilation and Review:

2.1. Agenda Compilation:

2.1.1. The Municipal Clerk compiles all agenda items, ensuring they are organized in a logical sequence.

2.2. Review by the Chief Administrative Officer:

2.2.1. The Chief Administrative Officer reviews the compiled agenda for completeness, and relevance to municipal strategy and objectives.

3. Legal and Compliance Review:

3.1. Legal Review:

3.1.1. If required, the municipal solicitor reviews agenda topics for legal compliance and adherence to local laws and regulations.

3.2. Compliance Verification:

3.2.1. The Municipal Clerk ensures that all agenda items comply with open meeting and public notice requirements, as set out in the Municipal Government Act.

4. Agenda Formatting and Distribution:

4.1. Agenda Formatting:

4.1.1. The Municipal Clerk formats the agenda, ensuring a consistent and professional appearance.

4.2. Distribution:

4.2.1. The final agenda, along with supporting documents, is distributed to Committee of the Whole and Council members a minimum of 3 days before the meeting.

5. Public Notice and Publication:

5.1. Public Notice:

5.1.1. The Municipal Clerk ensures that the meeting date, time, and location are posted in accordance with the Municipal Government Act.

5.2. Website Publication:

5.2.1. The Municipal Clerk will upload the agenda, including supporting documents, to the municipality's website a minimum of 3 days before the meeting.

5.3. Additional Notification (if required):

5.3.1. The Municipal Clerk will send email notifications or other forms of communication to interested parties, stakeholders, and the public as necessary.

6. Meeting Facilitation:

6.1. Meeting Setup:

6.1.1. The Municipal Clerk will ensure that the meeting room is properly set up, technical equipment is functioning, and necessary materials are available.

6.2. Chairperson's Responsibilities:

6.2.1. The Chairperson of the Committee of the Whole or Regular Council leads the meeting, following the established agenda.

7. Post-Meeting Actions:

7.1. Minute Preparation:

7.1.1. The Municipal Clerk prepares and distributes minutes of the meeting within 10 days or prior to the next meeting taking place.

7.2. Archiving:

7.2.1. The Municipal Clerk archives agenda, minutes, and supporting documents for future reference and compliance with record-keeping requirements.

8. Ad Hoc Agenda Requests During Meetings:

8.1. Procedure for Council Members to Request Ad Hoc Agenda Items:

~~8.1.1. In situations where a member of Council identifies a time-sensitive matter before the approval of the agenda, they may request the addition of this item to the agenda.~~

~~8.1.2. A time-sensitive matter is characterized by its imperative need for urgent consideration during a meeting. Such matters include issues with imminent statutory, regulatory, contractual, or legal deadlines, emergent events that have arisen since the agenda preparation deadline, or critical public interest matters. In essence, these are situations where delayed discussion until a subsequent meeting would result in significant negative consequences.~~

~~8.1.3. The outlined procedures aim to balance the need for responsiveness with the necessity of maintaining transparency and adherence to procedural requirements.~~

~~[8.1.1.](#)~~

~~8.2. Request Submission:~~

~~8.2.1.8.1.2.~~ -The member of Council ~~must~~shall submit a written ~~request~~summary, clearly outlining the nature of the time-sensitive matter, the reasons for urgency, and any supporting documentation.

~~8.3.8.2. Committee of the Whole/Council Deliberation:~~

~~8.3.1.~~ A majority vote is required to approve the addition of the ad hoc item to the agenda.

~~8.4. Documentation and Record Keeping:~~

~~8.4.1.8.2.1.~~ -All documentation related to the ad hoc agenda request, including the request itself and the decision, will be recorded in the meeting minutes for transparency and compliance purposes.

DRAFT