

Minutes of the Regular Meeting of the Barrington Municipal Council held by videoconference on Monday, April 27, 2020. The meeting was called to order by the Warden at 7:07 p.m., with the following members present:

- Warden Lindsay (Eddie) Nickerson
- Deputy Warden Jody Crook
- Councillor Murray Atkinson
- Councillor George El-Jakl
- Councillor Shaun Hatfield

- Chris Frotten, CAO
- Lesa Rossetti, Municipal Clerk

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

APPROVAL OF THE AGENDA

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

Motion carried unanimously.

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of Conflict of Interest.

APPROVAL OF MINUTES

Being duly moved and seconded that minutes of the Regular Meeting held February 24, 2020 be approved as circulated.

Motion carried unanimously.

It was noted that due to COVID-19, the Council Meeting scheduled for March 23, 2020, was cancelled.

MATTERS ARISING FROM THE MINUTES

Tabled Motion Re: 2021 - World Championships of Double-Bitted Axe Throwing

It was reported that at the last meeting of Council held on February 24, 2020, a motion regarding the CAO serving as Treasurer on the Local Organizing Committee for the World Championships of Double-Bitted Axe Throwing was tabled and referred to the Committee of the Whole Council for discussion.

The matter was considered by the Committee on March 9, 2020.

The tabled motion was then brought forward for consideration of Council.

Resolution C200401

“Being duly moved and seconded that the Municipality suggest that the CAO serve as the Treasurer on the Local Organizing Committee.”

Motion carried unanimously.

REPORT OF WARDEN

The Warden gave a brief report on his activities since the last meeting of Council.

REPORT OF COUNCILLORS

The Deputy Warden and each Councillor gave a brief report on their activities since the last meeting of Council.

REPORT FROM COMMITTEE OF THE WHOLE COUNCIL

Councillor Hatfield reported on recommendations from the Committee of the Whole Council.

Request from Clyde Area Community Centre Association

The Clyde Area Community Centre Association is requesting that the outstanding taxes on their account be adjusted as provided for in By-law No. 25 “Tax Exemption By-law”

Resolution C200402

Being duly moved and seconded that:

WHEREAS a tax exemption has been approved for the Clyde Area Community Centre Association under By-law No. 25 “Tax Exemption By-law”;

AND WHEREAS the exemption is meant to take effect from the time the Association obtained ownership of the property, AAN 03788687;

THEREFORE BE IT RESOLVED that the Municipality provide a grant to the Clyde Area Community Centre Association equivalent to the outstanding taxes on its property, which is estimated to be \$6,657.39, including interest, for the period April 1, 2019 to March 31, 2020.

Motion carried unanimously.

Staff Report Re: Deed Transfer Tax Revenue

Being duly moved and seconded that Council direct staff to allocate revenue generated from the Deed Transfer Tax to any capital costs/projects, with a priority to recreation, within a given fiscal year’s capital budget only if financially feasible and without impacting the net income of the budget.

Being duly moved and seconded that the above motion be amended by moving the words “with a priority to recreation” to follow the word “Tax” and replacing the words “to any” with “for”.

Motion carried.

AFFIRMATION
Murray Atkinson
Jody Crook
Shaun Hatfield

NEGATIVE
George El-Jakl
Eddie Nickerson

The amended motion now reads as follows:

Resolution C200403

“...that Council direct staff to allocate revenue generated from the Deed Transfer Tax with a priority to recreation for capital costs/projects, within a given fiscal year’s capital budget only if financially feasible and without impacting the net income of the budget.

Motion carried.

AFFIRMATION
Murray Atkinson
Jody Crook
Shaun Hatfield

NEGATIVE
George El-Jakl
Eddie Nickerson

Discussion took place regarding a line being added to the Capital Budget for Deed Transfer Tax Funds and Expenditures. It was agreed that this matter be added to a future committee agenda for discussion.

Appointments to Planning Advisory Committee

Resolution C200404

Being duly moved and seconded that Cecil Swimm be appointed to serve on the Planning Advisory Committee for a two year term to expire March 31, 2022.

Motion carried unanimously.

One vacancy still exists on the committee. The vacancy will be re-advertised.

Staff Report Re: Janitorial Services

Resolution C200405

Being duly moved and seconded that the Municipality approve the addition of a Municipal Janitorial service.

Motion carried unanimously.

Draft Beach Signage Plan

Resolution C200406

Being duly moved and seconded that the Draft Beach Signage Plan be approved as presented.

Motion carried unanimously.

Resolution C200407

Being duly moved and seconded that the Municipality immediately proceed with the implementation of the beach signage plan and \$20,125.00 be included in the 2020/21 Municipal Budget.

Motion carried unanimously.

Additional TIR Funding For J Class Roads

Resolution C200408

Being duly moved and seconded that Fish Plant Road be submitted to the Department of Transportation and Infrastructure Renewal for repaving.

Motion carried unanimously.

Cost to Pave Lighthouse Road Under TIR Cost Shared Program

Resolution C200409

Being duly moved and seconded that the Municipality approve the municipal cost of \$175,000.00 to pave the Lighthouse Road, located in Baccaro.

Motion carried unanimously.

Delay of Interim Tax Billing

Resolution C200410

Being duly moved and seconded that the issuance of the Interim Tax Bills be delayed until the first week of May and interest on the interim bill be charged effective July 1, 2020.

Motion carried unanimously

Arena Fees

Being duly moved and seconded that the rental fees of the Sandy Wickens Memorial Arena be increased for the 2020/21 season by the following: \$20.00 per hour for prime hours, \$10.00 per hour for non-prime hours and \$25.00 per hour for youth group hours.

Being duly moved and seconded that the above motion be amended to change the rental rates as follows: \$10.00 per hour for prime hours, \$5.00 per hour for non-prime hours and \$15.00 per hour for youth group hours.

Motion carried.

AFFIRMATION
Murray Atkinson
Jody Crook
Shaun Hatfield

NEGATIVE
George El-Jakl
Eddie Nickerson

The amended motion now reads as follows:

Resolution C200411

“...that the rental fees of the Sandy Wickens Memorial Arena be increased for the 2020/21 season by the following: \$10.00 per hour for prime hours, \$5.00 per hour for non-prime hours and \$15.00 per hour for youth group hours”

Motion carried.

AFFIRMATION
Murray Atkinson
Jody Crook
Shaun Hatfield

NEGATIVE
George El-Jakl
Eddie Nickerson

Furniture Disposal Fees

Due to increased quantity and fees to dispose of furniture at the Queens Landfill, it is recommended that a new disposal fee be put in place.

Being duly moved and seconded that the Municipality begin charging a non-residential furniture disposal fee of \$120.00 per tonne starting July 1, 2020.

Being duly moved and seconded that the above motion be amended to add “and commercial” following the word “non-residential”.

Motion carried unanimously.

The amended motion now reads as follows:

Resolution C200412

“...that the Municipality begin charging a non-residential and commercial furniture disposal fee of \$120.00 per tonne starting July 1, 2020.

Motion carried unanimously.

Additional TIR Funding for J Class Roads - Repaving

Resolution C200413

Being duly moved and seconded that funding be approved for the municipal portion of the cost to repave Fish Plant Road, located at The Hawk, should approval be awarded by the Province.

Motion carried unanimously.

Letter of Condolence

Resolution C200414

Being duly moved and seconded that a letter be sent to the Municipality of Colchester expressing our condolences as a result of the tragic events which took place on April 19, 2020.

Motion carried unanimously.

Contract Negotiations Re: Internet

Resolution C200415

Being duly moved and seconded that the Municipality provide funding support for internet services as discussed In-Camera which will be publicly announced upon completion of the competitive bid process.

Motion carried unanimously.

It is necessary that the following decisions be ratified by Council:

Novel Coronavirus (COVID-19) Update

Office Closures

The Committee at their meeting held March 16, 2020 recommended to Council that the recommendations put forth by the CAO be accepted and municipal offices close effective Wednesday March 18th to March 30, 2020.

Since that time it has been agreed that municipal offices would remain closed to the public until such time as the physical distancing requirement is lifted.

Resolution C200416

Being duly moved and seconded that the decision to keep municipal offices closed to the public and to only allow staff to work in circumstances where physical distancing requirements can be met, be ratified and these restrictions remain in place until such time as the physical distancing requirement is lifted.

Motion carried unanimously.

Landfill Hours

The Committee at their meeting held April 9, 2020 recommended to Council that the C&D Landfill Site remain open Tuesdays and Thursdays from 8 a.m. – 4 p.m. for the next 30 days and be re-evaluated at that time.

Since that time it has become necessary to open the facility on Wednesdays as well to address the volume of traffic.

Resolution C200417

Being duly moved and seconded that the decision to reduce the hours of operation of the C. & D. Landfill site be ratified and that the facility remain open Tuesdays, Wednesdays and Thursdays from 8 a.m. - 4:00 p.m. until May 8, 2020, at which time the hours of operation will be re-evaluated.

Motion carried unanimously.

Letter of Support - CRTC Broadband Fund Application

The Committee at their meeting held March 16, 2020, recommended to Council that a letter of support be provided to Bell Aliant in support of their application to the CRTC Broadband Fund to provide high-speed internet service to the communities of Port LaTour, West Baccaro, East Baccaro, Baccaro, Blanche and Cape Negro.

The letter was sent prior to Council considering the recommendation since it was required by March 20, 2020.

Resolution C200418

Being duly moved and seconded that the decision to provide a letter of support to Bell Aliant in support of their application to the CRTC Broadband Fund to provide high-speed internet service to the communities of Port LaTour, West Baccaro, East Baccaro, Baccaro, Blanche and Cape Negro, be ratified.

Motion carried unanimously.

STAFF REPORT

The Chief Administrative Officer provided his report for the period February 24 to April 27, 2020 of which a copy is attached and forms part of the minutes.

Topics highlighted were as follows:

- New Recreation Centre
- Development of Asset Management Plan
- Improved Access to Internet
- Amenities at Beaches
- Continued Work Towards Additional Medical Services (Medical Clinic, Dialysis)
- COVID-19
- Budget
- Tax Bills
- Nova Scotia Marathon
- Summer Season
- Recreation Department
- Property Services Department
- Visitor Information Centre
- Events
- Recreation Planning Initiatives
- Building Permits & By-law Enforcement
- Fire Services & Emergency Management
- Capital Project Update

CORRESPONDENCE

No correspondence to report on.

AGENDA ITEMS FOR FUTURE MEETINGS

No items were brought forward.

ADJOURNMENT

The meeting was adjourned at 10:00 p.m.

Warden

Chief Administrative Officer

Secretary for the Meeting

Chief Administrative Officer Activity Report
April 27th, 2020

KEY STRATEGIC AREAS

1. Infrastructure Renewal

a. New Recreation Centre

Another working session with Council and Staff was held on March 15th to continue work on finalizing a design. Due to COVID-19, we are still waiting for the updated plans.

b. Development of Asset Management Plan

As mentioned back in February, Infrastructure Solutions Software Inc., who writes FCM funding applications and can help us advance our asset management initiatives, has been assisting us in the application of funding to help cover the cost of an Asset Management Plan.

This application will include a request to fund the development of an asset management plan, policies and communication strategy. This would include a condition assessment and data collection of our assets, long term financial modeling, training and a decision optimization tool for future decision making.

The maximum funding amount is \$50,000 and any project must be funded by the Municipality at 20%. Therefore, the maximum cost to the Municipality would be \$12,500. This has been added to the draft budget for Council's consideration.

c. Renewal or Expansion of Sewer System

Nothing new to report at this time.

2. Economic Growth

a. Development of Additional Business/Commercial Property

Nothing new to report at this time.

b. Reduction of Commercial Taxation

Nothing new to report at this time.

c. Improved Access to Internet

On February 7th, the Province of Nova Scotia and Develop Nova Scotia announced a series of major Internet projects which have been awarded as part of the Internet for Nova Scotia Initiative. Due our work with the WREN and a financial investment of \$200,000 by the

Chief Administrative Officer Activity Report
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Municipality, we were excited to announce that 950 new homes and businesses between Charlesville through to Doctor's Cove will soon have fibre-to-the-home Internet as part of this initiative.

Although this was welcomed news, we knew there were still areas in our Municipality, specifically the Villagedale/Port La Tour/Baccaro areas, that remained underserved. For that reason, the Municipality committed to improving Internet in those areas and is now currently partnering with an Internet Service Provider to apply to the CRTC Broadband Fund in an attempt to service those areas. The application deadline is April 30th however the timeline for actual connections is still uncertain.

3. Promotion and Support of the Tourism Industry

a. Amenities at Beaches

The two main objectives of the Beaches Strategy for this year are an *assessment of existing infrastructure and develop a plan for future infrastructure* and *the development of signage and directional signage for the beaches that work with our branding*. The signage strategy was presented and approved by Council on March 16th and the upcoming budget will have funds earmarked for the infrastructure assessment.

b. Work to Attract Accommodations

Nothing new to report at this time.

4. Provision or Support of Services for Residents of the Municipality

a. Continued Work Towards Additional Medical Services (Medical Clinic, Dialysis)

The Barrington/Clarks Harbour Satellite Dialysis Committee meeting has scheduled multiple meetings in the last three months but have had to be postponed due to weather and COVID-19. The next meeting will be scheduled once the COVID-19 situation subsides.

b. Develop Water Access Plan (docks, wharves and marinas)

Nothing new to report at this time.

c. Improve Active Transportation (sidewalks, trails, boardwalks)

Nothing new to report at this time.

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SUMMARY OF ACTIVITIES OCTOBER 29TH to NOVEMBER 24TH

TOPICS

COVID-19

The outbreak of the Coronavirus (COVID-19) pandemic has disrupted our normal way of life. Since February, we have seen unprecedented action taken by the Federal and Provincial governments to try and “flatten the curve” and assist those facing hardship. We are in uncharted waters and all levels of government and the populations they represent are doing their best to do their part by adhering to public health orders.

On March 22, 2020, the Province of Nova Scotia declared a state of emergency to help contain the spread. This state of emergency has been extended until noon on May 3, 2020.

As part of our efforts to contain the spread of the disease, all municipal offices and facilities will remain closed to the general public until at least May 4, 2020. As a precaution and in the best interest of our community and our employees, some of our staff work from home until further notice with other staff rotating in the office.

We have contingency plans in place to continue operations and all services deemed essential continue to operate as normal.

Up to date information on all municipal closures, service updates and measures can be found at barringtonmunicipality.com/covid19.

Budget

The budget has been one of the main priorities in the last three months. Council has completed its review of the first draft of the operating budget through virtual meetings and will be discussing the impacts of COVID-19 and the capital budget in the next two weeks. A final draft of the operating budget will include the feedback received during the budget meetings.

Tax Bills

In light of the evolving situation with COVID-19 and in order to offset the financial impact on residents and businesses, the Municipality had temporarily suspended billing and interest charges until further notice. We have now finalized a revised billing schedule which will see the

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interim bill sent out the first week of May and an interest free period of 60 days instead of 45 which will bring the deadline to June 30th.

As usual, this bill represents 50% of a calculation based on the current year's taxable assessment and the last tax rate set by Council along with 50% of the previous year's sewer service charge, when applicable.

Nova Scotia Marathon

There were 176 participants registered as of April 8th. The committee met to discuss the concerns around the COVID-19 crisis and decided to postpone the 2020 marathon to July 25, 2021. We have been working with Race Roster to refund all participants who wish to do so and we are keeping track of number of participants who defer their registration to next summer.

Summer Season

This upcoming summer season will look a little different than usual but we will continue to provide the essential service and are considering opportunities to promote recreation.

Recreation Department

The Department is exploring options for summer programming based on possible distancing measures still in place for at least a portion of the summer. They are working with several other municipal recreation departments as well as community organizations to come up with summer programming options. We are looking at hiring a reduced number of summer staff and bringing on additional staffing if the loosening of restrictions allows more programming to be delivered. One example is the pool, which we plan to keep closed, unless health restrictions are significantly lifted.

The Department is still in discussions to look at lifeguard services at a local beach. This summer would be a pilot project to test the water conditions and safe swimming areas to make a recommendation for a broader service in 2021.

As our offices and facilities are closed, The Department has been working from home for the most part. They continue to do all their development work and planning in virtual team meetings, and everything is working well.

Property Services Department



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Although our beaches, parks and recreation facilities are closed to the public at this time, the Property Services Department is still preparing for the summer season. The arena staff are doing annual repairs/maintenance as scheduled, annual park and field maintenance is being done and roads are being repaired.

Visitor Information Centre

Suzy has been reaching out to our tourism stakeholders and South Shore Tourism members and providing them with various resources, training opportunities and possible funding grants that they may be able to access. She also been part of the South Shore Tourism Reboot committee and the WREN Business Client Services group; both are to help those businesses and organizations in our communities.

As previously advised, the VIC will not open this year due to the expected impact of COVID-19 on the tourism industry. We will however place our printed brochures and any other regional/provincial printed material in tourist locations (i.e. museums) that may open for the season. We also have our ShowMe Map and other electronic material that would be promoted and accessible to visitors.

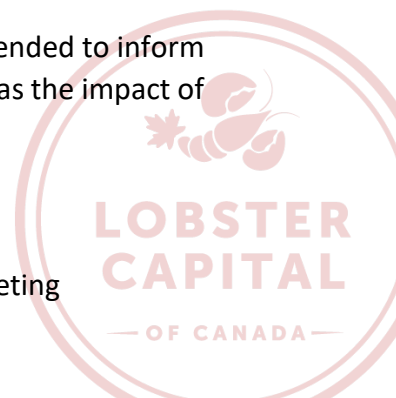
Events

In addition to the Nova Scotia Marathon, the Shelburne County Lobster Festival and the Wood's Harbour Days have also been cancelled for this year. We continue to monitor other events in the Municipality for this season. We will be doing some virtual events for Lobster Festival to celebrate the season and keep us focused on positive things on our social feeds and to help increase engagement about our lobster festival and industry.

Recreation Planning Initiatives

Joel, our Physical Activity Coordinator has created and posted a physical activity survey for the Recreation Department's Recreation Strategy. This survey looks into usage of our trails, beaches, and parks, and how can people move more throughout the day. As of April 20th, there are 305 responses. The link to the survey is: <https://www.surveymonkey.com/r/QQTGDDK>.

Misty, our Recreation Director sits on a couple provincial task forces that are intended to inform the recreation sector on the Nova Scotia Health updates and restrictions as well as the impact of the COVID-19 crisis on recreation services and delivery.



Chief Administrative Officer Activity Report
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Finally, the Department has started the process to create the Recreation Master Plan with some discussion with members of the Recreation Advisory Committee as well as started a literature review of available resources and similar strategies.

Building Permits & By-Law Enforcement

From March 16th to April 19th, 2020, 29 permits were issued with a total dollar value of \$1,466,500. No new dangerous and unsightly complaints were received, so this leaves us with one open file that cannot be closed until contractors are allowed back into property. We did receive two by-law complaints, one for illegal dumping and one for burning of household waste. Both these matters were resolved.

As our offices are closed to the public, the Department has been carrying out inspections and issuing permits on site and employees have been coming in to process these inspections. For the most part, it is business as usual.

Fire Services & Emergency Management

Fire departments are monitoring the status of their memberships and communicating that information to the Fire Services Coordinator. Plans are in place if departments staffing levels are seriously impacted by COVID -19 so that we can quickly alter Automatic Aid protocols to ensure adequate coverage in all areas. All departments have implemented measures to reduce the chances of their exposure and have cancelled all non-emergency activities.

Otherwise, Dwayne continues to monitor COVID-19 updates from the province and EMO and communicates regularly with EMONS in regard to the Provincial response. He participates in all conference calls and has distributed PPE to the Fire Departments that was provided by EMONS. In light of the situation, he is also working on update the pandemic protocols within our Emergency Management Plan.

Here is the data for the month of March:



An ocean of opportunity

Chief Administrative Officer Activity Report
April 27th, 2020

BARRINGTON MUNICIPAL FIRE SERVICE							
EMERGENCY CALLS March 2020							
FIRE DEPARTMENT	Fire	Mut	Auto	MFR	MVC	Other	TOTAL
		Aid	Aid				
Barrington/Port La Tour FD	3		1	1		1	6
Island Barrington Passage FD	6	3		1		2	12
Woods Harbour/Shag Harbour FD	3		1	1	1	2	8
TOTALS	12	3	2	3	1	5	26
B/PLT - 3 Grass/Brush							
IBP - Structure fire est. \$200,000 loss, 1 rekindle, 3 Grass/Brush, 1 Boat							
WH/SH- 2 Grass/Brush, 1 Chimney							



Chief Administrative Officer Activity Report
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CAPITAL PROJECT UPATE

Here is an update on our 2019-2020 Capital Projects:

Rank	Project	Status
2	Doctor Recruitment – Lease Imp.	Complete
3	North East Point Boardwalk	Complete
4	Barrington Ball Field Fencing	Complete
5	Ice Resurfacers	Complete
6	Beach Strategy	Complete
8	Arena Roof Repairs	Complete
9	Building Inspection Vehicle	Complete
10	Sewer Pumps	Complete
11	Lift Station Cabinet Retrofits	Complete
12	Paving – Red Schoolhouse Lane	Complete
13	Replace Front Entrance at Arena	Complete
14	Replace Interior Entrance at Arena	Complete
15	Replace Arena Flooring	Complete
16	Manhole Cover Repairs	Complete
17	Batting Cages	Complete
18	Sewer Lateral – Former Knowles Property	Complete
1	Recreation Centre Design Fees	In Progress
7	Brass Hill Sewer Study	In Progress