



**Minutes
Town of Westville
Regular Council Meeting
Council Chambers
January 31, 2022 – 6:00 pm**

1. Call To Order

Mayor White called the meeting to order at 6:03 pm.

2. Territorial and African Nova Scotian Acknowledgement

Mayor White acknowledged that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. We also acknowledge the African Nova Scotians that have settled here for hundreds of years. February is African Heritage month. Mayor White took part in a flag raising ceremony that will be broadcast on February 1st. The Town of Westville is endorsing African Heritage month and encourage you to take part in events both in person when possible and virtually through social media.

3. Roll Call

Mayor Lennie White, Deputy Mayor Clarrie MacKinnon, Councillor Meghan Bragg, Councillor Mitchell MacGregor, Interim Chief Administrative Officer Sam Graham, Recording Secretary Kristen Reed, Town Engineer Oliver Browning and 7 members of the public.

We recognize the empty chair of Councillor Sutherland. We held a moment of silence at the Special Council meeting, however we want to acknowledge that we are still very saddened by her passing.

We also acknowledge the passing of Diane Hayman, former Councillor and life long resident. She was always a great supporter and often gave words of encouragement.

Charles Jackson, former Police officer of Westville has passed away. We send our condolences to his family and friends.

4. Declaration of Conflict of Interest

None

5. Additions, Deletions and/or Approval of the Tentative Agenda

2022.01.31.461 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor Bragg to approve the agenda as circulated.

Motion Unanimously Carried

6. Approval of the Minutes

a. **Regular Council Meeting December 20, 2021**
2022.01.31.462 Moved by Councillor Bragg, **seconded by** Deputy Mayor MacKinnon to approve the minutes for the Regular Council Meeting as circulated.
Motion Unanimously Carried

b. **Special Council Meeting January 17, 2022**
2022.01.31.463 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor MacGregor to approve the minutes of the Special Council Meeting as circulated.
Motion Unanimously Carried

c. **Committee of the Whole Meeting January 17, 2022**
2022.01.31.464 Moved by Councillor MacGregor, **seconded by** Deputy Mayor MacKinnon to approve the minutes for the Committee of the whole as circulated.
Motion Unanimously Carried

7. Business Arising from the Minutes

None

8. Presentation

D. Oliver Browning, PMP, FEC, P.Eng.

Town engineer Oliver Browning presented the final State of the Infrastructure report for Westville's Municipal Street Network. The Street network is the third infrastructure to be looked at with two more to go.

The scope and objective of this report is to formalize a means of assessing streets logically and objectively. Westville's existing infrastructure is 40km of Asphalt paved streets, \$21,495,240 in replacement value and 2 km of gravel surfaced streets, \$427,800 in replacement value. The km of asphalt paved streets in Westville is second only to Truro.

The Service Delivery goals are to comply with legislative requirements, strive to provide capacity, quality and reliability expected by Council and residents, strive to ensure safety of services and infrastructure, and consider sustainability and long-term benefits to future generations. The current level of service is comparable to most other towns of similar size throughout the province.

There was an Asphalt condition rating criteria which included photos of visual condition, visible distress observations and conditions, a rating and a score. The weighted overall average condition of the asphalt paved roads was 2.2/5 which is ok or good. The gravel streets are a 4 which is poor. The consequence of failure is that roads are not drivable and can't be easily repaired.

The Priority ranking was based on physical condition assessment (15 points), road classification (10 points) and population density (5 points). The total scores of each section of street were then evaluated out of a total score of 35 points were then factored to a total score out of 25 to be consistent with the other Infrastructure reports completed. These were then used to designate priority ranking from low priority needing no action to high priority needing immediate action.

The Conclusion is that the level of service of the Town's streets are consistent with other towns of similar size and that the physical condition weighted average of all asphalt paved streets in Town are good. The weighted average of all gravel streets in town are poor. The majority of the asphalt streets are found to be medium to long term priority. All gravel streets within the Town were found to be short term and should be dealt with within 5 years.

The recommendations are to continue to develop and implement Asset Management Best Practices to ensure the Town's street networks are maintained adequately and that annual reserves for future maintenance/replacement are planned to be budgeted for. Next to continue to investigate and subsequently implement, strategies for new revenue streams to assist with accelerating capital reserve replenishment and to investigate funding programs at all levels to assist in capital expense of required replacement work. As part of the selection process for street asphalt surfacing, consideration should be given to the state of the underlying infrastructure to confirm underlying in good shape as well.

It is recommended that Cowan Street from the Town boundary to Whitman Drive be resurfaced, with upgrades to gravel road shoulders, within the next two years. Should future budgets be strained, and outside funding be limited, asphalt resurfacing work on all other streets within the Town could be postponed. Asphalt patching programs should be conducted annually. The necessary upgrade work to gravel streets should be completed within the next five years. Asphalt milling may be considered for certain areas and the contents of this report should be revisited no less than every five years to incorporate street surfacing improvements and adjust street prioritization.

9. Committee Reports

a. General Government

i. Mayor Lennie White -

Mayors report was circulated. We continue to keep Betty Jean and her family in our thoughts. The month of January has been extremely busy, possibly the busiest since becoming Mayor.

Mayor White had some preliminary discussions with the Credit Union regarding opening a branch in town, due to the leaving of the other two banks. A follow up discussion is planned. There have been meetings with Acting ACO Graham to keep up with town matters until we have a new CAO in place, and with Josephine MacDonald, the Returning officer about the by election in March.

ii. Councillors Reports -

1. Deputy Mayor Clarrie MacKinnon

Deputy Mayor MacKinnon acknowledged he attended the Fire Department meeting and that it is being efficiently run. The department is in excellent financial shape, thanks to the Truck pulls, Chicken dinner and 50/50 draw. They will be organizing a pancake breakfast on February 26th and July 1st events will be going ahead COVID pending.

2. Councillor Meghan Bragg

Councillor Bragg attended the accessibility meeting as well as regular council meetings. The library board sent a letter to local MLAs and councils regarding the Homeless situation.

3. Councillor Mitchell MacGregor

Councillor MacGregor acknowledged it was a busy month. There was no 144 meeting, and the MAP meeting was scheduled for the next day. He also attended the regular Council meetings as well as the usual correspondence. He would like to thank Public Works for working diligently after the storms we have had.

Interim CAO Samuel Graham – as submitted.

b. Protective Services

i. Chief of Police Report

2022.01.31.465 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor MacGregor to approve the Chief of Police Report as presented.

Motion Unanimously Carried

ii. Fire Department Report

2022.01.31.466 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor Bragg to approve the Fire Department Report as presented.

Motion Unanimously Carried

iii. Animal Control Report

2022.01.31.467 Moved by Councillor MacGregor, **seconded by** Deputy Mayor MacKinnon to approve the Animal Control Report as presented.

Motion Unanimously Carried

c. Recreation, Culture & Leisure Services

i. RCLS Coordinator Report

2022.01.31.468 Moved by Councillor Bragg, **seconded by** Deputy Mayor MacKinnon to accept the Recreation, Culture & Leisure Services Report as presented.

Motion Unanimously Carried

Winter Jamboree will be on February 26th along with the Coldest night walk, COVID pending.

d. Transportation & Environmental Health Services

i. Water Report

Unavailable at this time. Will have 2 next month.

ii. Public Works Report

2022.01.31.469 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor MacGregor to accept the Public Works Report as presented.

Motion Unanimously Carried

There are 6 staff in Public Works. Hats off to these guys who have worked 233+ hours of overtime last month. They have fixed 10 water leaks, and cleared streets and sidewalks of snow.

iii. Solid Waste Report

2022.01.31.470 Moved by Councillor Bragg, **seconded by** Councillor MacGregor to accept the Solid Waste Report as circulated.

Motion Unanimously Carried

Shared Services Report

Was shared with Council. A reminder that disposal of rapid tests and masks go in the garbage. Also please cut the straps to protect wildlife.

e. Environmental Development

i. Fire Inspection

2022.01.31.471 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor MacGregor to accept the Fire Inspection Report as circulated.

Motion Unanimously Carried

10. Correspondence

i. Minister of Municipal Affairs and Housing

Response to the letter from the Town regarding available properties. Had a meeting to start the discussion and have a follow up meeting scheduled for March.

ii. #1792 Project

Received a letter from Carol Millet from the #1792 Project requesting a motion and proclamation be made recognizing January 15, 2022, the 230th anniversary of the exodus from Nova Scotia to Sierra Leone is an essential part of the history of all Nova Scotians and Canadians. In 1792 15 ships were sent back to Africa. Although our meeting was too late to acknowledge the January 15th date, Mayor White explained we acknowledge the African Nova Scotian history at the beginning of every meeting.

iii. Pictou-Antigonish Regional Library

Letter to MLA's and MPs regarding homeless situation in Pictou County.

iv. Condolence letters and cards

11. New/Unfinished Business

a. State of Infrastructure Report for Westville's Municipal Street Network

2022.01.31.472 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor MacGregor to accept the Report as presented.

Motion Unanimously Carried

b. Westville Fire Department Elections

The Westville Fire Department held its election of Executives.

2022.01.31.473 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor Bragg to accept the results of the election.

Motion Unanimously Carried

Chief Elect - Kenny Dunn (Year 2 of 3 Year Term)

Deputy Chief Elect - Tom Steele (Year 2 of 3 Year Term)

Other Executive positions include:

1st Captain - Gordie Sutherland

2nd Captain - Steven Joudrey

1st Lieutenant - Shaun MacLaughlin

2nd Lieutenant - Rick Ferguson

Safety Officer - Chris Selig

Safety Officer - Kevin Dooley

Training Officer - Bill Chace

Member At Large - David Conrad

Secretary - Bill Chace

Treasurer - Bernie Murphy

c. Sale of Surplus Ford F350 Truck

The recommendation from Public Works Superintendent Samuel Graham is attached.

2022.01.31.474 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor Bragg to award the sale of the surplus truck to David Mallard (Atlantic Reach Electric Ltd.) for \$13,058.25.

Motion Unanimously Carried

d. Sale of Surplus Ford Cutaway Lantz Ambulance/ Rescue Truck

The recommendation from Public Works Superintendent Samuel Graham is attached.

2022.01.31.475 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor MacGregor to award the sale of the surplus truck to Tom Chennel (T&W Auto Center) for \$9,382.85.

Motion Unanimously Carried

e. VirtualCare @ Your Library

At the Committee of the Whole meeting it was explained that the Library is looking at upgrades to the Community Office which could be used as a private location for people to access online doctor appointments. There was a quote of \$6,200 to renovate the room with an upgrade to the ventilation and to put in independent heat. He has approximately \$3,000 in funds already.

2022.01.31.476 Moved by Councillor Bragg, **seconded by** Councillor MacGregor to make up to \$3,200 available to reach the total of \$6,200 needed for the upgrades.

Motion Unanimously Carried

f. Heritage Committee

Formation of a Heritage Committee with a first goal of a plan to commemorate the 100th anniversary of the Cenotaph on July 1st. It was agreed that the name would be the Town of Westville Historical Advisory Committee as there is a Heritage Committee which deals with Historical properties.

2022.01.31.477 Moved by Deputy Mayor MacKinnon, **seconded by** Councillor MacGregor to establish the Historical Advisory committee.

Motion Unanimously Carried

Town of Westville Historical Advisory Committee

TERMS OF REFERENCE:

The purpose of the Town of Westville Historical Advisory Committee is to advise and assist Council on matters relating to the recognition and promotion of the Town's history. Mandate To advise Council on matters of historical significance including properties, individuals, businesses, events or other matters of historical relevance that have contributed to or influenced the history of Westville; work with community members towards recognizing and promoting the Town's history.

DELEGATED AUTHORITY:

The Town of Westville Historical Advisory Committee is established as an advisory committee to Council and does not have any delegated authority or the authority to direct staff.

COMMITTEE COMPOSITION:

The Committee will be composed of up to nine (9) persons who demonstrate an interest in the history of the Town of Westville. Specifically, the Committee will include: • Up to seven (7) members of the community at large, as voting members; • Two (2) members of Council as a voting members; • CAO or designate as a resource; • The Mayor shall serve ex-officio as a voting member of the Committee. Only members, appointed by Council, may vote on any issue. Council may by resolution at any time and from time to time at its sole discretion remove any member, voting or non-voting, from the Committee, as it deems advisable.

Members will serve a term of four years concurrent with the council term and may be reappointment for subsequent terms if approved by council.

g. ACOA Grant

2022.01.31.478 Moved by Councillor Bragg, **seconded by** Councillor MacGregor to apply for the ACOA grant to have the Splashpad Parking Area constructed and paved to be accessible.

Motion Unanimously Carried

12. Public Engagement

Florence Craig- Whitman Drive

On January 6th the sewer on Whitman Drive backed up into a number of homes. She wanted to know what the Town was going to do about it. Public Works superintendent explained they did everything they could. There was no stoppage in the sewers when checked. Town was notified at 5:55 am. Staff immediately went to the location, contacted another company to have them clear the blockage, MacLean arrived and did the job. Within an hour it was resolved. There was a blockage 15 feet up from the manhole. There is no way to determine what caused the clog or to explain why it happened.

Dwayne Halfyard- Whitman Drive

Wanted to know how often sewers are cleared and if there could be a regular review of the system so it doesn't happen again.

The sewers are self clearing which means they don't need to be cleared unless there is a blockage. Checking the pipes between the manholes would mean more equipment and man power than Westville has available. Backflow valves are required on all homes due to by law. Move valve outside and make sure it is inline with plumbing if have finished basement.

This has not happened in last 9 years so it's a testament that the system is working. If you notice water is not draining like normal and there isn't a clog in your house than contact the Town and we will check our systems.

Keith Campbell- Prince William St

Thank you Oliver for your presentation. Is having someone in to ensure he has a backflow meter and that it's operating correctly to prevent this happening again. Incidents like this should be kept in mind when doing studies like this and making plans to help prevent happening again.

Morris Campbell- North Main

Appreciate what happened to the others. His basement flooded, put in a new valve and it flooded again. Turned out his line was lower than the sewer. Had it corrected and hasn't had an issue since. No one is to blame for things like this it just happens.

Denise MacNeil- Prince William St

Her ditches retain water is that normal? Yes. Some of them are flat and will retain water.

The on going discussion included that water and sewer bills pay for the water and sewage being treated and pumped, the pumping stations and the pipes. We are using more products now such as Lysol wipes. Some brands advertise them as being flushable but they aren't. When there is only 1 or 2 being used in a neighbourhood it's different to now everyone is using them more often. The Public Works team have been doing a lot of work with a variety of issues this winter.

Mayor White expressed that many communities have strict rules about the Public engagement portion of Council meetings and a long open discussion like the one just held would not be able to happen. Council hopes people understand we are all on the same team and we have Public Engagement at the end of every council meeting. Also Council only has 1 employee that reports to them and that is the CAO. All the rest of staff report to the CAO. Council don't handle the day to day items but are there to make policy.

13. Closed Session

2022.01.31.479 Moved by Councillor MacGregor, **seconded** by Deputy Mayor MacKinnon to move into closed session.

Motion Unanimously Carried

The meeting adjourned into closed session at 8:30 pm.

14. Next Meetings

a. Committee of the Whole Meeting

Westville Council Chambers
January 17, 2021 – 6:00 pm

a. Board of Police Commissioners

Westville Council Chambers
January 18, 2021 – 6:00 pm.

b. Regular Council Meeting

Westville Council Chambers
January 31, 2021 – 6:00 pm

15. Adjournment

Meeting was adjourned.

Mayor: _____

Chief Administrative Officer: _____

Date Approved: _____

