



**Municipality of the District of Clare  
REGULAR COUNCIL MEETING  
Wednesday, October 19, 2011**

**PRESENT:** Warden Jean Melanson; Deputy Warden Ronnie LeBlanc. Councillors: Brian Comeau, Russell Comeau, Nil Doucet, Danny Hill, Arnold LeBlanc and Simon LeBlanc; CAO/Clerk Connie Saulnier and Administrative Assistant Colette Deveau King. *Other:* Andrea Gaudet, Johan Robicheau et Ivan Robicheau.  
*Translators:* Germaine Comeau and Richard Landry.  
*Camera Operator:* Jene Dugas Cottreau.

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**1) CALL TO ORDER**

Warden Jean Melanson called the Council Meeting to order at 7:06 pm.

**2) APPROVAL OF THE AGENDA**

**MOVED BY** Councillor Danny Hill and **SECONDED BY** Councillor Simon LeBlanc that the proposed Agenda be approved as presented.

**MOTION CARRIED**

**3) PRESENTATIONS**

**3.1 Johann Robicheau: 40 years of Service as a Municipal Employee**

On behalf of Council, Warden Jean Melanson congratulated Johann Robicheau for reaching the milestone of 40 years as a municipal employee at the Municipality of the District of Clare.

Warden Melanson stated that Ms. Robicheau began working at the Municipal Office in October 1971. He indicated that during his 32 years as Councillor he has heard nothing but positive comments regarding Ms. Robicheau and her work.

Council presented Ms. Robicheau with a Certificate of Recognition and a gift to thank her for her continued dedication and valuable service.

Ms. Robicheau spoke briefly, pointing out that she has seen many changes over the past 40 years. She added that she still enjoys working with the public and with the staff and will continue to work as long as she has her health to do so. She thanked Council for the certificate and the gift.

**4) ADOPTION OF THE MINUTES FROM PREVIOUS COUNCIL MEETINGS**

**4.1 September 21<sup>st</sup>, 2011 Regular Council Meeting**

**MOVED BY** Councillor Arnold LeBlanc and **SECONDED BY** Councillor Danny Hill that the minutes of the September 21<sup>st</sup>, 2011 Regular Council Meeting be accepted as circulated.

**MOTION CARRIED**



#### **4.2 October 5<sup>th</sup>, 2011 Council-in-Committee Meeting**

**MOVED BY** Councillor Russell Comeau and **SECONDED BY** Councillor Arnold LeBlanc that the minutes of the October 5, 2011 Council-in-Committee Meeting be accepted as presented.

#### **MOTION CARRIED**

#### **5) BUSINESS ARISING FROM PREVIOUS MEETINGS**

There was no business arising to discuss.

#### **6) WARDEN'S REPORT**

Warden Jean Melanson congratulated Georgette LeBlanc of Church Point for winning the Literature Award Émile-Ollivier 2011, an award recognizing Francophone-Canadian authors living outside of Québec.

Warden Jean Melanson attended the following meetings and functions:

- Celebrating Communities Conference in Yarmouth. Businesses from Clare won awards, such as *Râpure Évangéline* and Comeau Sea Foods;
- Library Board Meeting. The Clare branch services are being used, computer use and book borrowing is high (as high as Yarmouth statistics);
- "*Le Grand Reveil Acadien*" in Louisiana. He and CAO Connie Saulnier participated in the event which was held in 4 different cities (New Orleans, Houma, Lake Charles and Lafayette). During the 10-day trip, they were able to promote the Municipality of Clare and Nova Scotia to a huge amount of people. Warden Melanson stated that CAO Saulnier did excellent work networking with people and inviting people to come visit Clare. They were able to visit the two cities that were twinned with Clare: Church Point and Port Allen. They also saw 2 musical groups from Clare perform, "*Bête 5*" and "*Unisson*".

#### **7) OFFICIAL STATEMENTS FROM THE MEMBERS OF COUNCIL**

Councillor Brain Comeau wished to congratulate Lawrence and Doris Thériault of Bangor on their 50<sup>th</sup> Golden Wedding Anniversary (October 28, 2011).

Councillor Danny Hill wished to congratulate the Clare Tae Kwon Do members, Jason Addington, Brian Comeau, and Jason Ford who advanced to the finals in Toronto.

#### **8) CORRESPONDENCE**

##### **8.1 Letter from Marie-Adèle Deveau regarding Doctors in Clare**

CAO Saulnier read a letter from a member of the public, Marie-Adèle Deveau, addressed to the Warden (attached). The letter thanked Council and the Doctor Search and Recruit Committee for their hard work over the years in finding and recruiting new doctors to the area. It praised the excellent service at the Clare Health Centre and welcomed the arrival of Dr. Alain Blinn.

Councillors stated that it was encouraging to received positive feedback such as this. The letter will be forwarded to the Doctor Search and Recruit Committee.



## 8.2 Letter regarding Environmental Home Assessment Program: Various Provincial Rebates and Grants for Homeowners

CAO Saulnier read a letter from Clean Annapolis River Project which explained the Environmental Home Assessment Program (attached). There are various Provincial Rebates and Grants available for homeowners.

## 8.3 Letter regarding Expo Commerce

CAO Saulnier read a letter dated October 19<sup>th</sup> 2011 received via email from Ms. Angela Whiteley, addressed "To Whom it may concern". The letter indicated that when Ms. Whiteley attended the event, the person at the Expo Commerce's welcoming desk at that time was not able to speak English. She stated that the activity had been advertised as being bilingual and expressed her disappointment that the greeter could only speak French.

Council stated that the Municipality did not organize the event. It was organized by the CAAÉ/CDÉNE and the letter should be forwarded to them.

## 9) COMMITTEE REPORTS

### 9.1 Planning/Development/Building

#### Environmentally Sensitive Coastal Areas

Councillor Danny Hill indicated at PAC's October meeting, Greg Zwicker of Genivar presented two maps of Clare that identified environmentally sensitive coastal areas. PAC reviewed the maps and able to confirm most of the areas identified as sand beaches, coastal marshes, etc. Greg Zwicker also conducted on-site researched on the shores of Saint Mary's Bay to acquire more information and verify the accuracy of some of the information.

Once the Map is completed, Genivar will update the Land-Use By-Law (LUB), and once reviewed by PAC, the Map and the LUB will be presented to Council at which time Council can decide when and how the map will be presented to the public. Councillor Hill added that Genivar has done excellent work regarding the Environmentally Sensitive Coastal Areas.

#### PAC Members

Councillor Hill indicated that Roland LeBlanc is PAC's newest member. He also stated that Odette Comeau had recently been hired in the Municipality's Recreation Department and is no longer a member of PAC. Ads have been placed in the local papers for two new members, with a deadline of this week.

#### **Building Permits Report (2-Year Comparison)**

Councillor Danny Hill presented the building permits reports for September as submitted by the Building Department:

<u>Year</u>	<u>Permits</u>	<u>Value of Construction</u>
2011	19	\$740,000.00
2010	32	\$956,000.00



**9.2 Clare Municipal Recreation Committee – Councillor Brian Comeau**

Councillor Brian Comeau gave an overview of the committee’s September meeting minutes, pointing out the important topics of the Department’s activities.

**9.3 Tourism – Councillor Arnold LeBlanc**

**9.3.1 Clare Municipal Tourism Committee**

Councillor Arnold LeBlanc presented the up-to-date 2011 statistics of the VIC and the activities and events at Rendez-vous de la Baie (see attached for the detailed report).

He indicated that the Tourism Committee is planning to coordinate a Public Workshop during late November to develop a tourism plan for the Municipality. Councillor LeBlanc will provide more information once it is available.

**9.3.2 Yarmouth and Acadian Shores Tourism Association (YASTA)**

Councillor LeBlanc indicated he was not able to assist the last meeting.

**9.4 Villa Acadienne – Councillor Brian Comeau**

Councillor Brian Comeau indicated that the tender for the replacement of windows at the Villa had been awarded (Us Two Construction) and work will begin in November; that the 2011-2012 budget was \$6,397,073.00 and the tender for snow removal has been advertised.

**9.5 Waste Check – Warden Jean Melanson**

Warden Melanson indicated that there was no report.

**9.6 Clare Energy – Warden Jean Melanson**

Warden Melanson indicated that there was no report.

**9.7 Communication Committee (NEW) – Deputy Warden Ronnie LeBlanc**

Deputy Warden Ronnie LeBlanc indicated that one of the objectives of the new Communication Committee is to enable Council to be more transparent and more open to providing better communication to the public.

He reminded everyone that ads had been placed in the local media (Clare Shopper and Le Courier) inviting members of the public that wished to receive emails with news, agendas, minutes, newsletters, etc. regarding the Municipality to contact the office via email to be added to a new distribution list. The email address is [communication@municipality.clare.ns.ca](mailto:communication@municipality.clare.ns.ca) for those that wish to be placed on the list.

**9.8 Clare Firefighters’ Association Quarterly Report – Councillor Danny Hill**

Councillor Danny Hill presented the quarterly report of the Clare Firefighters’ Association (see attached) listing the quantity and types of calls to the firefighters responded.



### Draft "Fire Prevention By-Law"

Councillor Hill also indicated that Council had been presented a draft "Fire Prevention By-Law" proposed by the Firefighters' Association, which Council will have to look at and have further discussions.

## **10) NEW BUSINESS**

### **10.1 Grant Request: UNSM Women in Local Government**

CAO Saulnier read a letter from the Union of Nova Scotia Municipalities (UNSM) (copy attached). It was a request for financial support towards the continuation of the Women in Local Government Bursary Program. They are asking the Municipality of Clare for a voluntary three-year contribution of a total of \$900 at \$300 per year beginning in 2011.

Council discussed. The question was raised if the Municipality had contributed in the past and the reply was no. The CAO stated that this amount has not budgeted for.

A Councillor stated that before Council considers funding a bursary program that is provincial, it would be a good idea to consider a bursary for the local high school. Currently the Municipality of Clare does not offer any type of bursary for graduating local high school students. It was suggested that a Leadership bursary be awarded every year to a deserving student. It was stated that during the 2012 Budget process, that Council should look at including funds for bursaries for local schools.

Council stated that even though UNSM's Women in Local Government Bursary Program is a worthwhile program, the Municipality will not contribute at this time.

### **10.2 Grant Request: *Conseil de développement économique (CDÉNE)***

CAO Saulnier read a letter from the *Conseil de développement économique de la Nouvelle-Écosse (CDÉNE)* (copy attached). It was a financial request for a project aimed at the youth from Clare and Argyle and exploring the work force. More specifically, it was for the purchase of an iPad for the winner from Clare.

Council discussed. It was stated that it was a great project however there is not enough funds in the Grants to Organizations for such a contribution (IPads are approximately \$800 to \$1,000).

CAO Saulnier was asked to send a letter to the *CDÉNE* to inform them of Council's decision and the reason why.

### **10.3 Award of Snow Removal Tenders for Winter 2011-2012 (Motion)**

CAO Saulnier stated that the tenders for snow removal, sanding and salting at the 3 individual locations had been advertised: (a) Municipal Office in Little Brook; (b) Clare Health Centre; and (c) Meteghan Sewage Treatment Plant. The bids were submitted today. She informed Council that one bid had been received for the Clare Health Centre; one for the Meteghan Sewage Treatment Plant (by the same bidder) and none for the Municipal Office.



The detailed of the bids were reviewed (copy attached). Council discussed and agreed to accept the bids for the two locations. As for the Municipal Office, options were discussed. The CAO indicated she could contact the successful bidder and ask if he would accept the Little Brook location for the same amounts as the other two locations. Council agreed.

Council proceeded to the following motion.

**MOVED BY** Councillor Arnold LeBlanc and **SECONDED BY** Councillor Russell Comeau that the Municipality of Clare award the Snow Removal, Sanding and Salting Contract for the parking lots at the **Clare Health Centre** in Meteghan Centre and the **Sewage Treatment Plant** in Meteghan, from November 1<sup>st</sup> 2011 to May 31<sup>st</sup> 2012, to *Jason's Snow Removal and Ice Control* for the prices specified in his tendered bid submitted on **October 19<sup>th</sup> 2011** (attached).

**MOTION CARRIED**

#### 10.4 Human Resources Policies Manual (Motion)

The draft Human Resources Policies Manual had been reviewed by Council over the past week and discussed in detail the evening prior to tonight's Council meeting. Warden Melanson indicated that the lengthy document was a very time consuming project and commended the CAO for her hard work. Councillor Arnold LeBlanc congratulated the CAO for the excellent document. Councillor Brian Comeau stated that he was glad to see the document completed, that it is an excellent source of information for the municipal staff.

**MOVED BY** Councillor Danny Hill and **SECONDED BY** Councillor Brian Comeau that the Municipality of the District of Clare adopt a new Human Resources Policies Manual for the employees of the Municipality of Clare containing the following policies:

Section 1	Policy 1	Overview Policy on Human Resources Management
	Policy 2	Human Resources Records Policy
	Policy 3	Performance Appraisal Policy
	Policy 4	Employee Training and Development Policy
Section 2	Policy 1	Employee Compensation and Review Policy
	Policy 2	Employee Leave Policy
	Policy 3	Pension Plan Policy
	Policy 4	Long Service Awards and Retirement
	Policy 5	Benefits for Non-Permanent Employee
	Policy 6	Cellular Phone Policy
Section 3	Policy 1	Staffing Process Policy
	Policy 2	Equal Opportunity Employment Policy
	Policy 3	Job Description Policy
	Policy 4	Human Resources Planning Policy
	Policy 5	General Recruitment Process Policy
	Policy 6	Prescreening Policy
	Policy 7	Employee Interview Policy
	Policy 8	Reference Checks Policy
	Policy 9	Final Selection Policy
	Policy 10	Communications With Applicants Policy



	Policy 11	Staff Orientation Policy
	Policy 12	Probationary Period Policy
Section 4	Policy 1	Employee Conduct Policy
	Policy 2	Employee Grievance Policy
Section 5	Policy 1	Occupational Health & Safety Policy
	Policy 2	Exit Interview Policy

All policies shall be effective as of April 1<sup>st</sup> 2011 except for Policy 3 in Section 2, Pension Plan Policy, which shall become effective on November 1<sup>st</sup>, 2011.

**MOTION CARRIED**

**10.5 Order to Remedy – Demolished Barn in Lower Saulnierville (Motion)**

Council discussed the site in Lower Saulnierville (9651, Highway 1 – PID # 30057426) where the debris of a demolished barn remain. Council proceeded to the following motion:

WHEREAS property located at 9651 Highway 1, Lower Saulnierville, Digby County, Nova Scotia (PID # 30057426) owned and assessed to Kenneth Alan MacAlpine and *Et Al*, having been determined to contain dangerous and unsightly materials;

AND WHEREAS notice to remediate the property having been personally served on the said Kenneth Alan MacAlpine on December 3, 2010;

AND WHEREAS the total remediation has not been effected within the time frame referenced in the Notice provided to Kenneth Alan MacAlpine;

BE IT RESOLVED THAT all unsightly materials located on property situated at 9651 Highway 1, Lower Saulnierville, Nova Scotia, including, but not limited to, debris from the demolished barn be removed by a contractor and all associated costs be levied against the property tax assessment account associated with the property; and

BE IT ALSO RESOLVED THAT the remediation referenced herein be carried out on or after November 30<sup>th</sup>, 2011.

**MOVED BY** Councillor Arnold LeBlanc and **SECONDED BY** Councillor Nil Doucet.

**MOTION CARRIED**

**10.6 Order to Remedy – Property in Lake Doucette PID # 30105894 (Motion)**

Council discussed the site in Lake Doucette (291, Lake Doucette Road – PID # 30105894) where old appliances and other debris have not been removed from the property. Council proceeded to the following motion:



WHEREAS property located at 291 Lake Doucette Road, in Lake Doucette, Digby County, Nova Scotia (P.I.D. # 30105894) owned and assessed to Munroe's Furniture Limited, having been determined to contain dangerous and unsightly materials;

AND WHEREAS notice to remediate the property having been personally served to Chester Munroe of Munroe's Furniture Ltd on August 16<sup>th</sup>, 2011;

AND WHEREAS the total remediation has not been effected within the time frame referenced in the Notice provided to Chester Munroe of Munroe's Furniture Ltd;

BE IT RESOLVED THAT all unsightly materials located on property situated at 291 Lake Doucette Road, in Lake Doucette, Nova Scotia, including, but not limited to, old appliances and other debris be removed by a contractor and all associated costs be levied against the property tax assessment account associated with the property; and

BE IT ALSO RESOLVED THAT the remediation referenced herein be carried out on or after November 19<sup>th</sup>, 2011.

**MOVED BY** Councillor Danny Hill and **SECONDED BY** Councillor Simon LeBlanc.

**MOTION CARRIED**

#### **10.7 Motions to Award Tenders for Equipment at the Clare Recycling Plant**

CAO Saulnier stated that the tenders closed today for two (2) pieces of equipment at the Clare Recycling Plant. She explained that there were two (2) bidders for each tender: A.F. Thériault and Sons Ltd. and Comeau's Sea Foods Ltd. One was lower for one tender and the other was lower for the second tender. Council reviewed and proceeded to the following motions:

Motion To Award Tender: Manufacturing Of Sorting Conveyor (Item #1)

**MOVED BY** Councillor Danny Hill and **SECONDED BY** Councillor Nil Doucet the Council for the Municipality of the District of Clare accept the tendered bid as submitted by A.F. Theriault & Sons on October 19<sup>th</sup>, 2011 for the Manufacturing of Sorting Conveyor (Item #1) for use in the Clare Recycling Facility in the amount of \$23,715.30 (\$20,622.00 plus \$3,093.30 HST).

**MOTION CARRIED**

Motion To Award Tender: Manufacturing Of Vertical Conveyor (Item #2)

**MOVED BY** Councillor Arnold LeBlanc and **SECONDED BY** Councillor Ronnie LeBlanc the Council for the Municipality of the District of Clare accept the tendered bid as submitted by Comeau's Sea Foods Ltd. on October 19<sup>th</sup>, 2011 for the Manufacturing of Vertical Conveyor (Item #2) for use in Clare Recycling Facility in the amount of \$35,075.00 (\$30,500.00 plus \$4,575.00 HST).

**MOTION CARRIED**



### 10.8 Stud Mill Building Renovations for Recycling Plant – CAO Saulnier

CAO Saulnier indicated she had received an email from Pam Thibault regarding the renovations at the stud mill building for the new Municipal Recycling Plant (at the former Comeau Lumber site) and an issue required a decision from Council. CAO Saulnier read the email which indicated that the planned renovations do not allow sufficient room for commercial cardboard. An addition is needed of 24' x 40'. Ms. Thibault indicated that there is a slab of cement there now, so it could be built on the existing slab. Delmar Construction currently renovating the building estimated the addition at \$40,000 and indicated they could do the work simultaneously.

The CAO stated that if Council were in agreement to permit Delmar Construction to do the work, it would require an amendment to the original contract between the Municipality and Delmar Construction.

The question was asked if this addition would keep the work 'in budget'. The CAO indicated that a large quantity of scrap metal has been sold, so there was money available. Warden Melanson indicated that \$27,000 of scrap metal was sold last week and there is still a large quantity of scrap metal on site remaining to be sold (only half of it has been sold so far). The question was asked if the cost could be paid with Federal Gas Tax Funds and CAO Saulnier indicated yes, the Gas Tax funds could be used to pay for this building.

Warden Melanson indicated that he discussed this issue with Pam Thibault regarding the space required for commercial cardboard at the Recycling Facility. He stated that the building would not be for storage, but a 'working space' for bailing cardboard. Warden Melanson stated that having this space would enable workers to do the work there instead of having the cardboard transported to another area. Eliminating the need to transport the bulky and heavy material, this building would increase efficiency at the Recycling Plant. Council proceeded to the following motion:

**MOVED BY** Councillor Arnold LeBlanc and **SECONDED BY** Councillor Russell Comeau that Delmar Construction proceed with the construction of a building 24' x 40' on an existing cement slab at the new Recycling Facility (former Comeau Lumber site) in an amount not exceeding \$40,000 and an amendment be made to the current stud mill renovations contract.

#### **MOTION CARRIED**

#### **11) DATE AND TIME OF NEXT COUNCIL MEETING**

The next Regular Council meeting will be Wednesday, November 16, 2011 at 7 pm.

#### **12) ADJOURNMENT**

The meeting was adjourned at 8:35 pm as per a motion by Warden Jean Melanson.

**Approved by Council on November 16, 2011**

*Respectfully submitted by*

*Colette Deveau King –  
Administrative Assistant*