



MUNICIPALITY OF THE DISTRICT OF ARGYLE
EXECUTIVE COUNCIL MEETING MINUTES
THURSDAY, SEPTEMBER 28, 2023

- Council Members Present:** Warden Danny Muise, Deputy Warden Nicole Albright, Councillor Richard Donaldson, Councillor Glenn Diggdon, Councillor Ted Saulnier, Councillor Guy Surette, Councillor Gordon Boudreau, and Councillor Kathy Bourque.
- Absent with Regrets:** Councillor Calvin d'Entremont
- Staff Present:** Chief Administrative Officer Alain Muise, Deputy Chief Administrative Officer Scott Surette, and Executive Assistant Chantalle Newell
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1. **Call Meeting to Order**

Deputy Warden Nicole Albright called the meeting to order at 6:32 p.m. with regrets from Councillor Calvin d'Entremont.

2. **Invitation to Stand and Move**

Deputy Warden Nicole Albright reminded Council that they are permitted to stand and move as they need to during the meeting. This is a new initiative introduced by Argyle Recreation which normalizes movement in meetings.

3. **Approval of Agenda**

By consensus, the agenda was approved as presented.

4. **Adoption of Minutes**

a. **Regular Council Meeting Minutes – September 14, 2023**

By consensus, the Regular Council Meeting minutes of September 14, 2023 are approved as presented.

5. **Department Head Report**

There were no questions on the Department Head Report.

6. **For Decision and Discussion**

a. **Article P5A – Employee Definition**

It is MOVED by Councillor Kathy Bourque and SECONDED by Warden Danny Muise to approve Article P5A - Employee Definition.

MOTION CARRIED UNANIMOUSLY

b. **Article P3 – Sick Leave**

It is MOVED by Councillor Richard Donaldson and SECONDED by Councillor Ted Saulnier to approve Article P3 – Sick Leave.

MOTION CARRIED UNANIMOUSLY



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c. **Article C11 – Procurement Policy**

It is MOVED by Councillor Guy Surette and SECONDED by Councillor Kathy Bourque to approve Article C11 - Procurement Policy.

MOTION CARRIED UNANIMOUSLY

d. **Joint Policy Advisory Commission Terms of Reference**

It is MOVED by Councillor Kathy Bourque and SECONDED by Councillor Gordon Boudreau to approve the Joint Police Advisory Commission Terms of Reference as presented.

MOTION CARRIED UNANIMOUSLY

e. **REMO Communication**

Councillor Saulnier raised the issue of communication for Emergencies. He received questions on the preparation of the storm. Residents were concerned they didn't have a phone number to call, in case of an emergency. He suggested brochures could be put in legions, community halls, museums to highlight emergency numbers, preparations, etc.

CAO Muise noted that communication is always the number one concern in any situation. He indicated REMO has a Comfort Centre Plan, that CAOs and the three units will receive soon. REMO designates Comfort Centres, however, any community hall can open up at any time, during an emergency. REMO advises residents to be ready for 72 hours, which makes it difficult to put out information on comfort centres, as they would not want people travelling on the roads during a hurricane, for example. REMO risk plans for every emergency, and they always plan for the highest risk possible. CAO Muise indicated that there is work to be done and REMO in this area and he thanked the residents for coming forward to raise this area of concern.

It is MOVED by Councillor Glenn Diggdon and SECONDED by Councillor Ted Saulnier to bring REMO communication and the concern for communities being cut off in an emergency to the next REMO Executive Meeting.

MOTION CARRIED UNANIMOUSLY

f. **Cellphone Service in Argyle**

Councillor Saulnier raised this issue. Cell phone service is an issue everywhere in the province. He is requesting a letter of support to be written about cell phone service in the Argyle Area.

CAO Muise mentioned that this has been brought up to MLA Colton LeBlanc. He indicated that the Department of Economic Development for the Government of Nova Scotia is responsible for this initiative.



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It is MOVED by Councillor Ted Saulnier and SECONDED by Councillor Glenn Diggdon to write a letter to the Government and Cellphone Providers asking what they are going to do about the cell phone coverage, and what has happened to the service that there once was.

MOTION CARRIED UNANIMOUSLY

7. Correspondence and For Information

a. Response from Minister Masland re: Mun of Shelburne Concerns for Highway 203

Council received a copy of correspondence from Minister Masland to the Municipality of Shelburne regarding their concerns with Highway 203 (Tin Mine Road) for information.

b. Letter to Minister Guilbeault from Mun. of Barrington re: Exemption for Volunteer Emergency Providers from New Fuel Charges

Council received a copy of a letter sent to Minister Guilbeault from the Municipality of Barrington requesting exemption for volunteer emergency service providers from the new fuel charges being proposed.

c. Response from MODY re: Track and Field Project

Council received confirmation that the Municipality of Yarmouth will contribute up to \$200,000 towards the Par-en-Bas track and field project.

CAO Muise indicated that the Town of Yarmouth has unofficially confirmed their contribution of \$200,000.

8. Financial Requests – None.

9. Agenda Topics for the next meeting/Notice of Motion by Councillors

10. Question Period – None.

11. In-Camera – Section 22:2 (e) – Mariners Centre Expansion and Tri-County Planning IMA

By consensus, the Council went to the in-camera session 7:11 p.m.

Councillor Richard Donaldson left the meeting at 7:11 p.m.

By consensus, the council returned to the Executive Council Meeting at 9:10 p.m.

12. Adjournment

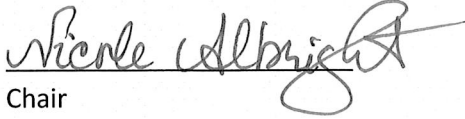
There being no further business, the meeting was adjourned at 9:12 p.m.



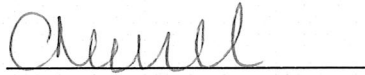
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October 12, 2023

Date Approved



Chair



Clerk/Recorder



Municipality of the District of Yarmouth & Municipality of Argyle Joint Police Advisory Committee Terms of Reference

Background

Under the *Nova Scotia Police Act*, the Municipality of the District of Yarmouth and the Municipality of Argyle is required to appoint a Joint Police Advisory Committee to provide advice to the respective Councils regarding the enforcement of the law, maintenance of law and order, and prevention of crime in each of the Municipalities.

The Committee shall not exercise jurisdiction relating to complaints, discipline, personnel conduct, or internal management of the Royal Canadian Mounted Police (RCMP).

Purpose

The Joint Police Advisory Committee, in accordance with the police contract or policing agreement between the Province of Nova Scotia and RCMP, may consult with the RCMP Chief Officer;

- a) Determining, in consultation with RCMP Chief Officer, priorities, objectives, and goals respecting policing services in the communities;
- b) ensure that communities' needs and values are reflected in policing priorities, objectives, goals, programs, and strategies;
- c) ensure that police services are delivered in a manner consistent with communities' values, needs, and expectations;
- d) act as a conduit between the communities and the RCMP; and
- e) make recommendations to Council regarding policing resource member numbers in consultation with the RCMP Chief Officer.
- f) reviewing with the RCMP Chief Officer or the Chief Officer's designate information provided by the chief Officer respecting complaints and internal discipline.

The Joint Police Advisory Committee, including the Chair and Vice-Chair, shall not make decisions or direct the RCMP Chief Officer or members in any way.

Authority

Under *Section 35* of the *Nova Scotia Police Act*, every municipality is responsible for the policing of and

maintenance of law and order in the municipality and for providing and maintaining an adequate, efficient, and effective police department at its expense in accordance with its needs.

Membership

- a) The Joint Police Advisory Committee consists of two (2) Councillors from each Municipality
- b) Two (2) members from each Municipality, appointed by Council who are neither members of Council nor employees of the Municipalities.
- c) One (1) member appointed by the Minister.
- d) The CAO's for each Municipality and/or designate shall attend all meetings as a non-voting member
- e) The Recording Secretary shall attend all meetings as a non-voting member and provide administrative support to the Committee.

Qualifications

To be a candidate for an appointment to the Joint Police Advisory Committee, a person must demonstrate all of the following qualifications to the satisfaction of Council:

- a) Reside in the municipality;
- b) considerable knowledge of community issues and an understanding of policing values, and governance;
- c) be of good character; and
- d) willingness to make the commitment of time and effort required to carry out the responsibilities.

Council shall endeavor to make both Councillor and citizen appointments with diversity, equity, and inclusion in mind. All members must adhere to municipal policies and regulations including, but not limited to, Violence in the Workplace; Diversity, Equity, and Inclusion; and Conflict of Interest.

Roles and Responsibilities – Members

Membership on this Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- a) Attend all regularly scheduled meetings;
- b) promote the role(s) of the Committee and its undertakings;
- c) attend training and professional development sessions as may be provided from time to time; and
- d) offer input to the Committee on all aspects of policing in the Municipalities.

Roles and Responsibilities – Chairperson

The Committee shall annually elect from its members a Chairperson and a Vice-chairperson.

- a) The Chair may serve two (2) consecutive one (1) year terms after which a one (1) year interval is required.
- b) Any Committee member can serve as Chairperson and Vice-chairperson.

The Chairperson/Vice-chairperson shall:

- a) In collaboration with the CAOs set the draft meeting agenda;
- b) facilitate the meeting and allow for input from all committee members;
- c) the Chairperson shall also act as the spokesperson for the Committee, and
- d) in the Chairperson's absence, the Vice-chairperson shall be responsible for fulfilling the role.

Roles and Responsibilities – Staff (non-voting)

CAO/Designate:

- a) Provide advice to the committee
- b) Recommend professional development
- c) Ensure Recommendations to Council are submitted for consideration

Meetings

- a) All meetings of the Joint Police Advisory Committee are open to the public with the exception of items as described in *Section 22* of the *Municipal Government Act*.
- b) The Advisory committee shall meet at least twice each fiscal year.
- c) Agenda items shall be forwarded to the CAOs two (2) weeks in advance of meetings.
- d) Quorum shall consist of a majority of the total number of voting Joint Police Advisory Committee members.
- e) The committee shall strive to make recommendations by consensus.
- f) Where consensus can not be reached, recommendations shall be made by way of approved motions that are duly moved and seconded per Roberts Rules of Order.
- g) Minutes shall be kept for each meeting.
- h) Recommendations to the Councils shall be communicated in writing to the Wardens from the Chair person.

Conflict of Interest

Members shall declare all possible conflicts of interest before agenda items are presented and leave the meeting or that part of the meeting during which the matter is under consideration. Members shall adhere to the Council Code of Conduct as well as all Council By-laws and Policies.

Review

These terms of reference are to be reviewed every four (4) years.