

COUNCIL COMMITTEE

The Regular Session of Council Committee of the Municipality of the County of Colchester was held in the Courthouse, Truro, Nova Scotia, on Thursday, March 8, 2018.

Roll Call

The roll was called with the following Councillors in attendance:

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| Mayor Christine Blair | |
| Councillor Eric Boutilier | District 1 |
| Deputy Mayor Bill Masters, Chair | District 2 |
| Councillor Geoff Stewart | District 3 |
| Councillor Mike Cooper | District 4 |
| Councillor Lloyd Gibbs | District 5 |
| Councillor Michael Gregory | District 7 |
| Councillor Bob Pash | District 9 (<i>arrived at 7:35 pm</i>) |

Regrets:

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|----------------------------|-------------|
| Councillor Karen MacKenzie | District 6 |
| Councillor Ron Cavanaugh | District 8 |
| Councillor Tom Taggart | District 10 |
| Councillor Wade Parker | District 11 |

Others Present

Mr. Rob Simonds, Chief Administrative Officer
 Ms. Michelle Newell, Director of Public Works
 Mr. Crawford Macpherson, Director of Community Development
 Mr. Scott Fraser, Director of Corporate Services
 Mr. Wayne Wamboldt, Director of Solid Waste
 Mr. Dennis James, Municipal Solicitor
 Mr. Mark Austin, Acting Economic Development Officer
 Ms. Tracey Veno, Executive Assistant/Recording Secretary
 Mr. Devin Trefry, Acting Research, Policy and Community Engagement Officer

Approval of Agenda

Moved by Councillor Cooper
 Seconded by Councillor Boutilier

“That the agenda be approved with the following amendment:

- Add one item in Closed Session, Negotiations.”

Motion Carried Unanimously.

Approval of Minutes

Moved by Councillor Stewart
 Seconded by Councillor Gregory

“That the minutes of February 8, 2018 be approved, as presented.”

Motion Carried Unanimously.

Business Arising from Minutes

Referring to the item on the Automated External Defibrillator (AED) Registry on page 1763, Councillor Boutilier inquired about having an article in the County Newsletter encouraging organizations to register AEDs with the Emergency Health Services AED Registry. The CAO advised that the next

newsletter has already gone to print so staff will look into placing an article in the May edition of the Newsletter as well as having something on the County website.

ACTION ITEMS

Debert Archaeological Program and Funding Request

Mr. Crawford Macpherson, Director of Community Development, provided an update on the archaeological work completed last season in Debert, and recommendations for work for the upcoming season. Due to the costs of the archaeology to date and in future, it is also being recommended that funding be sought from the Provincial and Federal levels of government.

Moved by Councillor Gregory
Seconded by Councillor Gibbs

“That Council Committee recommends to Council that the archaeological program for 2018 be approved with the testing of:

- 1) 18 acres north of Tim Hortons (block 2);
- 2) 2 lots on Dakota Drive; and,

That the cost of the work to be recorded as a deferred expense until the land is sold; and,

That the Mayor be authorized to write the Federal and Provincial governments to seek funding.”

Motion Carried Unanimously.

Property Tax Write Offs

Mr. Scott Fraser, Director of Corporate Services, provided a brief overview of this item indicating that Council approves property tax write offs as prescribed by legislation and municipal accounting guidelines.

Moved by Councillor Boutilier
Seconded by Councillor Pash

“That Council Committee recommends to Council that the property taxes and interest totaling \$10,497.36, as presented, be written off.”

Motion Carried Unanimously.

Expense Policy for Members of Council and CAO

Mr. Devin Trefry, Acting Research, Policy and Community Engagement Officer, introduced this item indicating that recent changes to the Municipal Government Act (MGA) requires implementing an Expense Policy that applies to reportable persons in the Municipality. This legislation also requires the expenses be reported at least on a quarterly basis, be posted online, and an annual summary must be provided to the Department of Municipal Affairs.

Several policies were reviewed before drafting this Policy. The guidelines of the existing personnel policy, Reimbursement for Business and Training Expenses, was used as the premise for the Expense Policy for Members of Council and CAO. Additionally, staff felt that provincial mileage rate and

the federal allowances for meals seemed most reasonable. The draft Policy has been vetted through legal.

Moved by Councillor Boutilier
Seconded by Councillor Gregory

“That Council Committee recommends to Council that the Expense Policy for Members of Council and CAO be approved, as amended.”

Motion Carried Unanimously.

Council Proceedings and Committees Policy Amendments

Mr. Trefry provided an overview of this item indicating that changes have been made to the Council Proceedings and Committees Policy to comply with legislation which requires the Audit Committee have at least one person appointed who is not a member of Council or an employee of the Municipality. To accommodate this, staff believe it was best to separate the Executive and Audit Committee into two committees.

With the amendments being put forth to comply with the above noted legislation, staff also made changes to the section of the policy dealing with Rules of Conduct of Debate to incorporate the use of the microphone system.

Brief discussion was held with agreement on the following additional amendments to the Policy as presented:

- Modify wording within the policy regarding Standing Committees, including those created through by-laws;
- Include an indemnification clause for members of the public appointed to committees; and,
- The requirement of a professional designation for the public appointed member(s) of the Audit Committee.

Moved by Councillor Cooper
Seconded by Councillor Gibbs

“That Council Committee recommends to Council that the Council Proceedings and Committees Policy be approved, as amended.”

Motion Carried Unanimously.

Hospitality Policy

Mr. Trefry reported that the creation of the draft Hospitality Policy is also required through legislation. Directive from the Executive and Audit Committee was that the Municipality does not cover any costs related to alcohol.

Moved by Councillor Boutilier
Seconded by Councillor Gregory

“That Council Committee recommends to Council that the Hospitality Policy be approved, as presented.”

Motion Carried Unanimously.

**Personnel Policy
Amendment –
Reimbursement for Business
and Training Expenses
(Policy 5.05)**

Mr. Fraser provided an outline of this item noting that with the creation of the Expense Policy for Members of Council and CAO, any reference to the CAO in this Policy was removed. Additionally, the suggested changes made to this Policy mirror the newly created Expense Policy for Members of Council and CAO.

Discussion was held on slight modifications to the wording of clause 4 dealing with reimbursement for travel where there are several transportation options available.

Moved by Councillor Cooper
Seconded by Councillor Gibbs

“That Council Committee recommends to Council that existing Policy 5.05 – Reimbursement for Business and Training Expenses be repealed; and,

That the Policy 5.05 – Reimbursement for Business and Training Expenses be approved, as amended.”

Motion Carried Unanimously.

**Cannabis Conference to
Market Colchester**

Mr. Mark Austin, Economic Development Officer, advised this item is a result of a request by Councillor Parker at the February Council meeting and provides Council with a brief overview about upcoming cannabis conferences as it relates to opportunities to locate distribution and/or production operations in Colchester.

Staff investigated the conferences as mentioned by Councillor Parker along with other conferences on the topic of cannabis as a business. The conference in Victoria, BC is a smaller, more regionalized one that will not likely have any national or multi-national companies in attendance. The conference being held in Saint John, NB, is affiliated with major players within the industry. A conference in Toronto in the Spring is part of the same circuit.

Research carried out by staff thus far show that it would be best to attend relevant conferences to explore opportunities, gather information and marketing materials, and make contacts and secure meetings beforehand rather than setting up booth space at these conferences. With approval from the CAO, the Economic Development Officer plans to attend the Saint John and Toronto conferences pending securing appointments in advance.

Moved by Councillor Cooper
Seconded by Councillor Gibbs

“That Council defers its decision pending staff securing confirmation of opportunities and specific appointments.”

Motion Carried Unanimously.

INFORMATION ITEMS

Target Dates for Responses to Policy-related Directives from Council

The purpose of this item is to provide an update on the status and timeline for delivery of policy-related items to Council, namely:

- Assessment Status of Water Bottling Company Properties – March 2018;
- Colchester Mental Health Authority naming Rights – April 2018;
- Feasibility analysis of Noise Issue Options – April 2018; and,
- Code of Conduct and Diversity Initiatives – April 2018.

Director's Report

A report from the Director of Public Works was circulated in the package for this evening's meeting.

CLOSED SESSION

Moved by Councillor Gregory
Seconded by Councillor Pash

"That the meeting go into closed session at 8:42 pm."

Motion Carried Unanimously.

Moved by Councillor Gregory
Seconded by Councillor Pash

"That the meeting reconvene in open session at 9:43 pm."

Motion Carried Unanimously.

ADJOURNMENT

Moved by Councillor Gibbs
Seconded by Councillor Gregory

"That the meeting adjourn at 9:44 pm."

Motion Carried Unanimously.

Tracey Veno
Recording Secretary