

COUNCIL COMMITTEE

The Regular Session of the Council Committee of the Municipality of the County of Colchester was held in the Courthouse, Truro, Nova Scotia, on Thursday, November 14, 2019.

Roll Call

The roll was called with the following Councillors in attendance:

Mayor Christine Blair	
Councillor Eric Boutilier	District 1
Councillor Bill Masters	District 2
Deputy Mayor Geoff Stewart, Chair	District 3
Councillor Mike Cooper	District 4
Councillor Lloyd Gibbs	District 5
Councillor Karen MacKenzie	District 6
Councillor Michael Gregory	District 7
Councillor Bob Pash	District 9
Councillor Tom Taggart	District 10
Councillor Wade Parker	District 11

Regrets

Councillor Ron Cavanaugh	District 8
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Staff Present

Scott Fraser, Director of Corporate Services
 Michelle Newell, Director of Public Works
 Dennis James, Municipal Solicitor
 Tracey Veno, Recording Secretary
 Devin Trefry, Research, Policy and Community Engagement Officer
 Mark Austin, Economic Development Officer
 Kelly Gratto-McCarthy, HR Specialist (*for Item #7*)
 Dave Westlake, GIS Technician/Protective Services Coordinator (*Item #8*)

Approval of Agenda

Moved by Councillor Boutilier
 Seconded by Councillor Gregory

“That the agenda be approved with the following additions:

- Item # 8b, Code of Conduct;
- Item # 8c, Street Lights;
- Item # 8d, Clydesdale Drive.”

Motion Carried Unanimously.

Approval of Minutes

Moved by Councillor Gibbs
 Seconded by Councillor Cooper

“That the minutes of the meeting held on October 10, 2019, be approved as presented.”

Motion Carried Unanimously.

Business Arising from Minutes

There was no business arising from the minutes of the meeting held on October 10, 2019.

ACTION ITEMS

Amendments to Expense Policies Scott Fraser, Director of Corporate Services, provided an overview of the amendments to the Expense Policy for CAO and Members of Council as well as the personnel policy dealing with expenses, Reimbursement for Business and Training Expenses Policy. Changes include the addition of wording giving discretion to the CAO to approve outside policy and, housekeeping modifications relating to federal rates for mileage. Referring to the personnel policy, Mr. Fraser noted one additional change regarding meal allowances which would increase it from \$12 to \$15. This would be consistent with recent changes in the Collective Agreements.

Brief discussion was held on permissible expenses within districts and the inclusion of a clause which would clearly define this.

Moved by Councillor Masters
Seconded by Councillor Boutilier

“That a clause be added to the Expense Policy for CAO and Members of Council to clearly define expenses within districts and the changes be brought back to Council for consideration.”

Motion Carried Unanimously.

Moved by Councillor Masters
Seconded by Councillor Boutilier

“That Council Committee recommends to Council that amendments to the Reimbursement for Business and Training Expenses Policy (5.05) be approved with an additional amendment to Section 1e, which would increase the meal allowance from \$12 to \$15.”

Motion Carried Unanimously.

Small Flood Damage Reduction Projects Policy, Flood Advisory Committee Terms of Reference and Council Proceedings and Committees Policy

Michelle Newell, Director of Public Works, summarized the changes as outlined in the referenced documents and advised that these are recommendations of the Flood Advisory Committee.

Terms of Reference changes include membership composition and, removal of section 2 under Flood Committee Mandate which refers to stormwater. The Committee felt that stormwater master planning should fall within Community Development and Public Works Departments. Changes to the Council Proceedings and Committees Policy are to align with recommended changes to the Terms of Reference.

Proposed amendments to the Small Flood Damage Reduction Projects Policy include definitions for shoreline, watercourse and stormwater; and, clarification around types of projects done by the Flood Advisory Committee.

Discussion was held with concerns being expressed regarding the definition for shoreline.

Moved by Councillor Boutilier
Seconded by Councillor Gibbs

“That Council Committee recommends to Council that the proposed changes to the Flood Advisory Committee’s Terms of Reference, the Small Flood Damage Reduction Projects Policy and the Council Proceedings and Committees Policy be approved, as presented.”

Motion Carried. *(Councillors Taggart and Cooper opposed)*

Personnel Policy Amendments

Kelly Gratto-McCarthy, HR Specialist, introduced the recommended changes to Personnel Policies 4.05 Orientation Program, 6.12 Special Family Leave, and 6.13 Medical and Dental Appointments.

Policy 6.13 Medical and Dental would see an increase from two days to three and these days could be used in combination with Policy 6.12 Special Family Leave. These changes would be consistent with recently approved changes in Collective Agreements with CUPE Locals 3945 and 4106.

Changes to Policy 4.05 Orientation Program are general housekeeping changes to assist with the orientation process for new employees.

Moved by Mayor Blair
Seconded by Councillor Gregory

“That Council Committee recommends to Council that amendments to Personnel Policies 6.13, 6.12, and 4.05 be approved, as presented.”

Motion Carried Unanimously.

Base Level Insurance for Volunteer Firefighters

Mr. Fraser advised that Council recently received a presentation on Base Level Insurance for Volunteer Firefighters at the November 5th presentation meeting and at that time, the item was referred to November Council Committee. Staff is seeking direction from Council on what information is required to move this item forward.

Dave Westlake, Protective Services Coordinator, provided a brief recap of information presented on November 5th. Brief discussion was held on staff investigating options for different levels of coverage and annual costs to the Municipality.

Moved by Mayor Blair
Seconded by Councillor Cooper

“That Council supports the concept of the ask for Base Level Insurance for Volunteer Firefighters and request that staff investigate options and costs for Council consideration.”

Motion Carried Unanimously.

Code of Conduct

Councillor Taggart indicated he is seeking clarification on the matter of Code of Conduct. His understanding was that Council was waiting on the NSFM template, which is currently with the Department of Municipal Affairs for review, before proceeding with the implementation of a Code of Conduct.

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However, concern was expressed regarding recent comments made at the NSFM Conference by the Minister of Municipal Affairs expressing disappointment that municipalities have not moved forward with this.

Moved by Councillor Taggart
Seconded by Councillor Gibbs

“That a letter be sent to NSFM requesting verification of the process relative to the Code of Conduct, noting comments made by the Minister of Municipal Affairs at the NSFM Conference.”

Motion Carried Unanimously.

After further discussion, Council agreed to start with an email versus letter to NSFM.

Streetlights

Councillor Taggart advised that he has received a request for streetlights at the intersection of Carrobie Road and Station Road. It is a very dark intersection and is often very hard to find.

Moved by Councillor Taggart
Seconded by Councillor Gibbs

“That the request for streetlights at the intersection of Carrobie Road and Station Road be referred to staff.”

Motion Carried Unanimously.

Clydesdale Drive

Councillor Masters advised that he received a call from a constituent concerning the ditches along Clydesdale Road (off of Kent Road) not being cleared out. Calls to Nova Scotia Transportation and Infrastructure Renewal’s (NSTIR) Bible Hill office regarding the condition of the ditches have not achieved successful results.

Brief discussion was held on concerns in other areas of the County such as speed signs, ditching and roads in general and the lack of attention and response from NSTIR to these issues.

Mayor Blair indicated that issues are being reported at the quarterly meetings with NSTIR as well as ongoing communications between meetings. It was agreed that Mayor Blair would address the issue of Clydesdale Road ditching via email with the Area Manager.

INFORMATION ITEMS

Sewer By-law Updates

Ms. Newell indicated that this item is to advise Council of upcoming changes to the County’s Sewer Use By-law. The existing By-law requires all building connections to be fitted with a back-flow check valve if the basement floor elevation of the building is below the elevation of the downstream manhole cover. The change to the By-law would require a back-flow check valve for all connections, regardless of elevation. The proposed changes will be presented, by way of First Reading, at the Regular November Session of Council.

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**Invitation from Constituent –
Flight Over Debert Airport**

Councillor MacKenzie advised that a constituent has requested that an invitation be extended to members of Council for a flight over the Debert Airport. Contact information will be emailed from the Administration office and anyone interested should contact the constituent directly.

CLOSED SESSION

Moved by Councillor Gregory
Seconded by Councillor Gibbs

“That the meeting go into closed session at 7:45 pm.”

Motion Carried Unanimously.

Moved by Councillor MacKenzie
Seconded by Councillor Gregory

“That the meeting reconvene in open session at 8:00 pm.”

Motion Carried Unanimously.

Remediation of RECC Stairs

Moved by Councillor Boutilier
Seconded by Mayor Blair

“That Council Committee recommends to Council that retain CBCL Engineering Ltd as project consultant for the repair of the stairs at the RECC, working within a budget of \$100,000 to be shared with the Town of Truro.

Further, that Council Committee recommend to Council that it authorize the Director of Public Works, Paul Smith as Project Manager, and the Solicitor, to negotiate with CBCL to further refine the project proposal.”

Motion Carried Unanimously.

ADJOURNMENT

Moved by Councillor Gregory
Seconded by Councillor Gibbs

“That the meeting adjourn at 8:02 pm.”

Motion Carried Unanimously.

Tracey Veno
Recording Secretary